

Checklist for Developer 508 Guidelines

These guidelines apply to all parts of your measure submission including all fields and attachments used within the MIMS measure submission form.

Text

- ☐ Is all my text black, not using any other colors?
- ☐ Am I reserving underlined text for hyperlinks only and creating emphasis using *italic*, **bold**, and ***bold-italic*** text instead of using underlining?
- ☐ Am I avoiding multiple hard and soft returns?
- ☐ Are all my hyperlinks working, linked to their correct destination, and using a distinct style to set them off from regular text?
- ☐ Do all my bulleted or numbered lists use the built-in bulleting or numbering options?

Tables

- ☐ Are my tables actual tables and **not** images or screenshots of a table?
- ☐ Am I using the MIMS table creation tool or attaching a Word *Table Design Style* table?
- ☐ Am I repeating the column and row headers in individual cells to avoid merged table cells?
- ☐ Do my empty table cells contain a symbol like * with the note: **Cells intentionally left empty*, at the bottom outside of my table?
- ☐ Did I write a brief description of what the table conveys using the Table Caption option?
- ☐ Is the table converted to paragraph text if it is too long to fit all of one column on a single page and flows over to the next page?
- ☐ Does my attached Word table have *Allow row to break across pages* turned **off** for all rows and *Repeat as header row at the top of each page* turned **on** for the first row?

Images, Figures, Graphs, Charts, and Pictures

- ☐ Do my images include clear concise alt-text descriptions of what they represent using the image caption option, or Edit/Alt-text option for Word attachments?