# AED COP MS Outlook 2016 Checklist

Use this checklist to record [MS Outlook 508 Accessibility](https://www.microsoft.com/en-us/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

## 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.
Links have unique names.
- [ ] Yes  
- [ ] No  
- [ ] NA

## Data Tables

7. Data tables are created using built-in features.
- 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."
- [ ] 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.
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