Kearney is committed to developing Web and information technology products that are accessible to every person, including people with disabilities. Our standards and processes support the goals of Section 508 of the Rehabilitation Act of 1973, as well as Federal electronic and information technology accessibility standards and Web Content Accessibility Guidelines (WCAG) 1.0.

Below are the checklists to be completed to ensure that you are submitting 508-compliant documents to your Client.

Please note that the guidelines may intersect. For example, if a document was created in Word and turned into PDF when sent to OIG, that document must meet both the Word and PDF requirements. Similarly, tables, charts, and graphs must always follow the attached guidelines regardless of where they were developed – e.g., they must be preceded or followed by short, descriptive summaries of their contents.

Section 508 Checklist for §1194.21 Software Applications and Operating Systems Checklist

I. When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.

1. Can you navigate and use all aspects of the application with the keyboard?
2. Does the program provide clear and precise instructions for use of all keyboard functions as part of the user documentation?
3. Does the tested application provide hotkeys for commonly used shortcuts within menus? E.g., can a user quickly navigate menus with hotkeys and commonly used commands?
4. Does the tested application provide hotkeys to controls within a screen when the control provides a useful benefit and does not conflict with menu hotkeys? E.g., can commonly used menu or other on-screen controls be accessed via keyboard?
5. Can mouseover functions be used with a keyboard?
6. Does the application use industry standards when assigning keyboard equivalent shortcut or hotkeys? E.g., does the program insure that the shortcuts used do not conflict with commonly used keys like Ctrl+C for copy?
7. Can all items be selected, whether it is a list box, radio button, or checkbox, without auto-selection? E.g., if focus is placed on a checkbox, is the checkbox automatically selected?
8. Is it possible for a user to become stuck on a control? E.g., if focus is placed on a control via the keyboard, is a keyboard user able to move focus away from the control without the use of a pointing device?
9. Are there alternative methods for displaying tooltip information via the keyboard?
10. Can a keyboard user access all dialogs and window system menu functions that provide moving, sizing, restoring, minimizing, maximizing, and closing capabilities?
11. Does focus properly track keyboard operations? E.g., when a user presses tab, shift tab or arrow keys, does programmatic focus follow keyboard use?
12. Can arrow keys or tab keys navigate in the specified controls?
13. Is there tabbing that results in excessive keystrokes to activate an element?
14. Does the software support existing accessibility features built into the operating system (e.g., sticky keys, slow keys, repeat keys)?
15. Are all dynamically produced text and controls accessible with the keyboard?
16. Are reserved words avoided in the application? E.g., browser-reserved words, including but not limited to Help, Favorites, and View, if used within the application must have a modifier word providing voice input users a unique command (note this is a function of §1194.31 Functional Performance Criteria).*
17. Are buttons accessible through voice commands? Screen text cannot differ from button title attributes (note this is a function of §1194.31 Functional Performance Criteria).*

II. Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.

1. Does this application interfere with the normal operation of assistive technology? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
2. Can assistive technology operate within all other open applications? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
3. Can built-in accessibility features operate with assistive technology?
4. Does the application disable the ability to use operating system selectable colors?
5. Can a user control the size of the objects on the screen?
6. Can a user use scroll bars when the content will no longer fit?
7. If the application produces a sound, the sound must not be used as the only indicator.
8. Does the software support the "show sounds" feature or equivalent where it is built into the operating system?
9. Can the user disable or adjust sound volume?
10. If information is provided in an audio format, is it also capable of being displayed by the user in a visual format?

III. A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.

1. Does the application have well-defined focus?
2. Do interface elements (e.g., button/link) move focus when selected to the resultant action of that element (e.g., selecting a folder moves focus to Open File dialog box)?
3. Does the focus move to the results of a search? The next tab must move to the first successful "hit" or back to Search files if no hits are found.
4. When using the Help utilities (where frames are used), does the focus move to the contents frame/pane when keywords or content subjects are selected?
5. Is there logical navigational capability to move using keyboard/voice commands from frame to frame and/or control to control? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
6. Can keyboard/voice commands control focus to usable parts of an application/screen? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
7. Does focus only change in one place at a time on the screen? Focus cannot be changed in two places concurrently. E.g., does filling in a checkbox change the focus on the screen without notifying the user?
8. If data is auto-populated based on a selection made, does the new or changed data occur after the event that caused the change, and not above it, and is the user of assistive technology notified of the change?

IV. Sufficient information about a user interface element including the identity, operation, and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.

1. Do images that represent program elements such as controls have textual equivalents?
2. Are all controls such as checkboxes, menus, and toolbars available to the users of assistive technology (e.g., screen readers, voice recognition technology)?
3. Does navigation to controls result in appropriate speaking of labels, data, and cues by a screen reader? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
4. Does navigation to controls track with screen magnifiers? (Note that this is a function of §1194.31 Functional Performance Criteria.)*

V. When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.

1. When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.
2. Are menus with text equivalents provided for all icon functions or icon selections on menu, tool, and format bars?

VI. Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.

1. Is all text presented in the application readable by assistive technologies? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
2. Can screen readers speak all significant text displayed? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
3. Can assistive technology attain focus to textual elements in order to speak or gain focus? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
4. Are all windows and dialog boxes rendered to meaningful text?

VII. Applications shall not override user selected contrast and color selections and other individual display attributes.

1. Applications shall not override user selected contrast and color selections and other individual display attributes.

VIII. When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.

1. If animated objects exist, does the information conveyed by the animated object exist in another method?
2. Does animation speech conflict with a screen reader's speech engine, voice input, or other assistive technology? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
3. Do assistive technology users have the ability to change text size and colors of any text associated with animations?
4. Is equivalent functionality provided by all alternative presentation modes to animation?

