

# AED COP MS Word 2013 Checklist

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

## Document

### 1. 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

### 2. 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

### 3. Lists are formatted correctly.

The "List" option is visible under "Bullets and Numbering."

Yes  No  NA

## Columns

### 4. Columnar content is formatted correctly.

"COLUMNS:" shows under "Section" in columnar text options.

Yes  No  NA

## Layout Tables

### 5. 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

### 6. Intended languages are formatted in the document text.

Languages are correctly formatted in the document.

Yes  No  NA

## Links

### 7. 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

### 8. 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

### 9. 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

### 10. Images and other objects have alternative text.

Images/objects have AltText, or described in context.

Yes  No  NA

Alt Text Description is no longer than 125 characters.

Yes  No  NA

Decorative images use two spaces between quotes (" ").

Yes  No  NA

Accessibility Checker does not report "Objects not Inline for meaningful images."

Yes  No  NA

## Text Boxes

### 11. 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

### 12. 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

### 13. 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

### 14. 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

### 15. The document has no forms.

Fillable form fields are excluded from the document.

Yes  No

## Flashing Objects

### 16. The document has no flashing objects.

Flashing objects are excluded from the document.

Yes  No

## Alternative Accessible Version

### 17. An alternative accessible version is provided.

Alternate versions are equivalent and up to date.

Yes  No  NA

## NOTES