Checklist for Creating Accessible Documents

* Heading styles applied to headings (H1, H2, etc.)
* Color not the only method used to convey meaning (add symbols)
* High color contrast between background color and text color
* Bulleted/numbered lists created with bullet/numbered list tool
* Descriptive hyperlinks used, followed by un-linked full URL in parentheses
  + EX [Visit the LCSC Homepage](http://www.lcsc.edu/) (Full URL: http://www.lcsc.edu)
* Alternative (Alt) Text for images, charts, graphics, etc.
* Tables
  + Created using table tool, NOT by manually tabbing over
  + Header row defined (Highlight header row 🡪 Table Design Tab 🡪 “Header Row” box checked)
  + “Repeat header row” turned on (Table selected 🡪 Table Layout Tab 🡪 “Repeat Header Rows” button activated)
  + Check reading order by tabbing through table
  + Alternative text added to table
* Run accessibility checker and fix any remaining issues