IV. Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

1. Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
2. Do users of screen readers have access to alternative text that indicates a condition of color? Any indication of color as a means of conveying information must contain a text alternative (note this is a function of §1194.31 Functional Performance Criteria.)*

X. When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.

1. If users can adjust color and contrast settings, is there a variety of color and contrast settings available?
2. Do all colors depicted for color choices have accompanying text descriptions?
3. Is the software application free of patterned backgrounds used behind text or important graphics?

XI. Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

1. If any flashing or blinking objects exist, are the frequencies less than 2 Hz and greater than 55Hz?
2. Can any on-screen flashing/blinking be disabled?

XII. When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

1. Can all areas of the form be completed, and can the form be submitted using only a keyboard?
2. Does all error information receive focus? Is navigation to errors easy with a keyboard and productive with a minimum of keystrokes?
3. If pop-up errors are displayed, do they receive focus and are they accessible to assistive technology such as screen readers? Do other indicators of errors have a well-defined visual focus, and are they accessible to assistive technology?

4. Do voice recognition users have access by voice command to all menus, toolbars, and field elements? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
5. Do all pop-ups speak immediately through a screen reader? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
6. Does text in a pop-up increase in size through operating system settings?
7. If there are errors, does focus move to the error display?
8. If timed responses are present, is a warning available to assistive technology?
9. If timed responses are present, does the form allow the user to modify the timing parameters of any required timed responses?
10. Are form field instructions clearly presented in an accessible manner?
11. When returning to a form, is focus returned to the last focused element?
12. Are dynamic changes to the form accessible to assistive technology?
13. Are there alternative methods to indicate completion of a form or form field errors that include audio, visual, or other means of communication?

*§1194.31 Functional Performance Criteria

(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.22 Web-based Intranet and Internet Information and Applications

I. A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

1. Is alt text provided for every image?
2. Can screen readers speak all alt text?
3. Is alt text provided for every hotspot on a client-side image map?
4. Is alt text meaningful?
5. Is alt text provided for every animated image?
6. Is alt text provided for every applet?
7. Is alt text provided for programmatic objects?
8. Are empty alt attributes ("") provided for images used for list bullets, decorative purposes, and as spacers?
9. Is alt text provided for background images that convey meaning?
10. Is alt text provided for interactive content?
11. Is alt text provided for animated content?
12. Is alt text provided for every image-type button in forms?
13. When scanned information is an image, is equivalent text provided?
14. Is a non-animated alternative text-based method provided to access and complete an animated process?
15. Can keyboard and voice input users access all text-equivalent alternatives for non-text elements?
16. Is all alt text or any equivalent exposed by the keyboard or voice input?
17. If textual links are not possible, is the screen name of the non-text element at the beginning of alt text, long description, title attribute, etc.?
18. Do expando links have meaningful alt text that appears when the expando is collapsed and when the expando is expanded?
19. Do audio files have transcripts?
20. Do video files have captions?

II. Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

1. Does the multimedia presentation have captions?
2. Are captions large enough to be read?
3. Are captions presented on a solid background with high contrast so that they can be distinguished from the pictorial content?
4. Are the captions synchronized with the audio in the presentation?
5. Does the multimedia presentation have video description?
6. Is the video description synchronized with the video of the presentation?

III. Web pages shall be designed so that all information conveyed with color is also available without color, e.g., from context or markup.

1. If color is used to convey information, is the information presented by another method?
2. Are meaningful text equivalents readily apparent for any color coded screen element?

IV. Documents shall be organized so they are readable without requiring an associated style sheet.

1. Can the page be understood without style sheets?
2. Do screen readers speak the page properly if style sheets are turned off? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
3. Can screen readers speak all controls properly when style sheets are turned off? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
4. Can user-controlled accessibility options be used in the application?

V. Redundant text links shall be provided for each active region of a server-side image map.

1. Are redundant text links provided for each region of a server-side image map?

VI. Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

1. Are client-side image maps used instead of server-side except where a geometric shape is not available for a client-side image map?
2. Are there meaningful text alternatives for links that are images of text?
3. Can keyboard users access text alternatives with the keyboard?
4. Are client-side image map links selectable by keyboard/voice?

VII. Row and column headers shall be identified for data tables.

1. Are row and column headers identified in data tables with a <TH> tag?
2. Is the <td> tag used for table data cells?
3. Can assistive technology associate row and column headers with data elements when navigated to within a table?
4. Are header elements and associated data included in the same table?
5. Do all coded header and data cells have content?
6. Is the scope attribute used to delineate rows and columns?
7. Are colspan and rowspan used for data and header cells that span multiple columns or rows?
8. Do cells have only one set of data?

VIII. Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

1. In complex tables, do colspan or rowspan attributes use either the scope attribute or id attributes to associate data with header cells?
2. In complex tables, are data cells and header cells associated by using id attributes?

IX. Frames shall be titled with text that facilitates frame identification and navigation.

1. Do all frames have meaningful descriptive titles?
2. Are frame names available to assistive technology? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
3. Is navigation to frames with a keyboard equivalent to navigating with a mouse?
4. Can voice recognition navigate to frames the same as mouse/keyboard navigation? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
5. Does the Web site ensure that hidden frames or other elements used for storage or work areas are not spoken or exposed to assistive technologies? (Note that this is a function of §1194.31 Functional Performance Criteria.)*

X. Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

1. Does the page avoid using blinking text and/or images with a frequency greater than 2 Hz and lower than 55 Hz?

XI. A text-only page, with equivalent information or functionality, shall be provided to make a Web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

1. Is there an equivalent text alternative page for this page if compliance cannot be accomplished in any other way?
2. Is the equivalent page updated whenever the original page is updated?
3. Are the meaningful contents of the equivalent page the same as the original page, and does it provide the same functionality?

