# AED COP - Accessible Electronic Document Community Of PracticeSection 508 Basic Checklist-MS PowerPoint 2016

## Document Formatting

| **1. The file name is descriptive and saved as a PowerPoint (.pptx) Presentation.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| The filename is descriptive and identifies the document or its purpose.  |  |  |  |
| The file type is in a PowerPoint Presentation (.pptx) format. |  |  |  |

| **2. The reading order matches the visual layout.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| Objects match the visual reading order on each slide. |  |  |  |

## Text Formating

| **3. Lists are correctly formatted.**  | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| One of the built-in list features ("Bullets" or "Numbering") is highlighted. |  |  |  |

| **4. Columnar Content is correctly formatted.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| The correct number of columns are highlighted. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Text is formatted for the correct language.** | **Yes** | **No** | **NA** |
| The text language matches the PowerPoint Presentation's proofing language. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Link names are descriptive** | **Yes** | **No** | **NA** |
| Link names meaningful, describing the destination, function or purpose. |  |  |  |

## Object Formating

| **7. Vital information in background is duplicated in document.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| Vital information in the Selection pane can be selected. |  |  |  |

| **8. Data Tables created with built-in features.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| Data tables are not pictures. |  |  |  |
| Data tables do not have merged/split cells. |  |  |  |

| **9. Images and other objects have alternative text.**  | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| Images/objects/shapes have descriptive text as alternative text, or in surrounding text. |  |  |  |
| Decorative images or objects have at least one spaces between quotes as "Description" |  |  |  |

## Color Formating

| **10. Colors and other visual information (such as size, shape and location) is also described textually.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| Text duplicates the meaning of the color or other sensory characteristics. |  |  |  |
| **11. The color contrast between text and the background is sufficient.** | **Yes** | **No** | **NA** |
| The color contrast ratio passes (AA). |  |  |  |

## Miscellaneous

| **12. Descriptions of embedded audio, video and multimedia files correct.**  | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| For audio-only, the transcript is accurate and complete. |  |  |  |
| For video-only, the text description is accurate and complete. |  |  |  |
| For multimedia, the synchronized captions and audio description are accurate and complete. |  |  |  |

| **13. The PowerPoint Presentation has no flashing objects.** | **Yes** | **No** | **NA** |
| --- | --- | --- | --- |
| All flashing objects are excluded in the document. |  |  |  |

## Comments