**AED COP MS Word 2016 Checklist – ED Edition**

Use this checklist to record [MS Word 508 Accessibility](https://connected.ed.gov/Pages/Accessibility%20Enhancement%20Initiative%20AEI.aspx) results.

# **Accessibility Checker**

|  |  |
| --- | --- |
| Run the accessibility checker and remediated any errors and warnings. | **Yes, No, NA** |
| *Steps in Word:* File→ Info→ Check for Issues→ Check Accessibility |  |

**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. |  |

# **Table of Contents**

|  |  |
| --- | --- |
| Table of Contents are formatted correctly. | **Yes, No, NA** |
| Table of contents was formatted using the option under the References Tab. |  |
| Headings and page numbers link to the proper section(s) in document. |  |

# **Footnotes and Endnotes**

|  |  |
| --- | --- |
| Footnotes and Endnotes are formatted correctly. | **Yes, No, NA** |
| Footnotes and Endnotes were formatted using the References Tab. |  |
| Footnotes and Endnotes link to the proper section(s) in document. |  |

# **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**