XII. When pages utilize scripting languages to display content or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

1. Are accessible alternatives provided for scripts and applets that are inaccessible with assistive technologies?
2. Are all contents and interface elements keyboard or voice accessible?
3. Do all content and interface elements have a well-defined visual focus?
4. Is sufficient information about a user interface element including the identification, operation, and state of the element available to assistive technology?
5. Is there a logical tab order?
6. Is keyboard focus clearly indicated?
7. Is keyboard focus programmatically exposed?

XIII. When a Web page requires that an applet, plug-in, or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(I) through (XII).

1. If a page uses plug-ins, applets, etc., is a link to that plug-in or applet provided?
2. Are plug-ins, including but not limited to Flash, e-Learning players, or multimedia programs, compliant with 1194.21 software requirements?
3. If a Web page uses a plug-in, can it be loaded on Agency computers?

XIV. When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

1. Can the form be used with assistive technologies?
2. Is instructive text at the beginning of the form?
3. Are all form controls explicitly associated with labels, are the labels properly positioned, and are they meaningful?
4. Can you navigate and follow forms with the keyboard?
5. Can screen readers speak all controls, labels, directions, and cues in a logical order?
6. Does the keyboard get focus on all controls, labels, directions, and cues in a logical order?
7. Does all error information receive focus, and is navigation to errors available to the keyboard with a minimum number of keystrokes?
8. Is error message text associated with each error element so that all error messages are understandable in order to correct the error?
9. Is navigation precise to each identified error and without the necessity to navigate the entire form?
10. Do audio cues have accessible alternatives?
11. Are there accessible alternatives to security measures such as CAPTCHAs?
12. Are elements grouped logically with the proper structure, e.g., a meaningful fieldset and legend in HTML or proper coding in Flash?
13. Do online PDF forms speak in a logical reading order (that is, fields must speak as fields in the order they appear on the form)?
14. Do PDF documents and forms retain the same clarity with screen magnification software as they do when not magnified?
15. Do PDF fillable forms comply with 1194.21.I.l?
16. Do PDF forms track with Braille displays?

XV. A method shall be provided that permits users to skip repetitive navigation links.

1. Is there a way to skip over a group of repetitive links?
2. Are links visible or made visible when tabbed?
3. Does focus go to the first content past the repetitive links after the skip link is invoked?

XVI. When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

1. When a timed response is activated, is the user alerted and offered the ability to indicate that more time is needed?

2. If there is a "time-out" feature, are users clearly advised up front in the application that it exists?
3. Does the time-out message pop-up, speak, and get focus?
4. If users time-out, do they have the capability to return easily to the last addressed page?
5. Does the page avoid automatic redirects, automatic refreshing, etc.? If not, is there a warning that alerts the user?

*§1194.31 Functional Performance Criteria

(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.31 Performance Criteria

This Standard is used to define and explain the requirements for various accessibility features for people with the following disabilities: blindness, low vision, deafness, hard of hearing, speech, mobility, dexterity, and fine motor control. Functional performance criteria are used in conjunction with the other standards.

I. At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

1. Are all features of the product or service available to users of the product or service with no vision?
2. Are all features of the product or service available to users of the product or service with assistive technology?
3. Are all features of the product or service available to users of screen readers? (The product or service cannot be usable with one screen reader and not another.)
4. Are all features of the product or service available to users of Braille displays?
5. If visual alerts are provided, are they also available in an auditory manner?
6. If multimedia products are provided, are they video described?

II. At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.

1. Are all features of the product or service available to users of the product or service with low vision?
2. Are all features of the product or service available to users of the product or service with low vision using assistive technology such as screen magnifiers? (The product or service cannot be usable with one screen magnifier and not another.)
3. If visual alerts are provided, are they also available in an auditory manner?
4. If multimedia products are provided, are they video described?
5. If multimedia products are provided, can they be enlarged?

III. At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

1. Are all features of the product or service available to users of the product or service with no hearing?
2. If audio alerts are provided, are they also available in a visual manner?
3. If multimedia products are provided, are they captioned?

IV. Where audio information is important for the use of a product or service, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

1. Are all features of the product or service available to hard of hearing users?
2. Can a default audio output be set to various levels, and is it user selectable?
3. If audio alerts are provided, are they also available in a visual manner?
4. If multimedia products are provided, are they captioned?

V. At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

1. Are all features of the product or service available to users that do not require user speech?

VI. At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

1. Are all features of the product or service available to users that do not require fine motor control or simultaneous actions and that is operable with limited reach and strength?
2. Are all features of the product or service available to users of voice recognition technology?
3. Are all features of the product or service available to users of pointer technology?
4. Are all features of the product or service available to users of eye tracker technology?

Section 508 Checklist for §1194.41 Information, Documentation, and Support

This Standard supports all products and services. Please also refer to Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Adobe PDF checklists.

I. Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.

1. Is product support documentation provided to end-users?
2. Is support documentation available in accessible electronic formats?
3. Can support documentation be used with assistive technology such as screen readers, Braille displays, screen magnifiers, voice recognition technology, etc.? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
4. If product support documentation is provided as HTML, is the documentation conformant with §1194.21 and §1194.22?
5. If product support documentation includes multimedia demonstrations, are there captioning and video descriptions for the demonstrations?
6. Is there an additional charge for alternate formats?

II. End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.

1. Is accessibility and compatibility support documentation provided to end-users?
2. Is accessibility and compatibility support documentation available in accessible electronic formats?
3. Can accessibility and compatibility support documentation in electronic format be used with assistive technology such as screen readers, Braille displays, screen magnifiers, or voice recognition technology? (Note that this is a function of §1194.31 Functional Performance Criteria.)*
4. If accessibility and compatibility support document is provided in HTML, is the document conformant with §1194.21 and §1194.22?
5. If accessibility and compatibility support documentation includes multimedia demonstrations, are there captioning and video descriptions for the demonstrations?
6. Is there an additional charge for alternate formats?

