Microsoft PowerPoint 365
Basic Authoring and Testing Guide
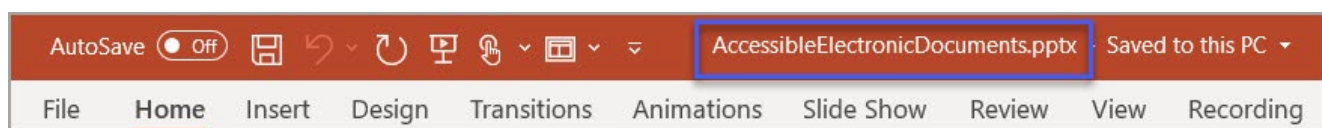
Document Formatting

1. Are the file name and document title descriptive, and is the file in the *.pptx format?

How to test 1A, 1B, 1C

Instruction 1A & 1B: Find the filename in File Explorer OR the **Title** bar in MS PowerPoint. For example, *AccessibleElectronicDocuments.pptx* is a descriptive filename, while *Presentation* is not. The file must be in the ***.pptx** format for accessibility testing to be possible.

**Figure 1**: Descriptive filename *AccessibleElectronicDocuments.pptx* displayed in **Title** Bar

Test 1A: Is the filename descriptive and does it identify the document or its purpose? If not, the document fails this test.

Test 1B: Is the file in **PowerPoint (*.pptx)** format? If not, the document fails this test.

Instruction 1C: Activate **File** tab>**Save As**>**More Options** to open the **Save As** options window and verify that the **Title** field displays the document's title.

Figure 2: Save As options window displaying a descriptive filename, ***.pptx** file type, and the document title in the **Title** field.
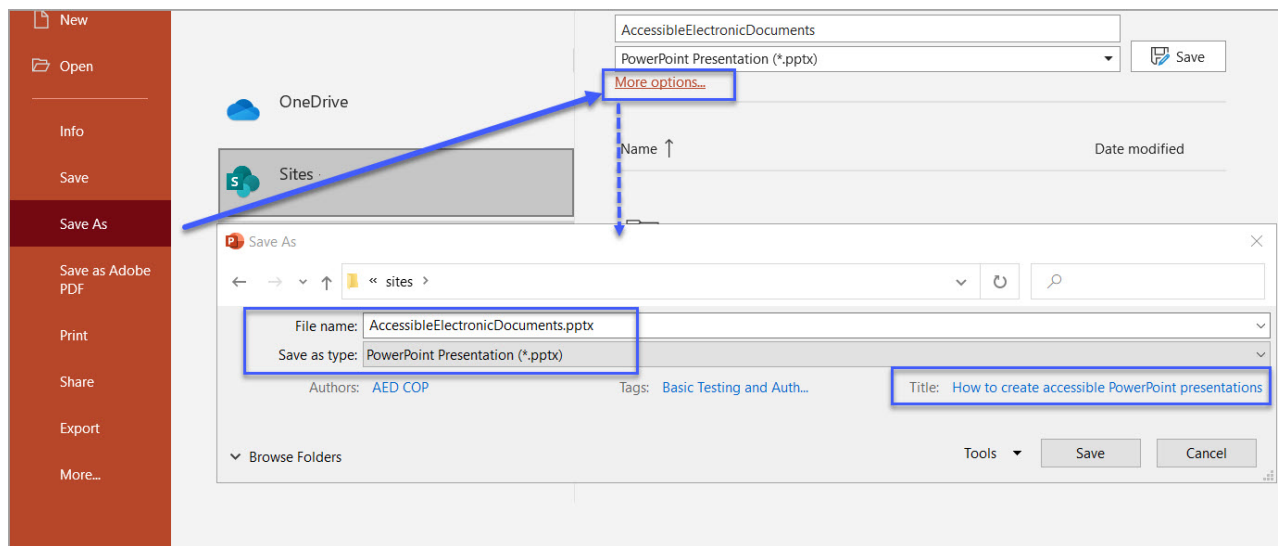
Test 1C: Does the **Title** property field display a document title? If not, the document fails this test.

