

Section 508 Checklist for ICT Final Reports

Beginning July 2020, all Illinois Center for Transportation and Illinois Department of Transportation technical reports must comply with [Section 508](#) standards.

Please confirm that your ICT-IDOT report is compliant with Section 508 standards before submission:

- The final report is in a .docx format.
- Headings and subheadings are not numbered (e.g., 1.1 Introduction).
- Tables or figures do not have sub-numbers (e.g., Table 1.1., Table 1.2, etc.).
- Tables and figures are numbered consecutively throughout the report and appendices, not per chapter.
- Information represented in color is also available without color.
- [Alternative text](#) is included for figures and equations. (Right click on the figure and select “Edit Alt Text.”)
- The type of figure is described in the caption (e.g., photo, equation, graph, chart, etc.).
- Composite figures with multiple captions are not used. See Figure 4 in ICT’s [report template](#).
- Equations are labelled as figures (e.g., Figure 1. Equation. Provide figure caption here.).
- Captions are included for equations.
- Equations are formatted as .jpg files.
- Tables are created using Microsoft Word’s built-in table function.
- Complex tables with merged cells are not used. See Table 2 in ICT’s [report template](#).
- Check accessibility in Microsoft Word before submission (Select File > Info > Check for Issues > Check for Accessibility).