III. Support services for products shall accommodate the communication needs of end-users with disabilities.

1. Can support personnel communicate with TTY users?
2. Can support services talk to relay services?
3. Can TTYs leave messages on the support services' voice mail systems? Refer to §1194.23 (III).
4. Do customer support services have a time-out period on their phone system? Does the timeout give an auditory and visual alert when the time interval is about to run out? Refer to §1194.23 (IV).
5. Can the user indicate more time is required? Refer to §1194.23 (IV).

6. Does the product support service have a Web site? If yes, does it pass §1194.21 and §1194.22 for the Web site?
7. Does the product have a chat feature for product support service? If yes, does it pass §1194.21 and §1194.22?

*§1194.31 Functional Performance Criteria

(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.

(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.23 Telecommunications Products

I. Telecommunications products or systems that provide a function allowing voice communication and that do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.

1. Does the phone allow the user to intermix speech with TTY use?
2. If a TTY disables the microphone, can the microphone be turned on again?

II. Telecommunications products that include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.

1. Does the product compress or alter transmissions, including TTY audio signals, in such a manner that the signals are not decoded properly?

III. Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.

1. Does the interactive voice response system (IVRS) allow for clear TTY data? TTY users have discovered that some voice mail systems corrupt TTY data left in voice mail boxes.
2. Is the product compatible with direct TTY access or the use of the relay service and by Voice Carry Over (VCO), Hearing Carry Over (HCO), Video Relay Services (VRS), or Speech to Speech users through a relay service?
3. Are controls provided that allow TTY users to pause, skip, rewind, slow down, and repeat all messages and prompts?
4. Is there a visual instruction to save or delete a voice mail message after a TTY user reviews a mail message?

IV. Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval shall give an alert when the time interval is about to run out and shall provide sufficient time for the user to indicate more time is required.

1. Does the product give an alert when the time interval is about to run out?
2. Does the product provide sufficient time for the user to indicate more time is required?

V. Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs and for users who cannot see displays.

1. Is caller identification provided for users of TTYs?
2. Is another form of caller identification provided for users who cannot see displays?
3. Is audible caller identification provided for users who cannot see displays?

VI. For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.

1. If a volume control (usually a calibrated wheel or slide) is provided that allows a user to set the level anywhere from 0 to the upper requirement of 20 dB, there is no need to specify an intermediate level. If a stepped volume control is provided (usually through pressing a button repeatedly), is one of the intermediate levels provided 12 dB of gain?

VII. If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.

1. If the telecommunications product allows a user to adjust the receive volume, does it have a function to automatically reset the volume to the default level after every use?

VIII. Where a telecommunications product delivers output by an audio transducer that is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.

1. Is the product hearing aid compatible (HAC)?
2. Does the product have wireless magnetic coupling to hearing technologies?

IX. Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.

1. Can a user of hearing technologies use the product successfully in an auditory manner?
2. Do users of hearing technologies experience auditory interference coming from the phone and does the sound(s) interfere with the ability to conduct a conversation?

X. Products that transmit or conduct information or communication shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats, or other information necessary to provide the information or communication in a usable format. Technologies that use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.

1. Can closed captions be decoded from video signals transmitted by this product?
2. Can video descriptions be decoded from video signals transmitted by this product?
3. Can TTYs receive and send clear signals via VoIP through this product?
4. Can assistive technologies receive communication through this product?

XI. Products that have mechanically operated controls or keys shall comply with the following: controls and keys shall be tactilely discernible without activating the controls or keys.

1. Does the product present telephone keypads and computer keyboards as touch screen only? If yes, this standard 1194.3 (XI.1) through (XI.4) does not apply.
   a. Are mechanically operated controls or keys tactilely discernible without activating the controls or keys?
2. Products that have mechanically operated controls or keys shall comply with the following: controls and keys shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2 N) maximum.
   a. Are mechanically operated controls or keys operable with one hand?
   b. Do mechanically operated controls or keys operate without requiring tight grasping, pinching, or twisting of the wrist?
   c. Do mechanically operated controls or keys activate with 5 lbs. (22.2 N) or less pressure?
3. Products that have mechanically operated controls or keys shall comply with the following: if key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.
   a. When key repeat is supported for products with mechanically operated controls or keys, is the delay before repeat adjustable to at least 2 seconds per character?
4. Products that have mechanically operated controls or keys shall comply with the following: the status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.
   a. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible in a visual manner?
   b. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible through touch or sound?

*§1194.31 Functional Performance Criteria

(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.

(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.24 Video and Multimedia Products

I. All analog television displays 13 inches and larger and computer equipment that includes analog television receiver or display circuitry shall be equipped with caption decoder circuitry that appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry shall be equipped with caption decoder circuitry that appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.

1. Does an analog television with displays measuring at least 7.8 inches vertically have the capability to decode and display captions from broadcast, cable, videotape, and DVD signals?
2. Does a digital television measuring at least 13 inches vertically have the ability to decode and display captions from broadcast, cable, videotape, and DVD signals?
3. Do stand-alone DTV tuners have the ability to decode and display captions from broadcast, cable, videotape, and DVD signals?
4. Does computer equipment that includes DTV receiver or display circuitry have the ability to decode and display captions from broadcast, cable, videotape, and DVD signals?

II. Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.

1. Do television tuners, including tuner cards for use in computers, have secondary audio program playback circuitry?

III. All training and informational video and multimedia productions that support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content shall be open or closed captioned.

1. Are all video and multimedia programs that contain speech or meaningful audio information open or closed captioned?
2. Are captions synchronized with the speech and audio information?
3. Is the current speaker indicated in the captions? (Note that this is a function of §1194.31 Functional Performance Criteria)*
4. Is a text transcript provided for audio-only presentations?
5. Are captions provided for podcasts?

IV. All training and informational video and multimedia productions that support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content shall be audio described.

1. Do all video and multimedia programs have video descriptions for meaningful visual information?

2. Is a text transcript provided for video-only presentations?

V. Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.

