**Section 508 Accessibility Checklist**

Instructions: Use this checklist before submitting the final report to TDOT to ensure the document is accessible to people with disabilities as required by Section 508 of the Rehabilitation Act of 1973, as amended in 1998. Reference the FHWA guide on how to create accessible Word files (<https://www.fhwa.dot.gov/508/docs/had20001.pdf>).

**Document Properties**

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| **Check**  | **Guidelines** |
|[ ]  The report file name is descriptive and reflects the content of the document. |
|[ ]  The title and author have been added to the properties of the document. |
|[ ]  The appropriate language has been selected for the document. If specific words or parts of the document are in a language other than English, the language has been updated. |
|[ ]  Document is saved as a docx file.  |

**Layout & Formatting**

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|  | **Guidelines** |
|[ ]  Font utilized is unadorned, with no extra decorations or flourishes for easy readability.  |
|[ ]  Font colors against a background pass minimum contrast requirement (4.5:1). |
|[ ]  Text can be resized and read when zoomed to 200% without assistive technology (except for captions and images of text).  |
|[ ]  Document uses Style elements (i.e. Heading 1, Heading 2, Heading 3, etc.).  |
|[ ]  No flashing/flickering text or images are used. Animated content has an alternative or is described in text. |
|[ ]  Automatic page numbering function in Microsoft Word is used. |
|[ ]  Built in tools are used to create lists, tables, columns, footnotes/endnotes, and symbols.  |
|[ ]  Spacing between paragraphs, headings, and other elements is styled. |
|[ ]  All tracked changes have been accepted or rejected. The Track Changes function is off. Comments have been removed.  |
|[ ]  All URLs are hyperlinked properly and display the full URL with the http prefix. (<https://www.tn.gov/>)  |

**Figures**

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|  | **Guidelines** |
|[ ]  All figures that convey information have alternative text (Alt Text) descriptions. Images that are just decorate do not require an Alt Text description but must be marked as “decorative.” |
|[ ]  More complex images (such as charts and graphs) are described in the body text immediately preceding or succeeding the image. Complex images are followed by figure captions.  |
|[ ]  Alternative text does not repeat the caption or other surrounding text.  |
|[ ]  Alternative text does not start with “this is an image of,” but provides a meaningful description of the figure as succinctly as possible.  |
|[ ]  The report is free of background images and watermarks.  |
|[ ]  The text-wrapping style “In Line with Text” is used for all figures.  |
|[ ]  Multiple associated figures on the same page (e.g. boxes in an organizational chart) are “grouped” as one object. |
|[ ]  Multilayered objects have been “flattened” into one image and use one Alt Text description for the image.  |

**Tables**

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|  | **Guidelines** |
|[ ]  Tables have been inserted to create a tabular structure (rather than using tabs or spaces to create a table). |
|[ ]  Tables have a logical reading order from left to right, top to bottom.  |
|[ ]  The first row for each table is designated as a “Header Row” in Table Design Tab for Office365.  |
|[ ]  Tables are free of “merged cells.” Complex tables with merged cells cannot be made accessible in Word, these should only be used when absolutely necessary. |
|[ ]  All tables are described in the body text.  |
|[ ]  Tables are titled and numbered using a defined table style (use Insert Caption).  |
|[ ]  In Table Properties, “Allow row to break across pages” is unchecked (in Table Properties).  |
|[ ]  The report is free of pictures of tables. |

**Other Standards**

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|  | **Guidelines** |
|[ ]  The Table of Contents for the report, figures, and tables are automatically generated from the Reference > Table of Contents menu. |
|[ ]  Complex equations are added using the Microsoft Equation 3.0. A description (of how the equation would be read aloud to a peer) is provided to be added to the PDF version of the report by the Research Office.  |
|[ ]  Color is not used as the sole method of conveying content or distinguishing visual elements (such as size, shape, and location). See examples here: <https://accessibility.psu.edu/images/charts/>  |
|[ ]  Text boxes conveying information are “in line with text;” text boxes that are purely decorative (e.g. direct quotes from the text) are marked as such (decorative text boxes do not need to be “in line with text”). |