

Word Document 508 Checklist

- Document file name does not contain spaces or special characters.
- Document file name should be concise, generally be limited to 20-30 characters, but make the content of the file clear in the context in which it is presented.
- 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.