1. Can captioning be turned on or off by the viewer?
2. Can video descriptions be turned on or off by the viewer?

*§1194.31 Functional Performance Criteria
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.25 Self-Contained, Closed Products

I. Self-contained products shall be usable by people with disabilities without requiring an end-user to attach assistive technology to the product. Personal headsets for private listening are not assistive technology.

1. Does this product have features built into the product so that the product conforms to *§1194.31 Functional Performance Criteria (shown at the end of this form)?

II. When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

1. Does the product give a user-selectable alert when the time interval is about to run out (e.g., auditory, tactile, or visual)? Refer to *§1194.31 Functional Performance Criteria.
2. Does the product provide sufficient time for the user to indicate more time is required?

III. Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (XI.1) through (XI.4).

1. When a product has a touch screen, is there a redundant set of controls that can be used by persons who have access problems with touchscreens?
2. Is the redundant set of controls and keys tactilely discernible without activating the controls or keys?
3. Does the redundant set of controls and keys operate with one hand?
4. Does the redundant set of controls and keys operate without requiring tight grasping, pinching, or twisting of the wrist?
5. Is the force required to activate the redundant set of controls and keys less than 5 lbs. (22.2 N) maximum?
6. When the redundant set of controls and keys support repeat, is the delay before repeat adjustable to at least 2 seconds per character?
7. Does the redundant set of controls and keys display the status of all locking toggle controls or keys in a visual manner?
8. Does the redundant set of controls and keys display the status of all locking toggle controls or keys through touch or sound?

IV. When biometric forms of user identification or control are used, an alternative form of identification or activation that does not require the user to possess particular biological characteristics shall also be provided.

1. When a system needs to be accessed by a person with a disability that prohibits the use of a specific biometric feature, is there a non-biometric alternative provided that does not compromise security?

V. When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at any time.

1. Does the product provide voice output for a person who is unable to see a visual display?
2. Does the product provide industry standard connectors for headsets to enable the user to operate the product in private?
3. Does the product provide the ability to interrupt, pause, and restart the audio at any time using a variety of controls such as voice recognition or keyboard? Refer to *§1194.31 Functional Performance Criteria.

VI. When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.

1. Can the default audio output be set to various levels, and is it user selectable?
2. Does the device automatically reset the volume to the default level after every use?
3. Is the output audio from the product at a minimum level of 65 dB?
4. If the ambient noise level of the environment is above 45 dB, can the user raise the sound level at least 20 dB higher than the ambient noise level?
5. Can the owner of the device recalibrate the device at specified periods to ensure that the sound level can be at least 20 dB higher than the ambient noise level?

VII. Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

1. If color is used to convey information, is the information displayed in another method?
2. Do users have access to an alternative description that indicates a condition of color? Any indication of color as a means of conveying information must contain an accessible auditory and visual alternative (note this is a function of §1194.31 Functional Performance Criteria).*

VIII. When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.

1. If users can adjust color and contrast settings, is there a variety of color and contrast settings available?
2. Do all colors depicted for color choices have accompanying meaningful audio and visual descriptions? (Note refer to §1194.31 Functional Performance Criteria.)*
3. Does the application support user-defined color settings?
4. Is the display viewable with inverted colors? If inverted colors are chosen, can the screen return to the default after the user is finished?
5. Is the display free of patterned backgrounds used behind text or important graphics?

IX. Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

1. If any flashing or blinking objects exist, are the frequencies less than 2 Hz and greater than 55Hz?

2. Can any on-screen flashing/blinking be disabled?
3. Do any flashing/blinking words or objects that convey meaning have an accessible auditory and visual alternative? (Note refer to §1194.31 Functional Performance Criteria.)*

X. Products that are freestanding, non-portable, and intended to be used in one location and that have operable controls shall comply with the following: the position of any operable control shall be determined with respect to a vertical plane that is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48-inch length (see the figures below).

1. Do all operable controls meet the standard by having a vertical plane that is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48-inch length?
2. Products that are freestanding, non-portable, and intended to be used in one location and that have operable controls shall comply with the following: where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.
   a. Where any operable control is 10 inches or less behind the reference plane, is the height a maximum of 54 inches and a minimum of 15 inches above the floor?
3. Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, is the height a maximum 46 inches and a minimum of 15 inches above the floor?
4. Products that are freestanding, non-portable, and intended to be used in one location and that have operable controls shall comply with the following: operable controls shall not be more than 24 inches behind the reference plane (see the figures below).
   a. Are operable controls not more than 24 inches behind the reference plane?
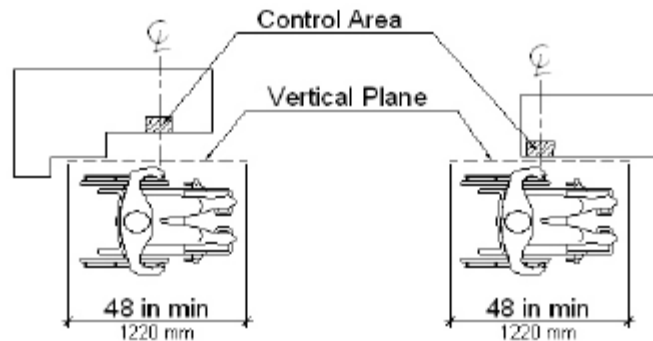
Vertical Plane Relative to the Operable Control

