

Requirements Checklist

Document Layout and Formatting Requirement	Yes	No	N/A
Can all slide text be viewed in the Outline View?			
Do all of the slides avoid using flickering/flashing text and/or animated text?			
Do all slides contain the correct hyperlinks (URL's) and display the fully qualified URL, including http:// prefix?			
Do all slides that contain hyperlinks have active links?			
Do all of the slides avoid using text boxes or graphics with text within them?			
Have track changes been accepted or rejected and turned off?			
Have comments been removed and formatting marks been turned off?			
Document Image Requirement	Yes	No	N/A
Do all slide graphics (images, grouped images and non-text elements) that convey information have Alternative Text (Alt Text) associated with them?			
Do decorative images that do not convey information have a blank Alternative Text (Alt Tag) (i.e., " ")?			
Have all slides that contain multiple associated images on the same page (e.g., boxes in an organizational chart) been grouped as one object?			
Have all slides with multi-layered objects been flattened into one image and use one Alternative Text (Alt Tag) for this image?			
Do all of the slides that have charts on them have Title, Legend and Axis (X & Y) labels?			
Do complex images have descriptive text immediately after the image?			
Document Table Requirements	Yes	No	N/A
Were all of the tables created in PowerPoint?			
Do all of the tables have a logical layout based on Rows and Columns i.e. they are read left to right and top to bottom?			
Do all of the tables have Row and Column headers?			

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Are tables being used to create a tabular structure (not tabs or spaces)?			
Do all of the tables have row/column headings starting in the first left-hand column of the table?			
Are all data tables in the document named, numbered (if applicable) and have a description? In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.			
Notes/Additional Requirements	Yes	No	N/A
Is the document file name absent of spaces and/or special characters?			
Is the document file name concise, limited to 20-30 characters, and makes the contents of the file clear in the context in which it is presented.			
Has an accessible alternative version of the document been provided when there is no other way to make the content accessible? (Example: An organizational chart)			
Does the document utilize recommended fonts i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica?			
If the document contains a Table of Contents (TOC), was it created using the TOC field (e.g., created using the TOC Command in MS Word)?			