

AED COP MS Word 2016 Checklist

Use this checklist to record [MS Word 508 Accessibility](#) results.

Document

1. The Word document (.docx) is saved with a descriptive filename.

The file type is Word document (.docx) format

Yes No

The filename identifies the document or its purpose.

Yes No

Headings

2. The document uses MS Word heading styles.

Headings in the "Navigation pane" mirror the headings in the document.

Yes No NA

Headings in the "Navigation pane" match the document's visual outline.

Yes No NA

Lists

3. Lists are formatted correctly.

The "List" option is visible under "Bullets and Numbering."

Yes No NA

Columns

4. Columnar content is formatted correctly.

"COLUMNS:" shows under "Section" in columnar text options.

Yes No NA

Layout Tables

5. Layout Tables have the correct format.

Layout tables' tab order match the visual layout.

Yes No NA

"Text wrapping" is set to "None" in Table Properties.

Yes No NA

Language

6. Intended languages are formatted in the document text.

Languages are correctly formatted in the document.

Yes No NA

Links

7. Link names are descriptive.

Link names describe destination/purpose or describe context.

Yes No NA

Links have unique names.

Yes No NA

Headers, Footers, and Watermarks

8. Vital information in headers, footers, and watermarks is duplicated in the text.

Vital information in headers, footers, and watermarks is also shown in the content.

Yes No NA

Data Tables

9. Data tables are created using built-in features.

Tables are not pictures.

Yes No NA

Tables are free of merged or split cells.

Yes No NA

Tables repeat their header row.

Yes No NA

Table Properties > "Text wrapping" is set to "None."

Yes No NA

Images and Other Objects

10. Images and other objects have alternative text.

Images/objects have Alt Text or described in context.

Yes No NA

Decorative images use spaces between quotes (" ").

Yes No NA

Accessibility Checker does not report "Objects not Inline for meaningful images."

Yes No NA

Text Boxes

11. Images, objects and text boxes are in line with the text.

Text boxes do not have any "Objects not Inline" warnings.

Yes No NA

Color and Sensory Characteristics

12. Color and other visual characteristics are also textually described.

Meaning of color or other sensory characteristics is duplicated in text.

Yes No NA

Color Contrast

13. The color contrast between text and background is sufficient.

Text and Large Text (including images of text) pass with the Color Contrast Analyzer.

Yes No NA

Audio, Video, and Multimedia

14. Embedded files are accessible.

Audio-only content has an accurate and complete transcript.

Yes No NA

Video-only content has an accurate and complete description.

Yes No NA

Synchronized media has accurate and complete synchronized captions.

Yes No NA

Synchronized media has accurate and complete synchronized audio descriptions.

Yes No NA

Forms

15. The document has no forms.

Fillable form fields are excluded from the document.

Yes No

Flashing Objects

16. The document has no flashing objects.

Flashing objects are excluded from the document.

Yes No

Alternative Accessible Version

17. An alternative accessible version is provided.

Alternate versions are equivalent and up to date.

Yes No NA

NOTES