Figure 1

Height of Operable Control Relative to the Vertical Plane
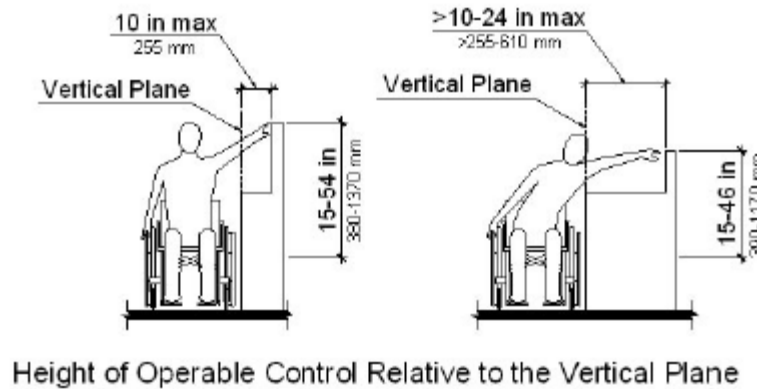
Figure 2

***§1194.31 Functional Performance Criteria**
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for §1194.26 Desktop and Portable Computers

I. All mechanically operated controls and keys shall comply with §1194.23 (XI.1) through (XI.4).

1. Are mechanically operated controls or keys tactilely discernible without activating the controls or keys?
2. Are mechanically operated controls or keys operable with one hand?
3. Do mechanically operated controls or keys operate without requiring tight grasping, pinching, or twisting of the wrist?
4. Do mechanically operated controls or keys activate with 5 lbs. (22.2 N) or less pressure?
5. When key repeat is supported for products with mechanically operated controls or keys, is the delay before repeat adjustable to at least 2 seconds per character?
6. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible in a visual manner?
7. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible through touch or sound?
8. Does the computer have a capacitance keyboard? If yes, is there an alternative method to operate controls and keys?

II. If a product utilizes touch screens or touch-operated controls, an input method shall be provided that complies with §1194.23 (XI.1) through (XI.4).

1. Does the product present keypads and computer keyboards as touch screen only? If yes, is there an alternative method to operate controls and keys that complies with §1194.23 (XI.1) through (XI.4)?
2. Are mechanically operated controls or keys tactilely discernible without activating the controls or keys?
3. Are mechanically operated controls or keys operable with one hand?
4. Do mechanically operated controls or keys operate without requiring tight grasping, pinching, or twisting of the wrist?
5. Do mechanically operated controls or keys activate with 5 lbs. (22.2 N) or less pressure?
6. When key repeat is supported for products with mechanically operated controls or keys, is the delay before repeat adjustable to at least 2 seconds per character?
7. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible in a visual manner?
8. Can the status of all locking toggle controls or keys for mechanically operated controls or keys be discernible through touch or sound?

III. When biometric forms of user identification or control are used, an alternative form of identification or activation that does not require the user to possess particular biological characteristics shall also be provided.

1. When a system needs to be accessed by a person with a disability that prohibits the use of a specific biometric feature, is there a non-biometric alternative provided that does not compromise security?

IV. Where provided, at least one of each type of expansion slots, ports, and connectors shall comply with publicly available industry standards.

1. Is there at least one of each type of expansion slots, ports, and connectors on the device that complies with publicly available industry standards?

*§1194.31 Functional Performance Criteria

(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.

(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

Section 508 Checklist for MS Word Requirements

I. Master Requirements for all Documents

1. Does the document file name not contain spaces and/or special characters?
2. Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
3. Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per HHS guidance?
4. Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
5. Have track changes been accepted or rejected and turned off?
6. Have comments been removed and formatting marks been turned off?
7. Does the document refrain from using flashing/flickering text and/or animated text?
8. Is the document free of background images or watermarks?
9. Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?
10. Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?
11. Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?
12. Are all URLs linked to correct Web destinations?
13. Are e-mail links accessible?
14. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
15. If there are tables, are blank cells avoided?
16. Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?
17. Has the document been reviewed in Print Preview for a final visual check?

II. General Layout and Formatting Requirements

1. 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)?
2. Are page numbering codes used as opposed to manually typed page numbers?
3. If footnotes are present, have they been created through Word Footnote linking?
4. If color is used to emphasize the importance of selected text, is there an alternate method also used?
5. Is the list style being used as opposed to manually typed characters (e.g., hyphens, numbers, or graphics)?
6. Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are okay).
7. 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)?

III. Document Image Requirements

1. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
2. Have all multilayered objects been flattened into one image, and does that image use one alternative text description for the image?
3. Do images/graphics appear crisp and legible?

IV. Document Table Requirements

1. If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)?
2. Do all tables have a logical reading order from left to right, top to bottom?
3. Do data tables have the entire first row designated as a "Header Row" in table properties?
4. Is the table free of merged cells? (If not, but the final format will be PDF or HTML, then merged cells are okay).
5. 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.
6. In table properties, is "Allow row to break across pages" unchecked?

Section 508 Checklist for PowerPoint Requirements

I.   Master Requirements for all Documents

1. Does the document file name not contain spaces and/or special characters?
2. Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
3. Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per HHS guidance?
4. Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
5. Have track changes been accepted or rejected and turned off?
6. Have comments been removed and formatting marks been turned off?
7. Does the document refrain from using flashing/flickering text and/or animated text?
8. Is the document free of background images or watermarks?
9. Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?
10. Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?
11. Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?
12. Are all URLs linked to correct Web destinations?
13. Are e-mail links accessible?
14. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
15. If there are tables, are blank cells avoided?
16. Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?
17. Has the document been reviewed in Print Preview for a final visual check?

II.   General Layout and Formatting Requirements

1. Can all slide text be viewed in Outline View?
2. Do all of the slides avoid using flickering/flashing text and/or animated text?
3. Do all of the slides avoid using text boxes or graphics with text within them?
4. Is the list style being used as opposed to manually typed characters (e.g., hyphens, numbers, or graphics)?
5. If multimedia is present, did the multimedia pass the Multimedia Checklist?
6. Is the presentation free of SmartArt?

III.   Document Images Requirements

1. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object)?
2. Have all multilayered objects been flattened into one image, and does that image use one alternative text description for the image?
3. Do images/graphics appear crisp and legible?

