

## HHS 508 Guidance: PPT Checklist

### *Document Information*

<b>Asset Name/URL:</b>	
<b>Tester Name / Signature:</b>	
<b>Testing Date:</b>	
<b>Authorization Name / Signature:</b>	
<b>Authorization Date:</b>	

### *Requirements Checklist*

The following checklist should be used Department wide by HHS staff to verify that PowerPoint presentations meet the requirements established by HHS. The checklist includes compliance with Section 508, in addition to other HHS requirements. It is intended to be used as a companion to WCD Training. For guidance specific to a requirement, refer to the Requirement Guidelines section of this document, to your Web Council representative, or your WCD liaison.

<b>ID</b>	<b>1.0 Document Layout and Formatting Requirements</b>	<b>Pas s</b>	<b>Fail</b>	<b>N/A</b>
1.1	Can all slide text be viewed in the Outline View?			
1.2	Do all of the slides avoid using flickering/flashing text and/or animated text?			
1.3	Do all slides contain the correct hyperlinks (URL's) and display the fully qualified URL i.e. <a href="http://www.samhsa.gov">http://www.samhsa.gov</a> and not www.samhsa.gov?			
1.4	Do all slides that contain hyperlinks have active links?			
1.5	Do all of the slides avoid using text boxes or graphics with text within them?			
1.6	Have track changes been accepted or rejected and turned off?			
1.7	Have comments been removed and formatting marks been turned off?			

<b>ID</b>	<b>2.0 Document Image Requirements</b>	<b>Pas s</b>	<b>Fail</b>	<b>N/A</b>
2.1	Do all slide graphics (images, grouped images and non-text elements) that convey information have Alternative Text (Alt Text) associated with them?			
2.2	Do decorative images that do not convey information have a blank Alternative Text (Alt Tag) (i.e., " ")?			

## Section 508 Acceptance Checklist

### MS PowerPoint

2.3	Have all slides that contain multiple associated images on the same page (e.g., boxes in an organizational chart) been grouped as one object?			
2.4	Have all slides with multi-layered objects been flattened into one image and use one Alternative Text (Alt Tag) for this image?			
2.5	Do all of the slides that have charts on them have Title, Legend and Axis (X & Y) labels?			
2.6	Do complex images have descriptive text immediately after the image?			

## Section 508 Acceptance Checklist

### MS PowerPoint

ID	3.0 Document Table Requirements	Pas s	Fail	N/A
3.1	Were all of the tables created in PowerPoint?			
3.2	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?			
3.3	Do all of the tables have Row and Column headers?			
3.4	Are tables being used to create a tabular structure (not tabs or spaces)?			
3.5	Do all of the tables have row/column headings starting in the first left-hand column of the table?			
3.6	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.			

ID	Notes/Additional Requirements	Pas s	Fail	N/A
A.	Is the document file name absent of spaces and/or special characters?			
B.	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.			
C.	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)			
D.	Does the document utilize recommended fonts i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica?			
E.	Are the Document Properties (i.e. Subject, Author, Title, Keywords, and Language) properly filled out? Note: For "Author" do not use individuals name or contractor name. Should use government organization name (i.e., HHS).			

***Non-Compliant Element Tracking***

The following table should be used to document any elements of the asset that failed or were identified as being non-compliant. Identify each failed/non-compliant element of the asset by ID Number and include a description of the reason why the element failed or is non-compliant.

<b>ID</b>	<b>Description of Failure/Non-Compliance</b>

## ***Requirement Guidelines***

The following guidelines have been established by HHS/SAMHSA for preparing PowerPoint presentations to meet Section 508 Compliance requirements.

### **1.0 Document Layout and Formatting**

- 1.1. All slide text must be viewable in the Outline View.
- 1.2. All slides should be absent of flickering/flashing text and/or animated text.
- 1.3. All hyperlinks should display the fully qualified URL i.e. <http://www.samhsa.gov>, not [www.samhsa.gov](http://www.samhsa.gov).
- 1.4. All hyperlinks should be active i.e. validate to an active Web destination.
- 1.5. All slides should have their text accessible via the Outline View. Any text within Text Boxes or Graphics (with embedded text) will not be accessible via the Outline View and will not be adequately identified by the screen reader application. Please also note that color should not be used to as the primary means of emphasizing an important point.
- 1.6. Track Changes must be accepted or rejected and turned off.
- 1.7. All comments and formatting marks must be turned off.

### **2.0 Document Images**

- 2.1. All slide graphics (images, grouped images and non-text elements) that convey information should have Alternative Text (Alt Text) associated with them. Please also note that any images that are included as part of the Slide Master will not be accessible to the screen reader for interpretation and this practice should be avoided.
- 2.2. Images used only for decoration (do not convey information) should have blank Alt Tags: alt=""
- 2.3. All instances of multiple associated images on a slide (e.g., boxes in an organizational chart) should have the images grouped as one object.
- 2.4. All slides with multi-layered objects must be flattened into one image and use one Alternative Text (Alt Text) for this image.
- 2.5. All charts should have a Title, Legend and Axis labels associated with them. This will give users a number of references point to use in order to correctly interpret the information being presented.
- 2.6. Complex images (i.e. charts, graphs, flowcharts, etc.) must have descriptive text immediately after the image.

### **3.0 Document Tables**

- 3.1. All tables should be created within PowerPoint. Tables created outside of PowerPoint should be identified as images and treated as such.

- 3.2. All tables should have a logical layout of the information based on rows and columns. In addition, the tables should be oriented so that they are read from left to right and top to bottom.
- 3.3. All tables should have readily identifiable column and row headers. Column and row headers should be clear and concise and should assist the reader in identifying the segmentation of the data in the table.
- 3.4. Tabular data should be displayed with a table. Instances of data aligned into a tabular format via the use of tabs or spaces are not acceptable.
- 3.5. Row/column headers should start in the first left-hand column of the table.
- 3.6. All tables should be clearly and concisely identified with a name, number (if applicable) and a description of the table's contents. This information will help clarify the purpose of the table and identify its relationship to the presentation. Note: 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**

- A. Document file names should not contain spaces (i.e. " ") or special characters (i.e. !, @, #, \$, %, ^, &, \*, etc.).
- B. The document file name should be concise, generally limited to 20-30 characters, but make the contents of the file clear in the context in which it is presented.
- C. A separate accessible alternative version of the document should be provided when there is no other way to make the content accessible. Organizational charts, complex graphics, flowcharts, etc. are examples of documents that will require a text equivalent.
- D. The document must utilize the recommended fonts i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica.

The Document Properties (i.e. Subject, Author, Title, Keywords, and Language) must be properly filled out. Note: For "Author" do not use an individual's name or contractor name. Should use government organization name (i.e., HHS).