Section 508 Checklist – PowerPoint Preparing for PDF

This checklist is meant to be used by someone who is preparing a PowerPoint presentation that will transition to be a PDF document in its final form (i.e., what will be distributed to individuals to use).

Disclaimers:
- This checklist goes beyond strict Section 508 requirements and also includes general accessibility best practices. Some agencies/organizations may have additional requirements beyond those listed here. Always confirm with your agency/organization.
- Completing this checklist alone will not ensure a Section 508-compliant PDF. When creating a PDF, there are several additional steps that must be taken to ensure compliance. It is highly recommended to have a trained professional complete these steps.

Document-Level Properties

Completing these items will ensure that all users are able to identify the presentation.

- ☐ There is a title and author listed in the document properties (author can be the agency name).
- ☐ There is a subject specified in the document properties.
- ☐ Tags are listed in the document properties. Tags should summarize the content – not duplicate the document title or author.

Primary Remediation

This is where you will complete the bulk of your work.

Text

- ☐ All font is a common, non-script, font (e.g., Aptos, Calibri, Open Sans, Arial, Times New Roman).
  - o Tip: Sans-serif fonts (e.g., Aptos, Calibri, Open Sans, Arial) are easiest to read.
- ☐ All text has appropriate color contrast; 3:1 for 14pt and bold or 18pt and higher, 4.5:1 for smaller text.
  - o [WebAIM: Contrast Checker](#) can help you determine the color contrast ratio.

Links

- ☐ Any text that is underlined is actually a link; remove underlines from non-linked text.
  - o Tip: If an underline is used for emphasis, the word can be **bolded** instead.
- ☐ Full link URLs are not used; all links have associated, descriptive text.
  - o E.g., do not write a link as "https://www...." or link it to a generic phrase like "click here." Instead, link it to a descriptive phrase like "FMPedia SharePoint page."

Tables

- ☐ The built-in Microsoft table formatting options are used to create the table (i.e., no tabs, text boxes, etc. are used to create spacing or table layout).
- ☐ Data tables have a designated header row. Select the table and then select **Table Design**, **Table Style Options** panel, and the **Header Row** checkbox.
- ☐ All tables have appropriate color contrast; 3:1 for 14pt and bold or 18pt and higher, 4.5:1 for smaller text.
- ☐ No table elements use only color to convey meaning.

Lists

- ☐ Multi-level bulleted lists have a unique bullet style for each level
- ☐ The built-in Microsoft list formatting options and styles (i.e., discs, circles, squares) are used to create the list (i.e., no tabs are used to create spacing or list layout).

Slide-Level

- ☐ Slide layout templates are used wherever possible. Select **New Slide** and then select a slide layout from the drop-down box.
- ☐ Every slide has a unique title.
- ☐ The reading order has been verified and corrected for every slide. Select **Review, Check Accessibility,** and **Reading Order Pane** (Windows) or **Home**, **Drawing**, **Arrange**, and **Selection Pane** (Mac)**.**
  - o Tip: The reading order moves from top to bottom when using the Reading Order Pane, and from bottom to top when using the Selection Pane.

Primary Image Remediation

- ☐ All graphics have appropriate color contrast; 3:1 for 14pt and bold or 18pt and higher for text and all graphics elements, 4.5:1 for smaller text.
  - o WebAIM: Contrast Checker can help you determine the color contrast ratio.
- ☐ No graphics use only color to convey meaning.
- ☐ All graphics/images used for decorative purposes (and should not be read by a screen reader) are marked as decorative.

Secondary Image Remediation

This next section details steps to take to ensure that informational graphics or images are able to be effectively read by assistive technology. Depending on the kind of image or graphic present in the slide, different steps must be taken to ensure compliance and a user-friendly experience for all users.

Simple charts or graphs – alt text can be captured in 255 characters or less.

- ☐ SmartArt graphics are converted to shapes so that each element is separated (right-click the SmartArt and select **Convert to Shapes**).
  - o All decorative items are marked as decorative and reading order is set.
- ☐ All other charts or graphs are input as a picture.
- ☐ All charts or graphs have alt text defined (255 characters or less) that describes them; the alt text does not start with "image of" or "picture of."

Complex charts or graphs – alt text cannot be captured in 255 characters or less.

- ☐ All charts, graphs, and SmartArt are input as a picture and marked as decorative.
  - o If information can be conveyed in a table, the table with chart info is placed behind the chart/graph/SmartArt on the slide.
  - o If information can be described with a textbox, a textbox is placed behind the chart/graph/SmartArt on the slide.
- ☐ The reading order is adjusted to account for the new "hidden" content.

Final Remediation

- ☐ Run an accessibility check and correct any remaining errors. Select **Review, Check Accessibility.**