

# ARL Accessibility Checklist for PowerPoint

Adapted from HHS.gov checklist: <https://www.hhs.gov/web/section-508/accessibility-checklists/index.html>.

## Layout and Formatting

- Is a template selected for the presentation?
- Can all slide text be viewed in the Outline View?
- Do all of the slides avoid using flickering, flashing, and animated text?
- Do all slides use a minimum font size of 24 point?
- Does the document utilize recommended fonts (i.e., Palatino, Georgia, Verdana, Tahoma, Arial, and Helvetica)?
- If color is used to emphasize the importance of selected text or convey other meaning, is an alternate method (such as bold text) also used?
- Is bold font used instead of italic for emphasis whenever possible?
- Are em dashes (—) used instead of hyphens to represent breaks in thought?
- Are en dashes (–) used instead of hyphens to indicate ranges in numbers, dates, times, etc.
- Do all slides use a paragraph style that incorporates space following each paragraph, rather than inserting a hard return after each paragraph?
- Do all URLs contain the correct hyperlinks and display the fully qualified URLs (e.g., <http://www.arl.org/> not [www.arl.org](http://www.arl.org))?
- Do all active links resolve to the correct destinations?
- Do all of the slides avoid using text boxes or graphics with text within them?
- Have tracked changes been accepted or rejected and turned off?
- Have comments been removed and formatting marks been turned off?
- Does the content display (Home > Arrange > Selection Pane) from bottom-to-top in the correct order?

## Images

- Do all slide graphics (images, grouped images, and non-text elements) that convey information have alternative text (alt text) associated with them?
- Are decorative images that do not convey information tagged as artifacts?
- Have all multiple associated images on the same page (e.g., boxes in an organizational chart) been grouped as one object?
- Do complex images (e.g., charts, graphs) have descriptive text immediately after the image?

## Tables

- Are tables (not tabs or spaces) being used to create a tabular structure?
- Do all tables have a logical reading order from left to right, top to bottom?
- Do data tables have the entire first row designated as a “Header Row” in Table Properties?
- Is the table free of merged cells?
- Are all tables described and labeled (where appropriate)? 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.
- In table properties, is “Allow row to break across pages” unchecked?

## Notes/Additional Requirements

- Does the file name clearly reflect the content of the document?
- Is the file name limited to 30 characters?
- Are the Document Properties (Author, Title, Subject, Keywords, and Language) properly filled out?
- Has a separate accessible version of the document been provided when there is no other way to make the content accessible? (Example: an organizational chart)