Multimedia File 508 Checklist

If you are responsible for creating or signing off/clearing files, you can use this checklist as part of your process. You may find it helpful to review the checklist before you create your file, and also to print out the checklist and check off each item after you have created your file, or when you receive the file.

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| **ID** | **1.0.Master Requirements for all Documents** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 1.1 | Does the document file name not contain spaces and/or special characters? |  |  |  |
| 1.2 | Is the document file name concise, generally limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented? |  |  |  |
| 1.3 | Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, Segoe UI, or Calibri? |  |  |  |
| 1.4 | Does the document refrain from using flashing/flickering text and/or animated text? |  |  |  |
| 1.5 | Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., [http://www.samhsa.gov](http://www.samhsa.gov/) and not [www.samhsa.gov](http://www.samhsa.gov/))? |  |  |  |
| 1.6 | Are all URLs linked to correct Web destinations? |  |  |  |
| 1.7 | Are e-mail links accessible? |  |  |  |
| 1.8 | Has a separate accessible version of the multimedia file been provided when there is no other way to make the content accessible? |  |  |  |

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| **ID** | **2.0.Secondary Sensory-Channel Requirements** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 2.1 | If a video—Does the video or animation contain synchronized captioning? |  |  |  |
| 2.2 | If an animation—Does the animation have a text equivalent? |  |  |  |
| 2.3 | If a sound file—Does the sound file have a matching transcript file? |  |  |  |
| 2.4 | If a video—Is the video streamed? |  |  |  |

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| **ID** | **3.0. Functional Control Requirements** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 3.1 | Does the file have the minimum required media controls of video resizing, volume control, play/stop buttons, and the ability to turn captions on and off? |  |  |  |
| 3.2 | Are all media controls keyboard accessible? |  |  |  |
| 3.3 | Is the media embedded in a way that allows the user to use keyboard controls to move in and out of the video in relation to surrounding content? |  |  |  |

