Military Community and Family Policy

Microsoft Word Document Requirement Checklist for 508 Compliance

The following checklist should be used departmentwide by Military Community and Family Policy staff to verify that Word documents meet the requirements established by MC&FP. The checklist includes compliance with Section 508, in addition to other MC&FP requirements.

Document information

Document title:	
Reviewer/tester name/signature:	
Review/testing date:	

ID	1.0 Document layout and formatting requirements	Pass	Fail	N/A
1.1	Has the document been formatted using Style elements (Heading 1, Heading 2) and is it outlined in a hierarchical manner (Heading 1 to Heading 2 to Body Text)?			
1.2	Does the document refrain from using flashing/flickering text and/or animated text/images?			
1.3	Are page-numbering codes used as opposed to manually typed page numbers?			
1.4	If footnotes are present, have they been created through Word Footnote linking?			
1.5	If color is used to emphasize the importance of selected text, is there an alternative method?			
1.6	Are automated bullet or numbering styles being used as opposed to manually added characters?			
1.7	Have track changes been accepted or rejected and turned off?			

ID	1.0 Document layout and formatting requirements	Pass	Fail	N/A
1.8	Have comments been removed and formatting marks been turned off?			
1.9	Has the document been reviewed in Print Preview for a final visual check?			
1.10	Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., https://www.section508.gov)? Do link names describe the destination/purpose or describe context? Links should also have unique names.			
1.11	Does the file name identify the document or its purpose?			
1.12	Has the color contrast ratio been confirmed?			

ID	2.0 Document image requirements	Pass	Fail	N/A
2.1	Do all images, grouped images and nontext elements that convey information have alternative text descriptions? Do complex images (i.e., charts and graphs) have descriptive text immediately after the image?			
2.2	Is the document free of background images or watermarks?			
2.3	Is the image text-wrapping style "In line with text" used for all images?			
2.4	Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?			
2.5	Have all multilayered objects been flattened into one image and is one Alternative Text, Alt Tag, used for this image?			
2.6	Is the document free of text boxes being used for simple graphics?			
2.7	Do decorative images that do not convey information have empty alternative text? These images should also be marked as decorative figures.			
2.8	Tables are not pictures. If tables are pictures, they need to be rebuilt as live tables.			

ID	3.0 Document table requirements	Pass	Fail	N/A
3.1	Are tables being used to create a tabular structure (not tabs or spaces)?			
3.2	Do all tables have a logical reading order from left to right, top to bottom?			
3.3	Do data tables have the entire first row designated as a "Header Row" in table properties? The Header Row should repeat when the table is split.			
3.4	Is the table free of merged cells?			
3.5	Are all tables described and labeled where appropriate? Note: In some cases, the naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.			
3.6	In Table Properties, is "Allow row to break across pages" unchecked?			
3.7	Does the layout tables tab order match the visual layout?			
3.8	Text wrapping is set to "None" in Table Properties.			

ID	4.0 Notes/additional requirements	Pass	Fail	N/A
4.1	Does the document file name contain special characters? File names may not contain any special characters.			
4.2	Does the file name reflect the content of the document?			
4.3	Does the document use recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Calibri, Cambria, Myriad Pro and Helvetica)?			
4.4	Are the Document Properties (i.e., Subject, Creator, Title, Keywords and Language) properly filled out?			
4.5	If the document contains a table of contents, was it created using the TOC style (TOC command in Microsoft Word)?			
4.6	Has a separate accessible version of the document (for example, an organizational chart) been provided when there is no other way to make the content accessible?			

Noncompliant element tracking

The following table should be used to document any elements of the asset that failed or were identified as being noncompliant. Identify each failed/noncompliant element of the asset by ID number and include a description of the reason why the element failed or is noncompliant.

ID	Description of failure/noncompliance