# 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
   - Headings in the "Navigation pane" match the document’s visual outline. [ ] Yes [ ] No

## 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.
   - "COLUMN:“ 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.  
   - Alt Text Description is no longer than 125 characters.
   - Decorative images use two spaces between quotes (" ").
   - Accessibility Checker does not report “Objects not Inline for meaningful images.”

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## Text Boxes

11. **Images, objects and text boxes are in line with the text.**
   - Text boxes do not have any "Objects not Inline" warnings.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## 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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## 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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## Audio, Video, and Multimedia

14. **Embedded files are accessible.**
   - Audio-only content has an accurate and complete transcript.
   - Video-only content has an accurate and complete description.
   - Multimedia has accurate and complete synchronized captions.
   - Multimedia has accurate and complete synchronized audio descriptions.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## Forms

15. **The document has no forms.**
   - Fillable form fields are excluded from the document.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Flashing Objects

16. **The document has no flashing objects.**
   - Flashing objects are excluded from the document.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

## Alternative Accessible Version

17. **An alternative accessible version is provided.**
   - Alternate versions are equivalent and up to date.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
</table>

## NOTES