A descriptive filename and document title identify documents and their purpose, helping everyone locate, open, and switch between documents. The document must be in a ***.pptx** format because these authoring and testing instructions will only work if the file is in the ***.pptx** file format.

- Activate **File** tab>**Save As.**
  Note: The **Save As** option is only available if **AutoSave** is set to **Off.**
- Select file location.
- Verify **Save As** type is set to **PowerPoint Presentation (*.pptx).**
- Activate **More Options.**
- Add the document title in the **Title** field.

Text Formatting

2. Is the intended reading order of the layout represented in the Reading Order Pane?

How to test 2

Instruction 2: Open the **Reading Order** pane (**Review** tab>**Check Accessibility** dropdown menu>**Reading Order** pane) to verify the objects read in the intended reading order of the slide.

Figure 3: Reading Order pane with sequential reading order
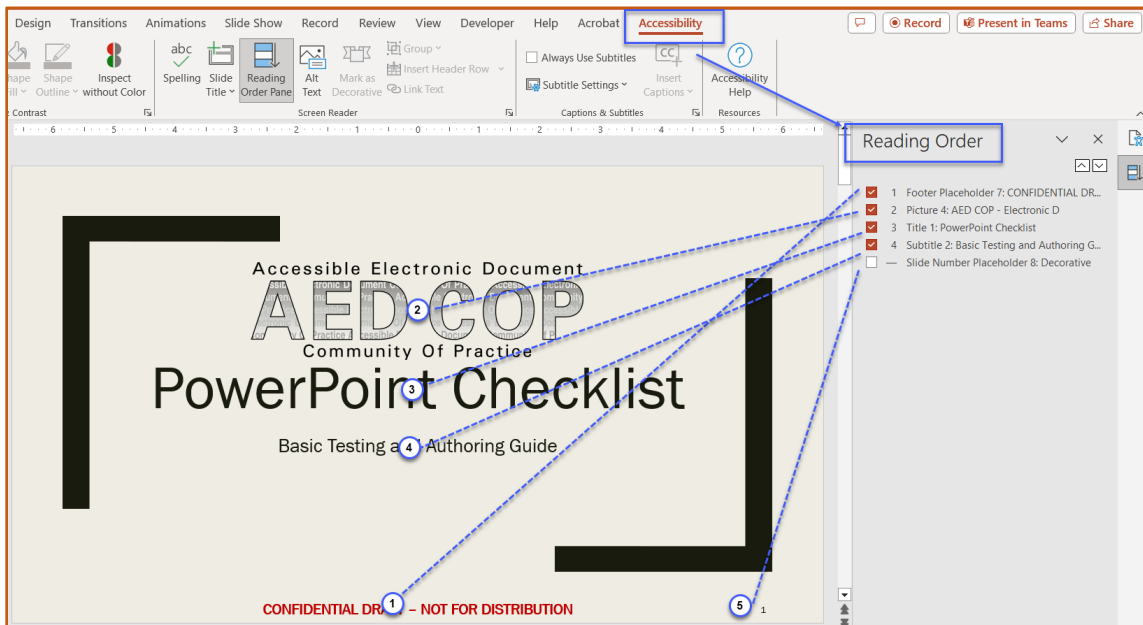
Test 2: Does the selection of each object coincide with the intended reading order of the slide? If not, the document fails this test.

How to author for accessibility

Objects (such as text, pictures, and tables) in PowerPoint slides must be placed or organized in their corresponding intended reading order to ensure assistive technology users can read the slide content logically.

Open the **Reading Order** pane (**Review** tab>**Check Accessibility** dropdown menu>**Reading Order** pane) and select each numbered object to verify it matches the numbered sequence order in the **Reading Order** pane. To change the order, select the numbered item on the list and use the up arrow (**Move Up** button) or down arrow (**Move Down** button) in the **Reading Order** pane to change the object position in the layout. To exclude decorative content from being read by assistive technology, uncheck the corresponding number checkbox.