IV.   Document Tables

1. If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)?
2. Do all tables have a logical reading order from left to right, top to bottom?
3. Do data tables have the entire first row designated as a "Header Row" in table properties?
4. Is the table free of Merged Cells?
5. 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.
6. In table properties, is "Allow row to break across pages" unchecked?

Section 508 Checklist for Excel Requirements

I. Master Requirements for all Documents

1. Does the document file name not contain spaces and/or special characters?
2. Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
3. Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per HHS guidance?
4. Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
5. Have track changes been accepted or rejected and turned off?
6. Have comments been removed and formatting marks been turned off?
7. Does the document refrain from using flashing/flickering text and/or animated text?
8. Is the document free of background images or watermarks?
9. Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?
10. Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?
11. Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?
12. Are all URLs linked to correct Web destinations?
13. Are e-mail links accessible?
14. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
15. If there are tables, are blank cells avoided?
16. Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?
17. Has the document been reviewed in Print Preview for a final visual check?

II. General Layout and Formatting Requirements

1. Is the table free of merged cells? (If not, but the final format will be PDF or HTML, then merged cells are okay).
2. Do the active worksheets have clear and concise names that allow users (and assistive technology) to identify the table's source and content?
3. Is each table prefixed (titled) with the table name and table number?
4. Does the table header repeat at the top of the table as it goes from one page to another?
5. If color is used to emphasize important text, is there is an alternate, compliant method used as well?
6. Have all extraneous comments have been removed?
7. Is the document free of text boxes? (If not, but the final format will be PDF or HTML, then text boxes are okay).

III.   Chart/Image Requirements

1. Are associated images on the same page, such as boxes in an organizational chart, grouped as one object?
2. Have all multilayered objects been flattened into one image?
3. Do all non-text elements that convey information, including images, have descriptive captions (alternative text does not currently work in Excel)?
4. Do all charts have titles, legends, and axis labels?

Section 508 Checklist for PDF Requirements

I. Master Requirements for all Documents

1. Does the document file name not contain spaces and/or special characters?
2. Is the document file name concise, generally limited to 20-30 characters, and does it make the contents of the file clear?
3. Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per HHS guidance?
4. Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?
5. Have track changes been accepted or rejected and turned off?
6. Have comments been removed and formatting marks been turned off?
7. Does the document refrain from using flashing/flickering text and/or animated text?
8. Is the document free of background images or watermarks?
9. Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?
10. Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?
11. Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?
12. Are all URLs linked to correct Web destinations?
13. Are e-mail links accessible?
14. Has a separate accessible version of the document been provided when there is no other way to make the content accessible?
15. If there are tables, are blank cells avoided?
16. Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of 4.5:1)?
17. Has the document been reviewed in Print Preview for a final visual check?

II. General Layout and Formatting Requirements

1. Is the document free of scanned images of text?
2. Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, do they mirror the reading order?
3. Are decorative images marked as background?
4. Have all scanned signatures been removed from the PDF?
5. Is the style being used as opposed to manually typed characters (e.g., hyphens, numbers, or graphics)?
6. Has the Adobe Accessibility Full Check been run (for Section 508, WCAG 2.0, and Adobe), and did it pass?
7. Has tabular formatting been removed from non-tabular content?
8. Do images/graphics appear crisp and legible?

III. Accessibility Tagging and Reading Order

1. Have Acrobat Accessibility Tags been added to the document?

2. Has the PDF 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)?
3. Is the PDF tagged with a logical reading/tabbing order (e.g., from left to right, top to bottom)?
4. Is the PDF tagging free of any nonstandard/custom tags?
5. Have documents with multicolumn text, tables, or call-out boxes been checked for correct reading order using the Acrobat Pro "Read Aloud" function and/or the Document Reflow view?

IV.   Document Images Requirements

1. Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?
2. Have all multilayered objects been flattened into one image, and does that image use one alternative text description for the image?

V.   PDF Tables

1. If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)?
2. Do all tables have a logical reading order from left to right, top to bottom?
3. Do all data tables in the document have row and/or column headers?
4. Do header rows repeat across pages if the table is multiple pages?
5. Are all table cells, with the exception of those in the header rows or columns, designated as data cells?
6. Are data cells set so they do not split across pages?
7. If the table is a simple table, does it have scoping applied to the appropriate row/column headers?
8. If the table is a complex table, does it have id and header attributes to associate the data cells with the column/row headers?
9. 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.

VI.   Form Fields

1. Do all form fields have correct labels and markups?
2. Are all form fields keyboard accessible?
3. Are all options within the form choices keyboard accessible?

Section 508 Checklist for HTML Requirements

1. Do images that convey contextual content have equivalent alternative text specified in the alt attribute of the img element?
2. Do images that are purely decorative, and not contextual, have empty, or null, alternative text specified, e.g. alt=""?
3. Does the alternate text convey contextual relevance to the page it is on?
4. Do images that convey complex content have longdesc attributes or equivalent text content available elsewhere on the page?
5. Does text content contained in images disappear when images are not available, i.e., is there text contained in the images?
6. Do image map area elements have the link destination correctly titled? If the title attribute is used, it ought not to duplicate the alt text.
7. Do form non-text controls, e.g., input type image, provide a text alternative that identifies the purpose of the non-text control?
8. Do noframes elements have appropriate equivalent or alternative content for user agents that do not support frames?
9. Is a full text transcript provided for all prerecorded audio?
10. Is a full text transcript provided for all prerecorded video?
11. Are open or closed captions provided for all synchronized video?
12. Is fully synchronized text alternative or sound track provided for all video interaction that is not otherwise described?
13. Is information conveyed by color also conveyed by context, markup, graphic coding, or other means?
14. Does a contrast ratio of at least 4.5:1 exist between text, images of text, and background behind the text?
15. Is a correct contrast ratio maintained when images are not available?
16. Is a correct contrast ratio maintained when CSS is disabled?
17. Are links distinguished from surrounding text with sufficient color contrast, and is additional differentiation provided when the link receives focus, e.g., it becomes underlined?
18. With CSS disabled, is color and font information rendered in the browser's default CSS?
19. With CSS disabled, are headings, paragraphs, and lists obvious and sensible?
20. With CSS disabled, does the order of the page content make sense as read?
21. With CSS disabled, is most text, other than logos and banners, rendered in text rather than images?
22. With CSS disabled, does any content that was invisible before stay invisible?
23. With CSS disabled, is any content or functionality provided by the CSS through mouse action also provided through keyboard-triggered event handlers?
24. When tables are used for layout, does the content linearize properly when layout tables are turned off?
25. Are links in server-side image maps repeated elsewhere in the page that are non-graphical, e.g., a normal list of links?
26. Are client-side image maps used instead of server-side image maps?
27. Do client-side image maps have appropriate alternative text for the image, as well as each hot spot region?

