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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.
- 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 (reading) 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 “Reading Order” or “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 are marked as decorative or contain “” alt text.
- Alt text does not repeat the caption or other surrounding text.
- Alt text does not start with “this is an image of” or the like.

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 and every row has a header as needed.
- 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 Parts

- 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 Conformant 508 Multimedia.](#)"