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## **Creating Accessible PowerPoint Files Checklist**

FHWA-HAD-21-004

This checklist is a companion to "[Creating Accessible PowerPoint Files.](#)" See that documentation for detailed discussion on any checklist item.

### **Properties**

- The title is descriptive of the presentation.
- The author is FHWA.
- The default language is correct.
- The presentation is saved as a pptx.

### **Structure**

#### **Slides**

- Use prebuilt layouts.
- Simplify the layout.
- Background is free of patterns and distractions.
- Each slide has a descriptive title that is unique to the slide deck.
- Content is in logical tab order.

#### **Other Considerations**

- Create using the list tool from the "Home" tab.
- Spacing between elements is created by using the "Line Spacing" option.
- Linked words are descriptive and unique. Do not use "click here," "read more," etc., for the links.
- Symbols are inserted by using the "Symbol" tool.
- Columns are properly formatted.

#### **Text as Text**

- Text is rendered as text, not as an image.

## Background Information

- When adding footers, ensure Headers and Footers are enabled.
- Vital information in the background is listed in the “Selection Pane.”

## Graphics

- Individual graphics used to create a single image are grouped.
- The alt text describes the meaning of the image fully in as few words as possible.
- Figures that do not provide meaningful information contain null or “ ” alt text or are marked as decorative.
- Alt text does not repeat the caption or other surrounding text.
- Alt text does not start with “this is an image of” since that is assumed.

## Sensory Characteristics

- Avoid references to content solely by shape, size, sound, color, or location.

## Use of Color

- Information is not conveyed by the use of color alone. This applies to content including text, links, and graphs/charts.

## Color contrast

- Text placed on a background meets minimum color contrast requirements. This includes graphics where an image of text is unavoidable.

## Tables

- Every column has a header.
- Every row has a header.
- Everything in a column is associated with the header(s).
- Everything in a row is associated with the header(s).
- Each item is in its own cell.
- Separate tables are not merged.
- Long tables are not wrapped.
- The table is regular/rectangular, with no missing cells.
- Only data is in the table, no titles, captions, or notes.
- If, on rare occasion, a table is used for layout, the content is in logical reading order.

## Zoom

- Except for captions and images of text, text is resizable and readable when zoomed to 200% without assistive technology.

### **Movement**

- There is no content that blinks or flashes.

### **Language of Part**

- Language of parts, if needed, is correct.

### **Forms and Macros**

- There are no form fields or macros in the file.

### **Embedded Media**

- See "[Creating Section 508 Multimedia.](#)"