3.   Do all slides have a Title?

How to test 3

Instruction 3: Open the Outline View (**View**>**Presentation Views** group>**Outline View**) and verify that all numbered slides have a title.

Figure 4: Presentation **Outline View** displaying Slide Title for each slide thumbnail
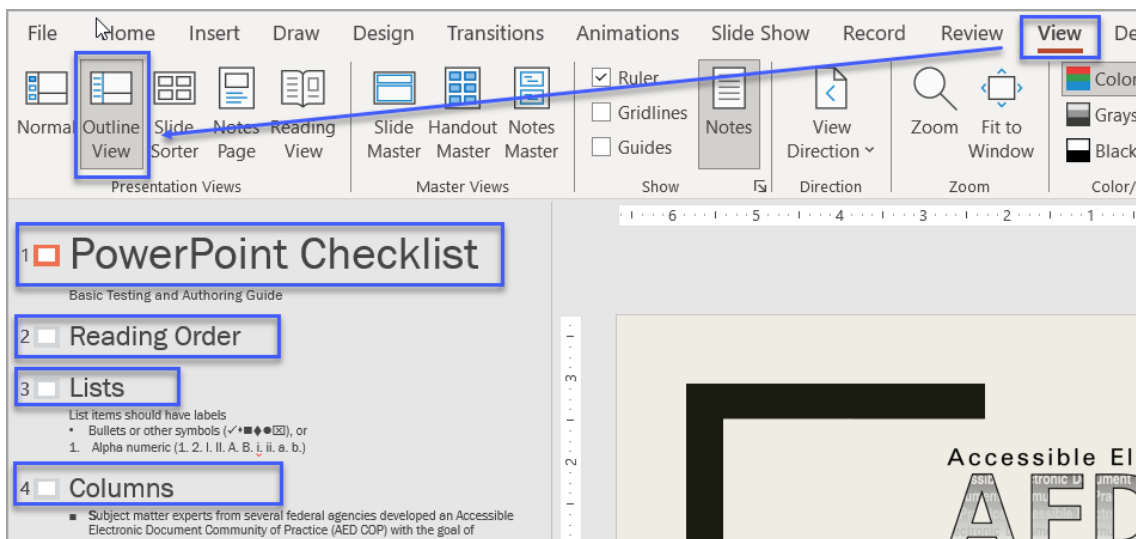
Test 3: Do all slides listed in the outline panel have a title? If not, the document fails this test.

How to author for accessibility

Slide Titles are level 1 headings that facilitate finding and navigating information in a presentation. Assistive technology users cannot identify or navigate manually formatted text (increased font size or application of bold, italics, and underline) appearing to be a title.

Ways to add titles to slides:

Layout option:

- Activate the **Slide Layout** menu and select a slide master that has a **Title** placeholder.
- Enter the title text in the **Title** Placeholder.

Outline View option:

- Activate **View Menu>Outline View.**
- Enter the title text next to the slide number without content.

Accessibility Ribbon option:

- Activate **Review menu>Check Accessibility**. In the **Accessibility Ribbon** select **Screen Reader** group>**Slide Title** menu.
- You can edit/add the title to the current slide, or
- In the **Accessibility Inspection** results pane add the title to any slide listed under **Missing Slide Title** error.

4. Are lists formatted correctly?

How to test 4

Instruction 4: Activate a list item. Determine if one of the list formatting libraries in the **Paragraph** group (**Home** tab>**Paragraph** group) is selected.

