

Microsoft Word Requirements Checklist

1.0 Document Layout and Formatting Requirements

1.1: Has the document been formatted using Style elements and/or using formatting in a hierarchical manner?

Microsoft Word has built in styles that you can use in your document. Using these will keep your documents consistent with how 508 compliant documents should appear. It also helps to structure them correctly in the outline view. Video: <http://www.youtube.com/watch?v=FdaeKnXeL-M>

To access the styles in Word, click on the Home tab to access the Style section (see screenshot).

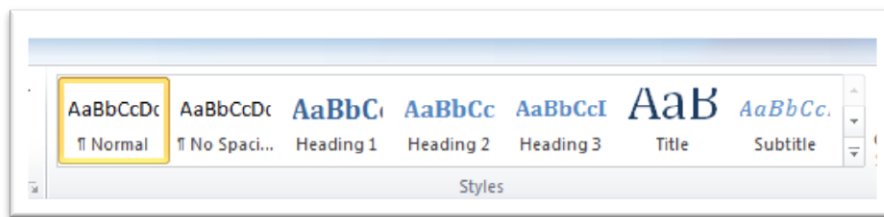


Figure 1: Style selection.

To access the Outline View in Word, click on the View tab, then click Outline (see screenshot).

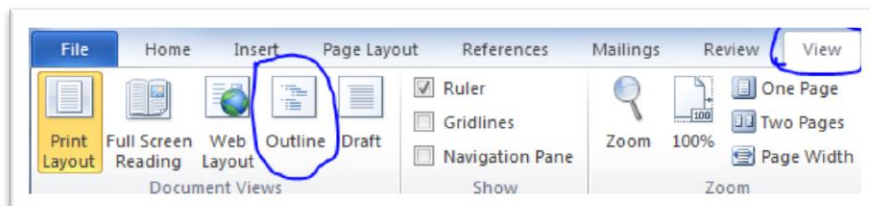


Figure 2: Accessing Outline view

1.2 Does the document refrain from using flashing/flickering text and/or animated text?

To remain 508 compliant, any flashing or flickering text must be removed from the document.

1.3 Are page numbering codes used as opposed to manually typed page numbers?

Page numbers must not be manually typed. If the document is edited and a new page is added or removed, it will throw off all the page numbering. Word has various options for automatic page

numbering (see screenshot). This document is using automatic page numbering in the footer. Video: <http://www.youtube.com/watch?v=0MvdcNT8Zgg>

To access the page numbering features, click on the Insert tab, then click on Page Number and select the best option for your document.

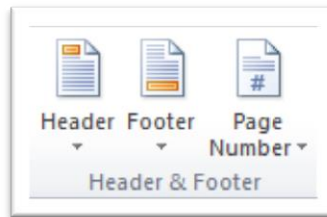


Figure 3: Page numbering

1.4 If footnotes are present, have they been created through Word Footnote linking?

When added a footnote to your document, you must use Word's Insert Footnote feature. This will ensure correct linking and numbering. This is an example footnote¹ - see bottom of page for footnote. Video: <http://www.youtube.com/watch?v=IDW0dmYsdtY>

To access this feature, click on the References tab, and then click on Insert Footnote (see screenshot).

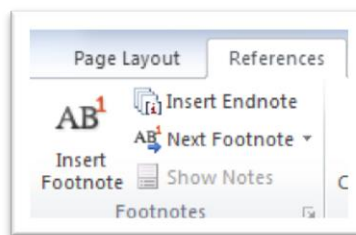


Figure 4: Inserting Footnote

1.5 If color is used to emphasize the importance of selected text, is there an alternative method used in addition to color for emphasis?

When emphasizing a section of text with highlighting, an alternative method should be employed as well. To satisfy this requirement, making the **highlighted text bold** is commonly used to add emphasis.

¹ This is an example of a footnote inserted using Word's footnote linking.

1.6 Is the Bullet style being used as opposed to manually typed characters (e.g. hyphens)?

When creating a list, use Word's bulleted list feature opposed to creating a list with manually typed characters (hyphens, asterisks, etc). Video: <http://www.youtube.com/watch?v=lmO6ly7ORb8>

To access this feature, click on the Home tab, and then click on the Bulleted List icon (see screenshot). You can choose the accompanying bullet style by clicking the drop-down arrow.

