

## Accessibility Checklist for Architectural Survey Reports, Historic Structure Survey Reports, and National Register Nominations submitted to the North Carolina State Historic Preservation Office

- ☐ Name the document title (*File > Info > Title*)
- ☐ Provide heading structure (*Home > Styles*) (*View > Navigation Pane*)
- ☐ Manage all images (photos, maps, newspaper clippings, postcards, etc.)
  - ☐ Include alternative text (*Right click image > View Alt Text*)
  - ☐ Set to "In Line with Text" (*Right click image > Wrap Text > In Line with Text*)
  - ☐ Assure a logical reading order, especially for floating images
- ☐ Choose accessible-friendly fonts
  - ☐ Sans serif: Arial, Calibri, Century Gothic, Tahoma, Verdana
  - ☐ Serif: Book Antiqua, Bookman Old Style, Georgia, Palatino, Times New Roman
- ☐ Employ color appropriately
  - ☐ Do *not* use color alone to convey meaning
  - ☐ Verify that color contrast [meets standard](#)
  - ☐ Select [color blindness-friendly ramps](#)
- ☐ Design simplified data tables with built-in tools (*Insert > Table > Insert Table*)
  - ☐ Identify header(s) (*Select table > Table Design > Header Row and First Column checkboxes*)
  - ☐ Caption tables (*Select table > References > Insert Caption*)
  - ☐ Do *not* insert a screen capture of a table from another program
- ☐ Establish lists with built-in tools (*Home > Paragraph > Bullet or Numbering Library*)
  - ☐ Do *not* use the Enter key to provide spacing (*Home > Paragraph > Line spacing*)
- ☐ Write descriptive hyperlink text
- ☐ Run the built-in accessibility checker (*Review > Check Accessibility*)
- ☐ Save your document with the Save as PDF option