Figure 5: List formatting in **Paragraph** group highlighted
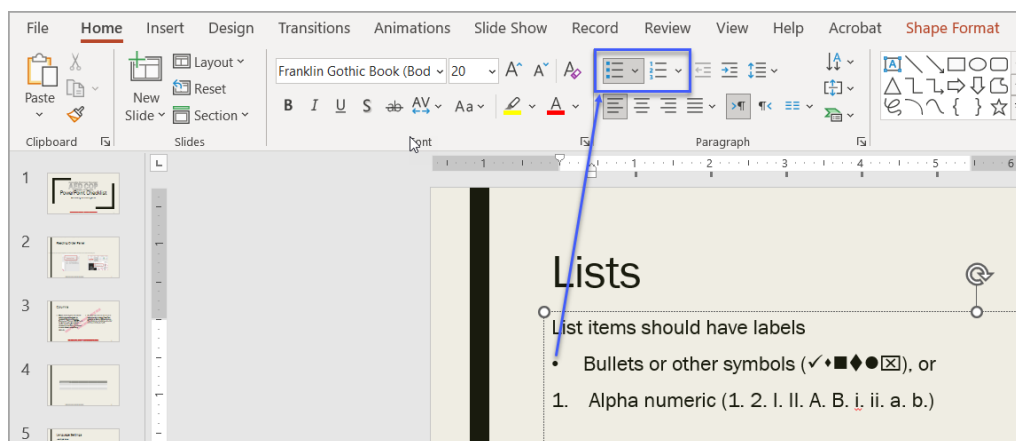
Test 4: Is the one of the list formatting libraries in the **Paragraph** group selected? If not, the document fails this test.

How to author for accessibility

Lists help organize and structure content. Assistive technology users cannot infer meaning from lists created using only tabs, a dash, or manual numbering. Using built-in list options applies the formatting that assistive technology users need to easily identify and navigate lists.

Activate **Home** tab>**Paragraph** group and use the **Bullets** or **Numbering** option to format lists in the presentation.

To use the built-in list options:

- Activate the list option and then type a list item, OR
- Type the list item and then activate the list option.

5. Are columns of content formatted correctly?

How to test 5

NOTE: This test is not needed if content does not appear in columns.

Instruction 5: Select content that appears formatted in columns, like a newspaper or magazine article. Activate **Home** tab>**Paragraph** group>**Add or Remove Columns** option and determine if columnar formatting is enabled.

Figure 6: Example of text on a slide formatted in two columns
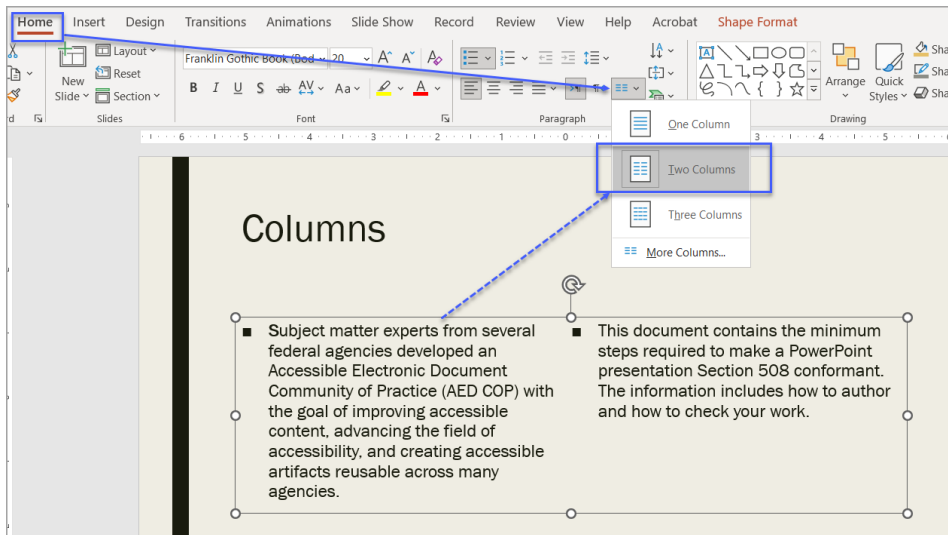
Test 5: Is the columns option for the correct number of columns selected? If not, the document fails this test.

How to author for accessibility

Assistive technology users cannot interpret information in the intended reading order when tabs or spaces are used to separate content into columns.

