



Photo Source: USDOT

508 COMPLIANCE CHECKLIST

Section 508 of the Rehabilitation Act of 1973 requires that all documents posted on federal government websites must be accessible to all users. To help ensure that your documents are 508 compliant, the Intelligent Transportation Systems Joint Program Office has developed the following checklist.

General

- ☐ The document file name must not contain spaces and/or special characters.
- ☐ The document properties for Title, Author (an agency, not an individual's name), Subject (i.e., description), Keywords, and Language must be filled out.
- ☐ Track Changes must be accepted or rejected and turned off.

Document Layout and Formatting

- ☐ The document must be formatted using style elements in a hierarchical manner (e.g., Heading 1, Heading 2).
- ☐ If color is used to emphasize the importance of selected text, there must be an alternate method.
- ☐ The color contrast ratio between foreground text and background color must be at least 4.5:1.
- ☐ The bullet style must be used as opposed to manually typed characters (e.g., hyphens).
- ☐ Do not use tables as a layout tool (e.g., to create columns).
- ☐ All comments and formatting marks must be turned off.
- ☐ The document must be reviewed in Print Preview for a final visual check.
- ☐ All URLs must contain the correct hyperlink with the full address.
- ☐ All links must make sense out of context and avoid the use of "click here" and other vague instructions.

Document Images

- ☐ All images, grouped images, and non-text elements that convey information must have alternative (alt) text descriptions.
- ☐ Complex images must have descriptive text immediately after the image.
- ☐ The document must be free of background images or watermarks.
- ☐ The image text wrapping style "In Line with Text" must be used for all images.
- ☐ Multiple associated images must be grouped as one object (e.g., organizational charts).
- ☐ All multi-layered objects must be flattened into one image; use one alt text (alt tag) for the image.
- ☐ Text boxes must not be used for simple graphics.

Document Tables

- ☐ Tables must be used to create a tabular structure (not tabs or spaces).
- ☐ All tables must read from left to right, top to bottom.
- ☐ Tables must have the first row designated as a header row in Table Properties.
- ☐ Tables must not use merged cells.
- ☐ Avoid blank cells in tables.
- ☐ If tables are used, where appropriate, they should be described and labeled.
- ☐ Rows should not break across pages.