28. For tables containing data, do th elements appropriately define every row and/or every column header?
29. For tables containing data, do th elements contain the scope attribute for row and/or column headers that are not logically placed, e.g., in the first row and first column as applicable?
30. For tables containing data, is the summary attribute used to explain the meaning of the table if it is not otherwise evident from context?
31. For tables that are used for layout, are th elements or summary, headers, scope, abbr, or axis attributes NOT used at all?
32. For complex tables, do th elements appropriately define row and/or column headers?
33. For complex tables, does each th element contain an id attribute unique to the page and/or does each the element and any td element that acts as a header for other elements contain a scope attribute of row, col, row group, or column group?
34. For complex tables, does any td element that is associated with more than one th element contain a headers attribute that lists the id attribute for all headers associated with that cell?
35. Are the summary attribute and thead and tbody elements used to clarify the table meaning and structure if needed?
36. Does each frame and iframe element have a meaningful title attribute?
37. Does the page have equivalent content in a noframes element for user agents that do not support frames?
38. Does any page element NOT flicker at an unhealthy rate, e.g., less than three flashes per second?
39. Does any page NOT contain the marquee and blink elements?
40. Does a document have a text-only version? If so, does it meet all Section 508 criteria?
41. Does the text-only version contain the same exact information as the original document?
42. Does the text-only version provide the functionality equivalent to that of the original document?
43. Is an alternative provided for components, e.g., plug-ins and scripts, that are not directly accessible?
44. Is any content or functionality provided by JavaScript through mouse action also provided through keyboard-triggered event handlers?
45. Are link-type behaviors created with JavaScript on ONLY focusable elements?
46. If content or functionality provided by JavaScript cannot be provided to assistive technology, is equivalent content or functionality provided without JavaScript?
47. Are links provided to any special readers or plug-ins that are required to interpret page content?
48. Do special readers or plug-ins comply with the requirements of Section 508 paragraphs §1194.21(a)-(l)?
49. Does each appropriate input element or form control have an associated and visible label element or title attribute?
50. Are all cues for filling out the form available to users of assistive technology, e.g., mandatory fields, help boxes, and error messages?
51. Is the tab order to reach the form and the tab order between form elements logical and consistent with the normal and visual order of entering form data?
52. Are logically related groups of form elements identified with appropriate fieldset and legend elements?

53. Is placeholder text, if used, NOT redundant or distracting to users of assistive technology?
54. Do form error messages identify the error(s) to the user and describe them to the user in text?
55. If repetitive navigation links are at the beginning of the source of the HTML page, can a user navigate via a link, the "skip link," at the top of each page directly to the main content area?
56. If a "skip link" is provided, does the anchor element contain text content that is visible with CSS disabled?
57. If a "skip link" is provided and is hidden with CSS, is it available to users of assistive technology, e.g., not using the display:none method?
58. Can a user navigate over groups of links, between multiple groups of links, and between sections of the page content by means of section headings or visible and audible local links?
59. Are heading elements used to convey logical hierarchy and denote the beginning of each section of content?
60. Is enough time provided to allow users to read and interact with content?
61. Is the functionality of the content predictable, i.e., will a user experience contextual changes when unbeknownst to them?
62. Does the user have control over the timing of content changes?
63. If a page or application has a time limit, is the user given options to turn off, adjust, or extend that time limit?
64. Can automatically moving, blinking, or scrolling content that lasts longer than 3 seconds be paused, stopped, or hidden by the user?
65. Can automatically updating content be paused, stopped, or hidden by the user or can the user manually control the timing of the updates, e.g., automatically redirecting or refreshing a page, a news ticker, AJAX updated field, notification alert, etc.?
66. Can interruptions be postponed or suppressed by the user, e.g., alerts, page updates, etc.?
67. If an authentication session expires, can the user re-authenticate and continue the activity without losing any data from the current page?

Section 508 Checklist for Multimedia Requirements

I.   Master Requirements for all Documents

1. Does the document file name not contain spaces and/or special characters?
2. 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?
3. Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri?
4. Does the document refrain from using flashing/flickering text and/or animated text?
5. Do all URLs contain the correct hyperlink and display the fully qualified URL (i.e., http://www.samhsa.gov and not www.samhsa.gov)?
6. Are all URLs linked to correct Web destinations?
7. Are e-mail links accessible?
8. Has a separate accessible version of the multimedia file been provided when there is no other way to make the content accessible?

II.   Secondary Sensory-Channel Requirements

1. If a video — Does the video or animation contain synchronized captioning?
2. If an animation — Does the animation have a text equivalent?
3. If a sound file — Does the sound file have a matching transcript file?

III. Functional Control Requirements

1. Does the file have the minimum required media controls of video resizing, volume control, play/stop buttons, and the ability to turn captions on and off?
2. Are all media controls keyboard accessible?
3. Is the media embedded in a way that allows the user to use keyboard controls to move in and out of the video in relation to surrounding content?