ATTACHMENT 4 – WORD DOCUMENT CHECKLIST

Document Name/URL:	G0288_Pre-Course_Assessment_June2013.docx
Tester Name / Signature:	LW
Testing Date:	3/16/16
Authorization Name / Signature:	
Authorization Date:	

Word Section 508 Checklist (Version 1.1)

The following checklist will be used by EMI staff to verify that MS Word documents meet EMI curriculum management requirements. The checklist includes compliance with Section 508 in addition to other EMI requirements. It is possible that MS Word documents could be converted to the PDF format; therefore, this checklist incorporates elements necessary for that conversion as well.

ID	1.0 Document Layout and Formatting Requirement	Pass	Fail	N/A
1.1	The document will be 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).	✔		
1.2	The document will not use flashing/flickering text and/or animated text. Shadowed text is also not allowed.	✔		
1.3	Page numbering codes will be used as opposed to manually typed page numbers.			✔
1.4	If footnotes are present, they will be created through Word Footnote linking.			✔
1.5	Color will not be used to emphasize or identify text.	✔		
1.6	Bullet style will be used as opposed to manually typed characters (e.g. Hyphens).	✔		
1.7	Track changes will either be accepted or rejected and turned off. In addition, comments will be removed and formatting marks turned off.			✔
1.8	Deleted Revision 1.2			
1.9	Deleted Revision 1.1			
1.10	All URL's will contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?			✔
1.11	All URL's will link to valid Web destinations.			✔

ID	2.0 Document Images Requirement	Pass	Fail	N/A
2.1	All images, grouped images and non-text elements will have alternative text descriptions.			✔

2.2	Complex images (i.e., charts and graphs) will have descriptive text immediately after the image or embedded in the body of the text.			✔
2.3	The document will be free of background images or watermarks.	✔		
2.4	All images will use the "In Line with Text" text wrapping style.			✔
2.5	Multiple associated images on the same page (e.g., boxes in an organizational chart) will be grouped as one object.			✔
2.6	Deleted 1.1			
2.7	Text boxes will not be used.	✔		

ID	3.0 Document Tables	Pass	Fail	N/A
3.1	Tables will be created using a tabular structure (not with tabs or spaces).	✔		
3.2	All tables will have a logical reading order from Left to Right, Top to Bottom.	✔		
3.3	Table Column and Row headers will be labeled.			✔
3.4	Tables will not contain Merged Cells.			✔
3.5	All tables will be 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.			✔
3.6	In table properties, ensure "Allow row to break across pages" is unchecked.	✔		

ID	4.0 Additional Requirements	Pass	Fail	N/A
4.1	The document file name will not contain spaces and/or special characters.	✔		
4.2	Deleted 1.1			
4.3	Deleted 1.1			
4.4	The Document Properties (i.e. Subject, Author, Title, Keywords, and Language) will be properly filled out. Note: For Author, do not use individuals name or contractor name. Should use government organization name (i.e., HHS).	✔		
4.5	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)?			✔

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Non-Compliant Element Tracking

The following table should be used to document any elements of the Document that failed or were identified as being non-compliant. Identify and describe each failed/non-compliant element of the Document by ID Number.

ID	Description of Failure/Non-Compliance