To create columns on a slide:

- Select the content you want to format.
- Activate **Home** tab>**Paragraph** group>**Add or Remove Columns** option.
- Select the number of columns.
- Activate **More Columns** to set or change/update columns options.

6. Is text formatted for the intended language?

How to test 6

Instruction 6: If the document contains words or phrases in multiple languages, or a language other than the defined default language, select that text. Activate **Review** tab>**Language** group>**Set Proofing Language.**

Figure 7: Review tab>**Language** group> **Set Proofing Language>Language** options window displaying **Korean** language settings for the selected text.
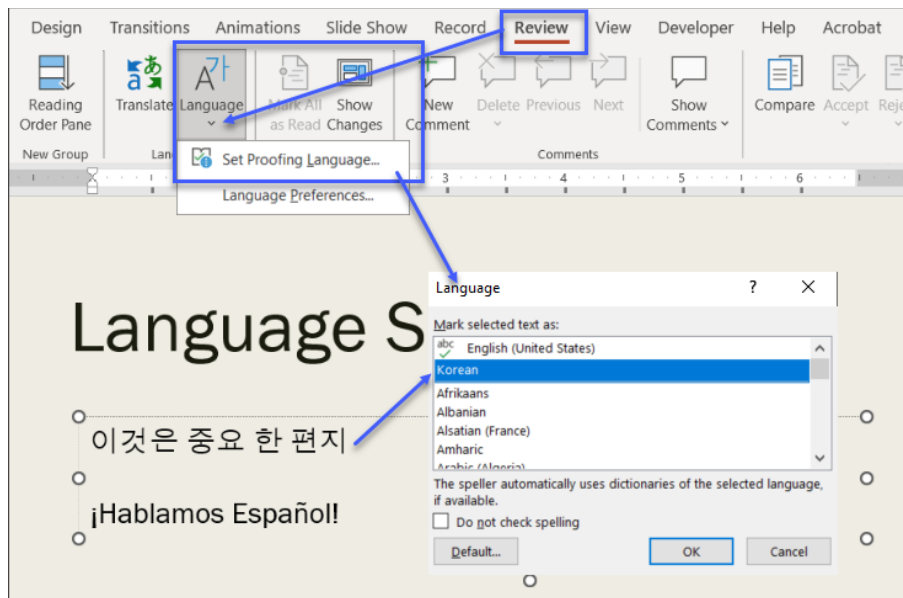
Test 6: Is the text formatted using the identified language? If not, the document fails this test.

How to author for accessibility

A presentation may contain slides/sections written in different languages. All non-default language text must be formatted to reflect its corresponding language so assistive technology can detect the assigned language and reproduce the text with the correct pronunciation.

To set a different language:

- Select text written in a different language.
- Activate **Review** tab>**Language** group>**Language>Set Proofing Language**.
- Select the appropriate language from the list.

7.   Are link names descriptive?

How to test 7

Test 7: Do links use meaningful names that describe their destination, function, and/or purpose OR that are determinable within context? If not, the document fails this test.

Uniquely Named Link:
Section508.gov

Link Determinable within context:
Get My Section 508 Questions Answered

Ambiguous links with no context:
"Get more information *here*."

https://site.44d76eb66f3943c395cd2d88207a7b57&aqs.docx

How to author for accessibility

Assistive technology users rely on meaningful link names to determine the link destination, function, or purpose. For example, ambiguous *click here* links may hinder assistive technology users' access since the link names are all the same, while the destinations may be different.

Naming/creating links:

- Type the hyperlink (URL) text and press the **Space** bar or **Enter**
- Verify the hyperlink goes to the intended destination

To open the Insert Hyperlink configuration window:

- Press **Ctrl+K**, or **right-click** (**Shift+F10**) to open the context menus and select **Link**>**Insert Link**
- In the **Insert Hyperlink** options window specify/verify the accuracy for the **Text to display**, the **Address** for the link and its destination, then select **OK**

Note: Link destinations can be web pages, existing files (access restrictions apply), emails, and specified locations in a document.

