Oshawa®

Accessible Document Checklist

Please review the following checklist to ensure they meet the accessible requirements.

The checklist is based on the Accessible Instructions for Specifications and Terms of Reference and is a quick checklist to review prior to submitting specifications/terms of reference.

Accessible Requirement	Check
Font Arial 12	
No use of all CAPS	
No Italics	
No Underline	
Left Justify Text Only	
No Gray Scale	
Acronyms spelled out	
Styles have been used throughout the document and applied correctly	
No extra hard returns	
Bullets are solid circle, open circle or solid square (no arrows or checkmarks)	
Word Accessibility Checker has been run and results are reviewed. Any issues are corrected.	
Tables are simple tables and not complex tables	
Tables – header row is defined	
Tables – repeat header row is defined	
Tables – reading order is defined	
Schedule of Prices is in Excel – Arial 12, only one price schedule per excel file	
Attachments/Appendices are in .pdf.	

Accessible Requirement	Check
Attachments/Appendices are put through Adobe Accessible Checker and all errors are corrected. 1. Pass the "Full Accessibility Check in Adobe Acrobat DC (32 of 32); 2. Have the correct reading order; 3. Have a logical structure in the tag tree and at least one Heading; 4. Include Bookmarks; 5. Include alternative text tags and a detailed description of any image/table; and 6. Have an Accessibility Report attached to the file.	