HTML 508 Checklist

| **Checkpoint** | **Criteria** | **Yes (Pass)** | **No (Fail)** | **N/A** |
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| 1.1 | Do images that convey contextual content have equivalent alternative text specified in the alt attribute of the img element? |  |  |  |
| 1.2 | Do images that are purely decorative, and not contextual, have empty, or null, alternative text specified, e.g. alt=""? |  |  |  |
| 1.3 | Does the alternate text convey contextual relevance to the page it is on? |  |  |  |
| 1.4 | Do images that convey complex content have longdesc attributes or equivalent text content available elsewhere on the page? |  |  |  |
| 1.5 | Does text content contained in images disappear when images are not available, i.e. is there text contained in the images? |  |  |  |
| 1.6 | Do image map area elements have the link destination correctly titled? If the title attribute is used, it ought not to duplicate the alt text. |  |  |  |
| 1.7 | Do form non-text controls, e.g. input type image, provide a text alternative that identifies the purpose of the non-text control? |  |  |  |
| 1.8 | Do noframes elements have appropriate equivalent or alternative content for user agents that do not support frames? |  |  |  |
| 2.1 | Is a full text transcript provided for all prerecorded audio? |  |  |  |
| 2.2 | Is a full text transcript provided for all prerecorded video? |  |  |  |
| 2.3 | Are open or closed captions provided for all synchronized video? |  |  |  |
| 2.4 | Is fully synchronized text alternative or sound track provided for all video interaction that is not otherwise described? |  |  |  |
| 3.1 | Is information conveyed by color also conveyed by context, markup, graphic coding, or other means? |  |  |  |
| 3.2 | Does a contrast ratio of at least 4.5:1 exist between text, and images of text, and background behind the text? |  |  |  |
| 3.3 | Is a correct contrast ratio maintained when images are not available? |  |  |  |
| 3.4 | Is a correct contrast ratio maintained when CSS is disabled? |  |  |  |
| 3.5 | Are links distinguished from surrounding text with sufficient color contrast and is additional differentiation provided when the link receives focus, e.g. it becomes underlined? |  |  |  |
| 4.1 | With CSS disabled, is color and font information rendered in the browser's default CSS? |  |  |  |
| 4.2 | With CSS disabled, are headings, paragraphs, and lists obvious and sensible? |  |  |  |
| 4.3 | With CSS disabled, does the order of the page content make sense as read? |  |  |  |
| 4.4 | With CSS disabled, is most text, other than logos and banners, rendered in text rather than images? |  |  |  |
| 4.5 | With CSS disabled, does any content that was invisible before stay invisible? |  |  |  |
| 4.6 | With CSS disabled, is any content or functionality provided by the CSS through mouse action also provided through keyboard-triggered event handlers? |  |  |  |
| 4.7 | When tables are used for layout, does the content linearize properly when layout tables are turned off? |  |  |  |
| 5.1 | Are links in server-side image maps repeated elsewhere in the page that are non-graphical, e.g. a normal list of links? |  |  |  |
| 6.1 | Are client-side image maps used instead of server-side image maps? |  |  |  |
| 6.2 | Do client-side image maps have appropriate alternative text for the image, as well as each hot spot region? |  |  |  |
| 7.1 | For tables containing data, do th elements appropriately define every row and/or every column headers? |  |  |  |
| 7.2 | For tables containing data, do th elements contain the scope attribute for row and/or column headers that are not logically placed, e.g. in the first row and first column as applicable? |  |  |  |
| 7.3 | For tables containing data, is the summary attribute used to explain the meaning of the table if it is not otherwise evident from context? |  |  |  |
| 7.4 | For tables that are used for layout, are th elements or summary, headers, scope, abbr, or axis attributes NOT used at all? |  |  |  |
| 8.1 | For complex tables, do th elements appropriately define row and/or column headers? |  |  |  |
| 8.2 | For complex tables, does each th element contain an id attribute unique to the page and/or does each th element and any td element that acts as a header for other elements contain a scope attribute of row, col, rowgroup, or colgroup? |  |  |  |
| 8.3 | For complex tables, does any td element that is associated with more than one th element contain a headers attribute that lists the id attribute for all headers associated with that cell? |  |  |  |
| 8.4 | Are the summary attribute and thead and tbody elements used to clarify the table meaning and structure if needed? |  |  |  |
| 9.1 | Does each frame and iframe element have a meaningful title attribute? |  |  |  |
| 9.2 | Does the page have equivalent content in a noframes element for user agents that do not support frames? |  |  |  |
| 10.1 | Does any page element NOT flicker at an unhealthy rate, e.g. less than three flashes per second? |  |  |  |
| 10.2 | Does any page NOT contain the marquee and blink elements? |  |  |  |
| 11.1 | Does a document have a text-only version? If so, does it meet all Section 508 criteria? |  |  |  |
| 11.2 | Does the text-only version contain the same exact information as the original document? |  |  |  |
| 11.3 | Does the text-only version provide the functionality equivalent to that of the original document? |  |  |  |
| 11.4 | Is an alternative provided for components, e.g. plug-ins & scripts, which are not directly accessible? |  |  |  |
| 12.1 | Is any content or functionality provided by JavaScript through mouse action also provided through keyboard-triggered event handlers? |  |  |  |
| 12.2 | Are link-type behaviors created with JavaScript on ONLY focusable elements? |  |  |  |
| 12.3 | If content or functionality provided by JavaScript can not be provided to assistive technology, is equivalent content or functionality provided without JavaScript? |  |  |  |
| 13.1 | Are links provided to any special readers or plug-ins that are required to interpret page content? |  |  |  |
| 13.2 | Do special readers or plug-ins comply with the requirements of Section 508 paragraphs §1194.21(a)-(l)? |  |  |  |
| 14.1 | Does each appropriate input element or form control have an associated and visible label element or title attribute? |  |  |  |
| 14.2 | Are all cues for filling out the form available to users of assistive technology, e.g. mandatory fields, help boxes, error messages? |  |  |  |
| 14.3 | Is the tab order to reach the form and the tab order between form elements logical and consistent with the normal and visual order of entering form data? |  |  |  |
| 14.4 | Are logically-related groups of form elements identified with appropriate fieldset and legend elements? |  |  |  |
| 14.5 | Is placeholder text, if used, NOT redundant or distracting to users of assistive technology? |  |  |  |
| 14.6 | Do form error messages identify the error(s) to the user and describe them to the user in text? |  |  |  |
| 15.1 | If repetitive navigation links are at the beginning of the source of the HTML page, can a user navigate via a link, the “skip link”, at the top of each page directly to the main content area? |  |  |  |
| 15.2 | If a “skip link” is provided, does the anchor element contain text content that is visible with CSS disabled? |  |  |  |
| 15.3 | If a “skip link” is provided and it is hidden with CSS, is it available to users of assistive technology, e.g. not using the display:none method? |  |  |  |
| 15.4 | Can a user navigate over groups of links, between multiple groups of links, and between sections of the page content by means of section headings or visible and audible local links? |  |  |  |
| 15.5 | Are heading elements used to convey logical hierarchy and denote the beginning of each section of content? |  |  |  |
| 16.1 | Is enough time provided to allow users to read and interact with content? |  |  |  |
| 16.2 | Is the functionality of the content predictable, i.e. will a user experience contextual changes when unbeknownst to them? |  |  |  |
| 16.3 | Does the user have control over the timing of content changes? |  |  |  |
| 16.4 | If a page or application has a time limit, is the user given options to turn off, adjust, or extend that time limit? |  |  |  |
| 16.5 | Can automatically moving, blinking, or scrolling content that lasts longer than 3 seconds be paused, stopped, or hidden by the user? |  |  |  |
| 16.6 | Can automatically updating content be paused, stopped, or hidden by the user or the user can manually control the timing of the updates, e.g. automatically redirecting or refreshing a page, a news ticker, AJAX updated field, a notification alert, etcetera? |  |  |  |
| 16.7 | Can interruptions be postponed or suppressed by the user, e.g. alerts, page updates, etcetera? |  |  |  |
| 16.8 | If an authentication session expires, can the user re-authenticate and continue the activity without losing any data from the current page? |  |  |  |