**Figure 8: Insert Hyperlink** configuration window
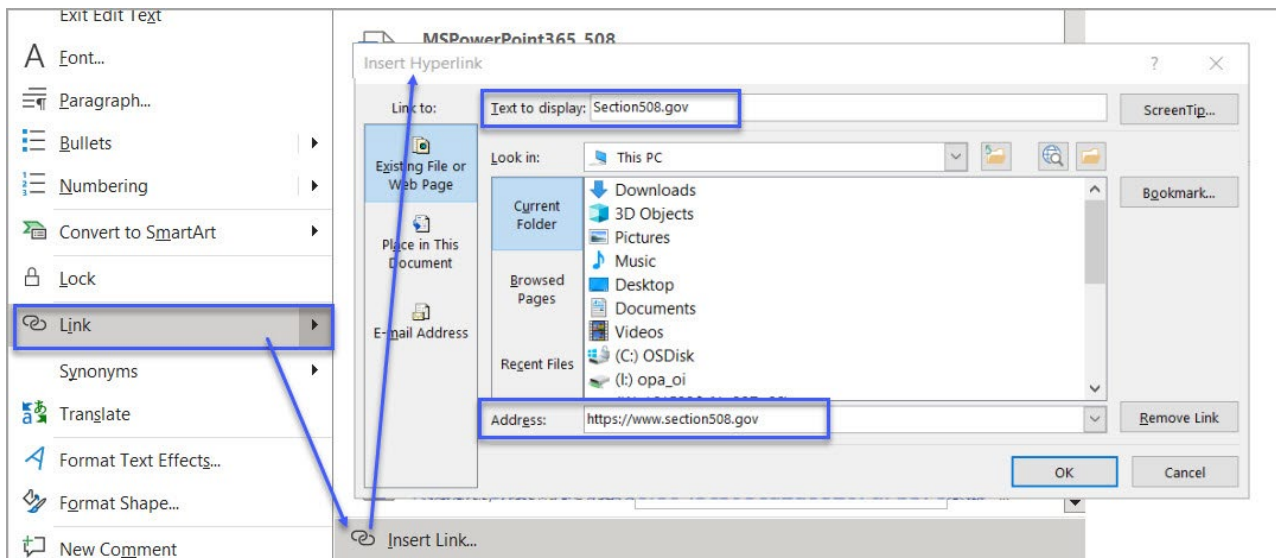
Object Formatting

8. Is vital information in the background (i.e., Slide Master) included in the reading pane?

How to test 8

Instruction 8: Search for vital information in headers, footers, and watermarks (e.g., Respond by X date, CONFIDENTIAL, or Do Not Distribute). Go to **Home** tab>**Drawing** group>**Arrange**>**Selection Pane...**

