Word Document 508 Checklist

- Document file name does not contain spaces or special characters and is no more than 20 characters.

- Document properties for Author, Title, Company, Keywords, and Language are properly filled out.

- Document has been formatted using style elements (proper headers, bullets, etc.).

- All edits have been accepted, comments removed, and track changes and formatting marks turned OFF.

- Color is not used to convey important information, e.g., "See red text below."

- All images have alternative text descriptions (Images used only for decoration have null alt tags: alt="").

- All charts and graphs have either an alternative text description or provide a description in the text immediately below the chart or graph.

- All tables read from left to right, top to bottom, and provide a description immediately below the table.

- All hyperlinks are active and use the full Web address, e.g., http://www.hhs.gov/

- Document has been reviewed in Print Preview for a final visual check.