

AED COP MS Outlook Email

Use this checklist to record MS Outlook Email results.

Email

1. Use the Subject field to give a descriptive subject	Yes, No, NA
Check that the subject is descriptive	
Identifies the email or its purpose	

Lists

2. Lists are formatted correctly	Yes, No, NA
The "list" option is visible under "Bullets and Numbering"	

Layout Tables

3. Layout tables have the correct format	Yes, No, NA
Layout tables tab order match the visual layout	
Layout table is placed in-line so that AT can access the content	

Language

4. Intended language are formatted in the documented text	Yes, No, NA
Languages are correctly formatted in the document	

Links

5. Links names are descriptive	Yes, No, NA
Link names describe destination/purpose or describe content	
Links have unique names	

Data Tables

6. Data tables are created using built-in features	
Tables are not pictures	
Tables repeat their header row	
Table Properties>"Text wrapping" is set to "None"	

Images and Other Objects

7. 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 (" ")	

Text Boxes

8. 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 Characteristics

9. 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

10. Color contrast between text and background is sufficient	Yes, No, NA
Text and Large Text (including images of text) pass with the Colour Contrast Analyser	

Audio, Video and Synchronized Media

11. 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	
Synchronized media has accurate and complete synchronized audio descriptions	

NOTES

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