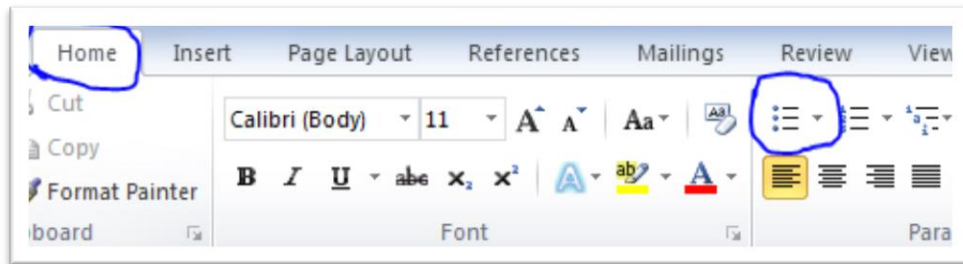


Figure 5: Creating a Bulleted list

1.7 Have track changes been accepted or rejected and turned off?

Published documents should have no pending changes. You must accept or reject any remaining proposed changes and finally turn off the tracking of changes. Video: <http://www.youtube.com/watch?v=Jo4bf9IfwVA>

To access the change tracking features, click on the Review tab, and then accept or reject any changes using the icons titled Accept and Reject. You can turn off the Track Changes feature by clicking the Track Changes button to ensure it is not selected (see screenshot).

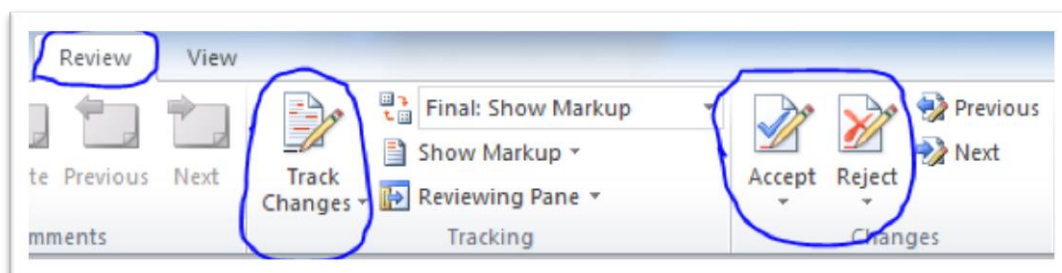


Figure 6: Track Changes features

1.8 Have comments been removed and formatting marks turned off?

Published documents should have no comments remaining. Video:

<http://www.youtube.com/watch?v=Jo4bf9lfwVA>

To access the commenting features, click on the Review tab, and then click Delete and select Delete all comments in document (see screenshot).

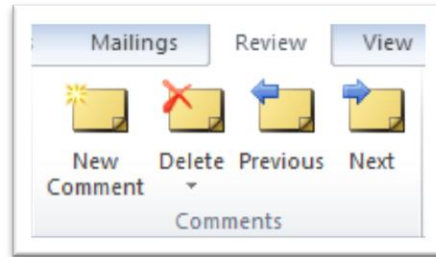


Figure 7: Comment features

1.9 Has the document been reviewed in *Print Preview* for a final visual check?

It is always a good idea to use the Print Preview feature to confirm that your document's format remains consistent when it is printed. Go to the File menu and select Print. The print preview will be on the right side of the screen. Be sure to scroll through all the pages.

1.10 Do all URL's contain the correct hyperlink and display the fully qualified URL?

Web links must display the full URL. For example, if you were linking to www.va.gov, to be 508 compliant you must put the full address: <http://www.va.gov>. URLs must always contain their correct prefixes (i.e. <http://>, <https://>, <ftp://>, etc).

1.11 Are all URL's linked to correct Web destinations?

Confirm that your links are working and the URLs are point to the correct destination. While working in Word, you can Ctrl+Click on the links and it will open them in the default web browser.