# Microsoft Word

## Document Layout and Formatting Requirements

| Description of Element | YES | NO | N/A |
| --- | --- | --- | --- |
| Has the document been formatted using Style elements (e.g., Heading 1, Heading 2) and/or Outline in a hierarchical manner (i.e. Heading 1 to Heading 2 to Body Text)? |  |  |  |
| Does the document refrain from using flashing/flickering text and/or animated text/images? |  |  |  |
| Are page numbering codes used as opposed to manually typed page numbers? |  |  |  |
| If footnotes are present, have they been created through Word Footnote linking? |  |  |  |
| If color is used to emphasize the importance of selected text, is there an alternate method? |  |  |  |
| Is the automated bullet or numbering styles being used as opposed to manually added characters? |  |  |  |
| Have track changes been accepted or rejected and turned off? |  |  |  |
| Have comments been removed and formatting marks turned off? |  |  |  |
| Has the document been reviewed in Print Preview for a final visual check? |  |  |  |
| Do all URLs contain the correct hyperlink and display the fully qualified URL (e.g., http://www.section508.gov)? |  |  |  |
| Do the URLs on the page resolve to the correct web destination? |  |  |  |

### Document Images Requirement

| Description of Element | YES | NO | N/A |
| --- | --- | --- | --- |
| Do all images, grouped images and non-text elements that convey information have Alternative Text descriptions? Do complex images (e.g., charts and graphs) have descriptive text immediately after the image? |  |  |  |
| Is the document free of background images or watermarks? |  |  |  |
| Is the image text wrapping style “In Line with Text” used for all images? |  |  |  |
| Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object? |  |  |  |
| Have all multi-layered objects been flattened into one image and use one Alternative Text (Alt Tag) for this image? |  |  |  |
| Is the document free of text boxes being used for simple graphics? |  |  |  |

### Document Tables

| Description of Element | YES | NO | N/A |
| --- | --- | --- | --- |
| Are tables being used to create a tabular structure (not tabs or spaces)? |  |  |  |
| Do all tables have a logical reading order from left to right, top to bottom? |  |  |  |
| Do data tables have the entire first row designated as a “Header Row” in table properties? |  |  |  |
| Is the table free of Merged Cells? |  |  |  |
| Are all tables described and labeled (where appropriate)? Note: In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference. |  |  |  |
| In table properties, is “Allow row to break across pages” unchecked? |  |  |  |

### Notes/Additional Requirements

| Description of Element | YES | NO | N/A |
| --- | --- | --- | --- |
| Does the document file name contain special characters? |  |  |  |
| Does the file name reflect the content of the document? |  |  |  |
| Does the document utilize recommended fonts, such as Times New Roman, Verdana, Arial, Tahoma and Helvetica? |  |  |  |
| Are the Document Properties (i.e. Subject, Creator, Title, Keywords, and Language) properly filled out? |  |  |  |
| If the document contains a Table of Contents (TOC), was it created using the TOC style (e.g., TOC command in MS Word)? |  |  |  |
| Has a separate accessible version of the document been provided when there is no other way to make the content accessible? (e.g., an organizational chart). |  |  |  |