\*As of August 2014, ID numbers have been updated for this checklist, but content on checklist items has not changed.

PDF File 508 Checklist

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| **ID** | **1.0.Master Requirements for all Documents** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 1.1 | Does the document file name not contain spaces and/or special characters? |  |  |  |
| 1.2 | Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear? |  |  |  |
| 1.3 | Have the Document Properties for Title, Author (an HHS OpDiv, StaffDiv, or Program Office---not an individual’s names), Subject (AKA Description), Keywords, and Language been filled out? |  |  |  |
| 1.4 | Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)? |  |  |  |
| 1.5 | Have track changes been accepted or rejected and turned off? |  |  |  |
| 1.6 | Have comments been removed and formatting marks been turned off? |  |  |  |
| 1.7 | Does the document refrain from using flashing/flickering text and/or animated text? |  |  |  |
| 1.8 | Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)? |  |  |  |
| 1.9 | Are all URLs linked to correct Web destinations? |  |  |  |
| 1.10 | Are all internal links/TOC entries functioning correctly (if linked)? |  |  |  |
| 1.11 | Are links (including e-mail addresses) keyboard accessible? |  |  |  |
| 1.12 | Has a separate accessible version of the document been provided when there is no other way to make the content accessible? |  |  |  |
| 1.13 | Is the color contrast ratio between foreground text and background color at least 4.5:1? |  |  |  |
| 1.14 | Has the document been reviewed in Print Preview for a final visual check? |  |  |  |

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| **ID** | **2.0. General Layout and Formatting Requirements** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 2.1 | Is the document free of scanned images of text? |  |  |  |
| 2.2 | Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, are they logical? |  |  |  |
| 2.3 | Are decorative images marked as background/artifact? |  |  |  |
| 2.4 | Have all scanned signatures been removed from the PDF? (see  <http://webstandards.hhs.gov/standards/41>) |  |  |  |
| 2.5 | If there is an automated accessibility checker in the program used to create the PDF, has that been run and does it pass? |  |  |  |
| 2.6 | Is the document free of layout tables? |  |  |  |
| 2.7 | Do images/graphics appear crisp and legible? |  |  |  |
| 2.8 | If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly? |  |  |  |

