**AED COP MS Word 2016 Checklist**

Use this checklist to record [MS Word 508 Accessibility](https://section508.gov/refresh-toolkit/test) results.

Document

|  |  |
| --- | --- |
| The Word document (.docx) is saved with a descriptive filename. | **Yes, No, NA** |
| The file type is Word document (.docx) format |  |
| The filename identifies the document or its purpose. |  |

# Headings

|  |  |
| --- | --- |
| The document uses MS Word heading styles. | **Yes, No, NA** |
| Headings in the "Navigation pane" mirror the headings in the document. |  |
| Headings in the "Navigation pane" match the document's visual outline. |  |

# Lists

|  |  |
| --- | --- |
| Lists are formatted correctly. | **Yes, No, NA** |
| The "List" option is visible under "Bullets and Numbering." |  |

# Columns

|  |  |
| --- | --- |
| Columnar content is formatted correctly. | **Yes, No, NA** |
| "COLUMNS:" shows under "Section” in columnar text options. |  |

# Layout Tables

|  |  |
| --- | --- |
| Layout Tables have the correct format. | **Yes, No, NA** |
| Layout tables' tab order match the visual layout. |  |
| “Text wrapping” is set to “None” in Table Properties. |  |

# Language

|  |  |
| --- | --- |
| Intended languages are formatted in the document text. | **Yes, No, NA** |
| Languages are correctly formatted in the document. |  |

# Links

|  |  |
| --- | --- |
| Link names are descriptive. | **Yes, No, NA** |
| Link names describe destination/purpose or describe context. |  |
| Links have unique names. |  |

# Headers, Footers, Watermarks

|  |  |
| --- | --- |
| Vital information in headers, footers, and watermarks is duplicated in the text | **Yes, No, NA** |
| Vital information in headers, footers, and watermarks is also shown  in the content. |  |

# Data Tables

|  |  |
| --- | --- |
| Data tables are created using built-in features. | **Yes, No, NA** |
| Tables are not pictures. |  |
| Tables are free of merged or split cells. |  |
| Tables repeat their header row. |  |
| Table Properties> "Text wrapping" is set to "None." |  |

# Images and other Objects

|  |  |
| --- | --- |
| Images and other objects have alternative text. | **Yes, No, NA** |
| Images/objects have Alt Text or described in context. |  |
| Decorative images use spaces between quotes (" "). |  |
| Accessibility Checker does not report “Objects not Inline for  meaningful images.” |  |

# Text Boxes

|  |  |
| --- | --- |
| Images, objects and text boxes are in line with the text. | **Yes, No, NA** |
| Text boxes do not have any "Objects not Inline" warnings. |  |

# Colors and Sensory Characteristic

|  |  |
| --- | --- |
| Color and other visual characteristics are also textually described. | **Yes, No, NA** |
| Meaning of color or other sensory characteristics is duplicated in text. |  |

# Color Contrast

|  |  |
| --- | --- |
| The color contrast between text and background is sufficient. | **Yes, No, NA** |
| Text and Large Text (including images of text) pass with the  Color Contrast Analyzer. |  |

# Audio, Video and Synchronized Media

|  |  |
| --- | --- |
| Embedded files are accessible. | **Yes, No, NA** |
| Audio-only content has an accurate and complete transcript. |  |
| Video-only content has an accurate and complete description. |  |
| Synchronized media has accurate and complete synchronized captions. |  |
| Synchronizedmedia has accurate and complete synchronized audio  descriptions. |  |

# Forms

|  |  |
| --- | --- |
| The document has no forms. | **Yes, No, NA** |
| Fillable form fields are excluded from the document. |  |

# Flashing Objects

|  |  |
| --- | --- |
| The document has no flashing objects. | **Yes, No, NA** |
| Flashing objects are excluded from the document. |  |

# Alternative Accessible Version

|  |  |
| --- | --- |
| An alternative accessible version is provided. | **Yes, No, NA** |
| Alternate versions are equivalent and up to date. |  |

# Notes