GLTHS Word Document Remediation Process (WORD)

Initial Checks

- Check for scanned content
- Check for GLTHS template use

Accessibility Checker / Assistant

- Eliminate all errors & warnings

Document Properties

- Check Document Title
- Check File Name
- Check Document Author
- Check Proofing Language

Document Structure & Features

- Check Heading Levels (Navigation Panel)
- Check for Short, Meaningful Headings
- Check all columns, headings, lists, and tables are using built-in “true” versions
- Check for table of contents/bookmarks
- Ensure top to bottom, left to right layout
- Check for space, tab, or return formats
- Check for page numbers

Color & Contrast (3:1 & 4.5:1)

- Check all text, graphs, tables, charts, and links for color contrast issues
- Check that color alone is not used to convey information
- Print out in greyscale to confirm color contrast

Links

- Check for “ScreenTips”
- Check all links are descriptive & meaningful out of context

Images

- Check for Alternative Text
- Check for Decorative Images
- Check for images of text
- Ensure all images are inline

Text Formatting

- Check for using text formatting alone to convey information (Bold, color, italics)
- Check for underlines on normal text
- Check minimum font size of 12pt
- Check for simple sans-serif fonts
- Check for smart art or word art
- Check body text is set to Normal Style
- Check for abbreviations & acronyms
- Check for floating text boxes

Tables

- Check for layout only tables
- Check Table Headers Exist
- Check for consistent data types within each column
- Check for Merged Cells
- Check for blank rows or columns
- Check for repeated header rows
- Check for Table Captions
- Ensure data in cells are left-aligned
- On complex tables, ensure a brief description of the structure and key findings or break up the table

Charts, Flowcharts & Graphs

- Check for standard chart types
- Check for descriptive alternative text
- Check for cluttered charts
- Check all parts of charts are high color contrast
- Check tables are included with complex charts & graphs
- Check for excessive decimal numbers
- Check for logically sorted chart items
- Check for flowcharts & descriptions

Animations, Audio, & Video

- Ensure videos have captions
- Ensure audio has transcripts
- Check for animations, flashing, or auto playing content

GLTHS Word Document Remediation Process (ACROBAT)

Initial Checks

- Check the Tag Tree

Document Properties

- Check Document Title
- Check Document Author
- Check Document Subject
- Check Document Keywords
- Check Initial View – Document Title
- Check Document Language
- Check PDF/UA Identifier

Accessibility Checker

- Eliminate all errors

Document Structure & Features

- Check Bookmarks (If >9 Pages)
- Check List Tags
- Check Heading Tags
- Check Reading Order in Acrobat

Document Artifacts

- Check for Borders
- Check for Horizontal Rules
- Check for Footers
- Check for Headers
- Check for Decorative Images
- Check for Empty Paragraph Tags
- Preflight Artifacts (If needed)

Tables

- Check Table Tag Structure
- Check Table Headers
- Check Table Header Scope / Span
- Add Table Summary (Complex Tables)

Charts, Flowcharts & Graphs

- Check for descriptive alternative text
- Check for broken Charts, Flowcharts, & Graphs

Images

- Ensure Alternative Text Transferred
- Ensure Decorative Images are Artifacts

Forms

- Detect Form Fields / Manually Create Form Fields
- Add Form Field Tooltips
- Autotag Form Fields
- Check Form Field Properties
- Set Page Content Order in the Reading Order tool
- Uncheck Display Like Elements in the Reading Order tool
- Check Tab Order
- Check the Tag Tree

Final Checks

- Run Accessibility Checker
- Run Preflight
    - Mark Non-Structure as Artifact
    - Set Labels in Lists to Generic Bullet
    - Embed Fonts
- Check the Tag Tree
- Check the Reading Order in Acrobat
- Check with PAC & Eliminate Errors
- Check the Reading Order in PAC
- Export PAC Reports
- Check with Screen Reader