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

**Document**

**AED COP MS Word 2016 Checklist**

## 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**

## 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**

## Lists are formatted correctly.

The "List" option is visible under "Bullets and Numbering." ** Yes  No  NA**

**Columns**

## Columnar content is formatted correctly.

"COLUMNS:" shows under "Section” in columnar text options. ** Yes  No  NA**

**Layout Tables**

## 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**

## Intended languages are formatted in the document text.

Languages are correctly formatted in the document. ** Yes  No  NA**

**Links**

## 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**

## 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**

## 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

## 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

## 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

## 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

## 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

## 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**Synchronizedmedia has accurate and complete synchronized audio

descriptions. ** Yes  No  NA**

# Forms

## The document has no forms.

Fillable form fields are excluded from the document. ** Yes  No**

# Flashing Objects

## The document has no flashing objects.

Flashing objects are excluded from the document. ** Yes  No**

# Alternative Accessible Version

## An alternative accessible version is provided.

Alternate versions are equivalent and up to date. ** Yes  No  NA**

# NOTES