

508 Compliance: Quick Reference

The information below contains specific instructional design requirements for 508 Compliance. It is recommended that IDs refer to the checklist below when designing professional learning products.

508 Compliant Criteria

1.0. Master Requirements for all Documents

ID	1.0. Master Requirements for all Documents	Yes (Pass)	No (Fail)	N/A
1.1	Does the document file name not contain spaces and/or special characters?			
1.2	Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear?			
1.3	Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, and Language been filled out?			
1.4	Does the document utilize recommended fonts (i.e., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri)?			
1.5	Have track changes been accepted or rejected and turned off?			
1.6	Have comments been removed and formatting marks been turned off?			
1.7	Does the document refrain from using flashing/flickering text and/or animated text?			
1.8	Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?			
1.9	Are all URLs linked to correct Web destinations?			
1.10	Are all internal links/TOC entries functioning correctly (if linked)?			
1.11	Are links (including e-mail addresses) keyboard accessible?			
1.12	Has a separate accessible version of the document been provided when there is no other way to make the content accessible?			
1.13	Is the color contrast ratio between foreground text and background color at least 4.5:1? http://webaim.org/resources/contrastchecker/			
1.14	Has the document been reviewed in Print Preview for a final visual check?			

2.0. General Layout and Formatting Requirements

ID	2.0. General Layout and Formatting Requirements	Yes (Pass)	No (Fail)	N/A
2.1	Is the document free of scanned images of text?			
2.2	Have bookmarks been included in all PDFs that are more than 9 pages long? And, if bookmarks are present, are they logical?			
2.3	Are decorative images marked as background/artifact?			
2.4	Have all scanned signatures been removed from the PDF?			
2.5	If there is an automated accessibility checker in the program used to create the PDF, has that been run and does it pass?			
2.6	Is the document free of layout tables?			
2.7	Do images/graphics appear crisp and legible?			
2.8	If a table of contents (TOC) is present, are the page numbers correct, and, if linked, does the TOC function correctly?			

3.0. Accessibility Tagging and Reading Order

ID	3.0. Accessibility Tagging and Reading Order	Yes (Pass)	No (Fail)	N/A
3.1	Have PDF tags been added to the document?			
3.2	Does the order of the PDF Tags match that of the order that the content should be read in?			
3.3	Has the PDF been formatted using Style elements (i.e., the title of the document as Heading 1, the first-order heading as Heading 2, etc.?)			
3.4	Are heading styles organized in a hierarchal and logical fashion, with consecutive headings (i.e., no missing heading levels).			
3.5	If nonstandard/custom tags are used, have they been mapped correctly in the Document Roles dialogue box and verified as working via assistive technology testing: (e.g., JAWS, Window Eyes, NVDA, and Dragon)?			
3.6	Have documents with multicolumn text, tables, or call-out boxes been checked for correct reading order?			
3.7	Are any footnotes or references tagged with standard Note and Reference tags and placed in the proper logical reading order?			

4.0. Document Images Requirement

ID	4.0. Document Images Requirement	Yes (Pass)	No (Fail)	N/A
4.1	Is the document free of background images or watermarks?			
4.2	Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?			
4.3	Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?			
4.4	Do all images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions?			
4.5	Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)?			

5.0. Lists and PDF Tables

ID	5.0. Lists and PDF Tables	Yes (Pass)	No (Fail)	N/A
5.1	Have lists been tagged completely, making use of all four of the following tags: L, LI, Lbl, and LBody tags?			
5.2	If the document has a tabular appearance, was that tabular structure made using the table option (as opposed to manual tabs and/or spaces)?			
5.3	Are blank cells avoided?			
5.4	Do all tables have a logical reading order from left to right, top to bottom?			
5.5	Do all data tables in the document have Row and/or Column headers?			
5.6	Do header rows repeat across pages if the table is multiple pages?			
5.7	Are all table cells, with the exception of those in the Header Rows or columns, designated as data cells?			
5.8	Are data cells set so they do not split across pages?			
5.9	If the table is a simple table, does it have scoping applied to the appropriate Row/Column Headers?			
5.10	If the table is a complex table, does it have id and header attributes to associate the data cells with the column/row headers?			
5.11	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.			

6.0. Form Fields

ID	6.0. Form Fields	Yes (Pass)	No (Fail)	N/A
6.1	<p>Do all form fields have correct labels and markups:</p> <ol style="list-style-type: none"> Form fields must have a visual text label next to the form tag and there must be a tool tip. Is the value attribute used on buttons? Is the label element not being used on hidden input fields (e.g., input type = "hidden")? 			
6.2	Are all form fields keyboard accessible?			
6.3	<p>Are all multiple-choice answers keyboard accessible and grouped together as form-field sets?</p> <ol style="list-style-type: none"> The value attribute needs to match the text next to the answer. Make sure the name attribute is the same. 			

GSA Section 508 Homepage

Learn more about 508 Compliance by visiting the GSA Section 508 Compliance website at <https://www.section508.gov/>. On the homepage, you will see the following information.

- Create Accessible Products
- Manage a 508 Program
- Test for Accessibility
- View Policy
- 508 Compliant Checkers

508Checker.com: Free Section 508 Compliance Checker

Check your website for 508 Compliance. Learn about 508 Compliance and see best practices.

- Available at <http://www.508checker.com/>

508 Compliance Tutorials

GSA 508 Tutorials, Guidance, Checklists

The guides and tutorials listed on the webpage provide methods to help you make your content accessible and Section 508 compliant. Tutorials found at the website include: Word documents, PowerPoint presentations, Excel Spreadsheets, PDF files, multimedia, websites, tablets, mobile phones and applications, Assistive Technology, and 508 Guidance and Resources.

Available at <http://www.gsa.gov/portal/content/103565>