

**Requirements Checklist**

<b>Document Layout and Formatting Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the document been formatted using Style elements (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 Bullet style being used as opposed to manually typed characters (e.g. Hyphens)?			
Have track changes been accepted or rejected and turned off?			
Have comments been removed and formatting marks been turned off?			
Has the Document been reviewed in <i>Print Preview</i> for a final visual check?			
Do all URL's contain the correct hyperlink and display the fully qualified URL?			
Are all URL's linked to correct Web destinations?			
<b>Document Images Requirement</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do all images, grouped images and non-text elements that convey information have alternative text descriptions?			
Do complex images (i.e., 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?			

*508 Compliance Checklist for MS Word documents*

<b>Document Tables</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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?			
<b>Notes/Additional Requirements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the document file name not contain spaces and/or special characters?			
Is the document file name concise, generally limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented?			
Does the document utilize recommended fonts i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica?			
Are the Document Properties (i.e. Subject, Author, Title, Keywords, and Language) properly filled out? Note: For Author, do not use individuals name or contractor name. Should use government organization name)			
If the document contains a Table of Contents (TOC), was it created using the TOC field (e.g., created using the 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? (Example: An organizational chart).			