AED COP MS Outlook 2016 Checklist

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

Precondition

The message text format is set to Rich Text or HTML. ☐ Yes ☐ No

Message Formatting

1. **The message has a descriptive subject.** ☐ Yes ☐ No ☐ NA

Headings

2. **The message uses MS Outlook heading styles.**
   Reveal Formatting (Shift+F1) pane shows heading levels
   under "Paragraph" for text formatted as a heading (large, bold text) ☐ Yes ☐ No ☐ NA

Lists

3. **Lists are formatted correctly.**
   Reveal Formatting (Shift+F1) pane shows "List" option
   under "Bullets and Numbering." ☐ Yes ☐ No ☐ NA

Layout Tables

4. **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

5. **Intended languages formatting**
   Message text is formatted in the intended language ☐ Yes ☐ No ☐ NA

Links

6. **Link names are descriptive.**
   Link names describe destination/purpose or describe context. ☐ Yes ☐ No ☐ NA
   Links have unique names. ☐ Yes ☐ No ☐ NA

Data Tables

7. **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

8. **Images and other objects have alternative text.**
   Images/objects have Alt Text, or are described in context. ☐ Yes ☐ No ☐ NA
   Decorative images use two spaces between quotes (" "). ☐ Yes ☐ No ☐ NA

9. **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

10. **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

11. **The color contrast between text and background is sufficient.**
Text and Large Text (including images of text) pass with the
Colour Contrast Analyser. ☐ **Yes** ☐ **No** ☐ **NA**

Audio, Video, and Multimedia

12. **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**
Multimedia has accurate and complete synchronized captions. ☐ **Yes** ☐ **No** ☐ **NA**
Multimedia has accurate and complete synchronized audio descriptions. ☐ **Yes** ☐ **No** ☐ **NA**

Forms

13. **The document has no forms.**
Fillable form fields are excluded from the document. ☐ **Yes** ☐ **No**

Flashing Objects

14. **The document has no flashing objects.**
Flashing objects are excluded from the document. ☐ **Yes** ☐ **No**

NOTES