Figure 9: Examples of vital information displaying first in the slide's Reading Order
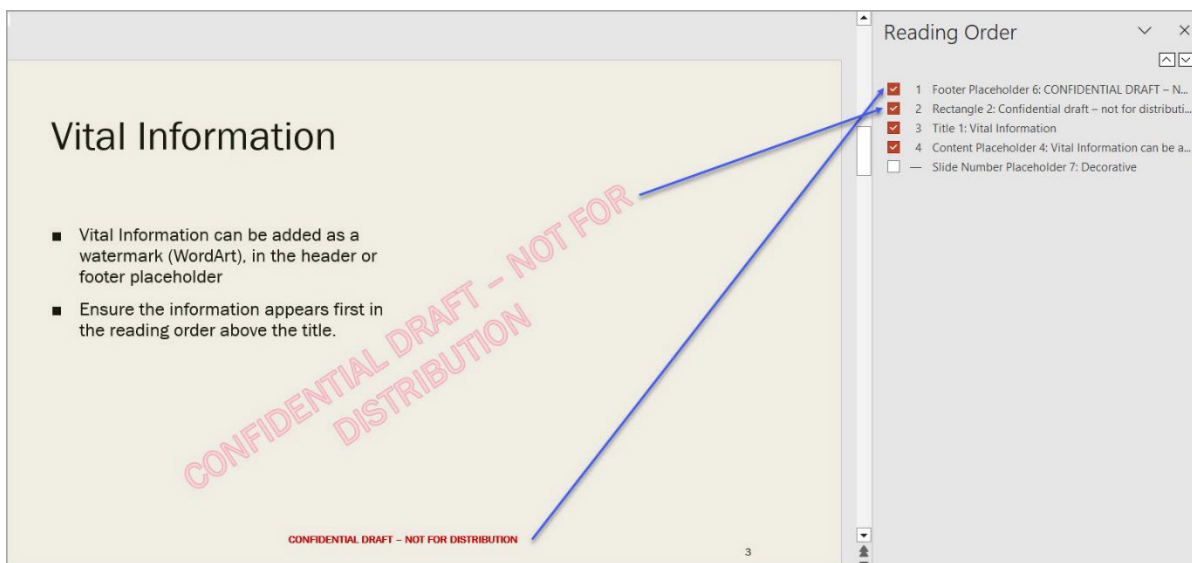
Test 8: Is the container holding the vital information listed in the **Selection** pane? If not, the document fails this test.

How to author for accessibility

Vital information can be included in a container (background), or in the **Header/Footer** on the **Slide Master**. **Headers** and **Footers** must be enabled.
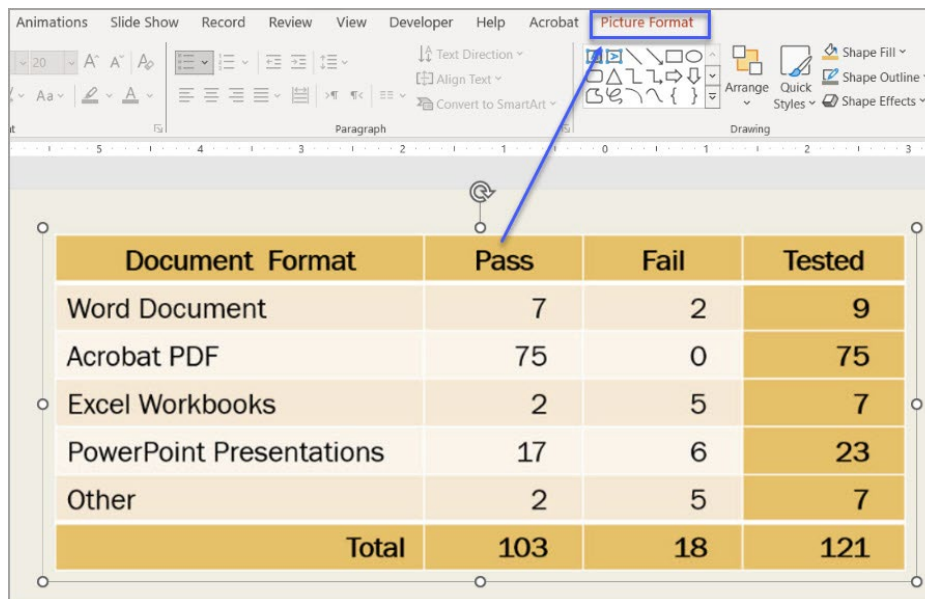
To enable Headers and Footers in the presentation:

- Select **Insert** tab>**Header** & **Footer**.
- Check the **Header** or **Footer** option.
- Type in vital information, and
- Select **Apply**.

9. Are data tables created using built-in features?

How to test 9A

Instruction 9A: Select a table and verify that the **Ribbon** displays the **Table Design** tab instead of the **Picture Format** tab. If the **Picture Format** tab shows in the **Ribbon**, then the table is not editable since it is a picture of a table.