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| **ID** | **3.0.Accessibility Tagging and Reading Order** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 3.1 | Have PDF tags been added to the document? |  |  |  |
| 3.2 | Does the order of the PDF Tags match that of the order that the content should be read in? |  |  |  |
| 3.3 | Has the PDF been formatted using Style elements (i.e., the title of the document as Heading 1, the first-order heading as Heading 2, etc.?) |  |  |  |
| 3.4 | Are heading styles organized in a hierarchal and logical fashion, with consecutive headings (i.e., no missing heading levels). |  |  |  |
| 3.5 | If nonstandard/custom tags are used, have they been mapped correctly in the Document Roles dialogue box and verified as working via assistive technology testing: (e.g., JAWS, Window Eyes, NVDA, and Dragon)? |  |  |  |
| 3.6 | Have documents with multicolumn text, tables, or call-out boxes been checked for correct reading order? |  |  |  |
| 3.7 | Are any footnotes or references tagged with standard Note and Reference tags and placed in the proper logical reading order? |  |  |  |

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| **ID** | **4.0. Document Images Requirement** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 4.1 | Is the document free of background images or watermarks? |  |  |  |
| 4.2 | Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object? |  |  |  |
| 4.3 | Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image? |  |  |  |
| 4.4 | Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions? |  |  |  |
| 4.5 | Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)? |  |  |  |

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| **ID** | **5.0. Lists and PDF Tables** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 5.1 | Have lists been tagged completely, making use of all four of the following tags: L, LI, Lbl, and LBody tags? |  |  |  |
| 5.2 | If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)? |  |  |  |
| 5.3 | Are blank cells avoided? |  |  |  |
| 5.4 | Do all tables have a logical reading order from left to right, top to bottom? |  |  |  |
| 5.5 | Do all data tables in the document have Row and/or Column headers? |  |  |  |
| 5.6 | Do header rows repeat across pages if the table is multiple pages? |  |  |  |
| 5.7 | Are all table cells, with the exception of those in the Header Rows or columns, designated as data cells? |  |  |  |
| 5.8 | Are data cells set so they do not split across pages? |  |  |  |
| 5.9 | If the table is a simple table, does it have scoping applied to the appropriate Row/Column Headers? |  |  |  |
| 5.10 | If the table is a complex table, does it have id and header attributes to associate the data cells with the column/row headers? |  |  |  |
| 5.11 | Are all tables described and labeled (where appropriate)? Note: In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference. |  |  |  |

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| **ID** | **6.0. Form Fields** | **Yes (Pass)** | **No (Fail)** | **N/A** |
| 6.1 | Do all form fields have correct labels and markups:   1. Form fields must have a visual text label next to the form tag and there must be a tool tip. 2. Is the value attribute used on buttons? 3. Is the label element not being used on hidden input fields (e.g., input type =”hidden”)? |  |  |  |
| 6.2 | Are all form fields keyboard accessible? |  |  |  |
| 6.3 | Are all multiple-choice answers keyboard accessible and grouped together as form-field sets?   1. The value attribute needs to match the text next to the answer. 2. Make sure the name attribute is the same. |  |  |  |

## Additional Resources:

* [Making Files Accessible](http://www.hhs.gov/web/508/accessiblefiles/index.html)
* [Section 508 training courses](http://www.hhs.gov/web/508/training/index.html)
* [Color Contrast Analyser](https://www.paciellogroup.com/resources/contrastanalyser/)
* [Web Content Accessibility Guidelines](http://www.w3.org/TR/WAI-WEBCONTENT/) – [Version 2.0](http://www.w3.org/TR/WCAG20/)

## Contrast Ratio Definition:

Description

The objective of this technique is to make sure that users can read text that is presented over a background. For Success Criterion 1.4.3, this technique describes the minimum contrast ratio for text that is less than 18 point (if not bold) and less than 14 point (if bold). For Success Criterion 1.4.5, this technique relaxes the 7:1 contrast ratio requirement for text that is at least 18 point (if not bold) or at least 14 point (if bold).

If the background is a solid color (or all black or all white) then the relative luminance of the text can be maintained by making sure that each of the text letters have 4.5:1 contrast ratio with the background.

If the background or the letters vary in relative luminance (or are patterned) then the background around the letters can be chosen or shaded so that the letters maintain a 4.5:1 contrast ratio with the background behind them even if they do not have that contrast ratio with the entire background.

The contrast ratio can sometimes be maintained by changing the relative luminance of the letters as the relative luminance of the background changes across the page.

Another method is to provide a halo around the text that provides the necessary contrast ratio if the background image or color would not normally be sufficiently different in relative luminance.

