

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