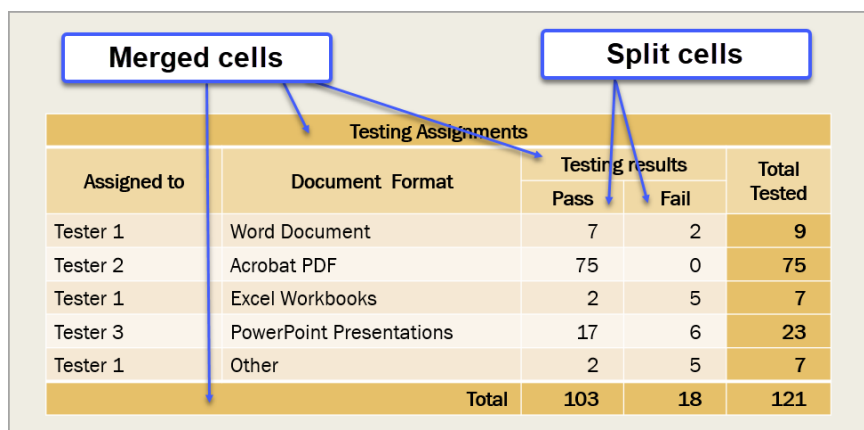**Figure 10:** Image of data table displaying **Picture Format** tab when selected

Document Format	Pass	Fail	Tested
Word Document	7	2	9
Acrobat PDF	75	0	75
Excel Workbooks	2	5	7
PowerPoint Presentations	17	6	23
Other	2	5	7
Total	103	18	121

Test 9A: Is the document free of pictures of tables? If not, the document fails this test.

Instruction 9B: Place the cursor on a table, and use the Tab key to move between table cells. Make sure cells do not span more than one column or row, which would indicate merged or split cells.

Figure 15: Complex table with merged and split cells

Assigned to	Document Format	Testing results		Total Tested
	Testing Assignments	Pass	Fail	
Tester 1	Word Document	7	2	9
Tester 2	Acrobat PDF	75	0	75
Tester 1	Excel Workbooks	2	5	7
Tester 3	PowerPoint Presentations	17	6	23
Tester 1	Other	2	5	7
	Total	103	18	121

Test 9B: Are tables free of merged or split cells? If not, the document fails this test.

## How to author for accessibility

NOTE: To understand the association between table cells and their respective headers, assistive technology users need to be able to identify column and row headers in data tables. Slides with complex data tables (data tables with more than one header row, one or more header column, and/or merged or split cells), must be converted to an accessible format (i.e., a PDF document remediated for accessibility). Complex data tables cannot be made accessible in MS PowerPoint.

To create a data table using the table grid option:

- Activate **Insert** tab>**Table** to open the **Insert Table** options panel.
- Select the number of cells for columns and rows in the grid to draw the table.

- **Right click (Shift+F10)** inside the table and activate **Table Properties>Table** tab.
- Verify **Text wrapping** is set to **None**.

Figure 12: Insert Table options with a **4x3 Table** grid option activated
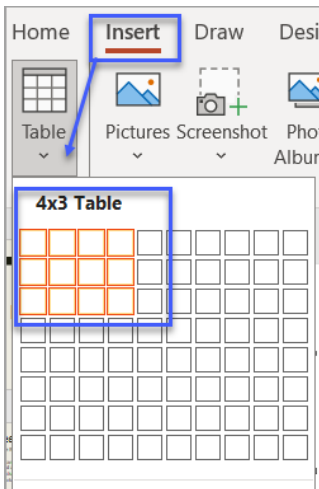
To create a data table using the Insert Table dialog box option

- Activate **Insert** tab**>Table>Insert Table>Insert Table** (**Alt+N, T, I**).
- In the **Insert Table** dialog box, specify the number of columns (**Alt+C**), and the number of rows (**Alt+R**).
- **Right click (Shift+F10)** inside the table and activate **Table Properties>Table** tab.
- Verify **Text wrapping** is set to **None**.

Figure 11: Insert Table options using the **Insert Table...>Insert Table** dialog box for a table with 3 columns and 4 rows
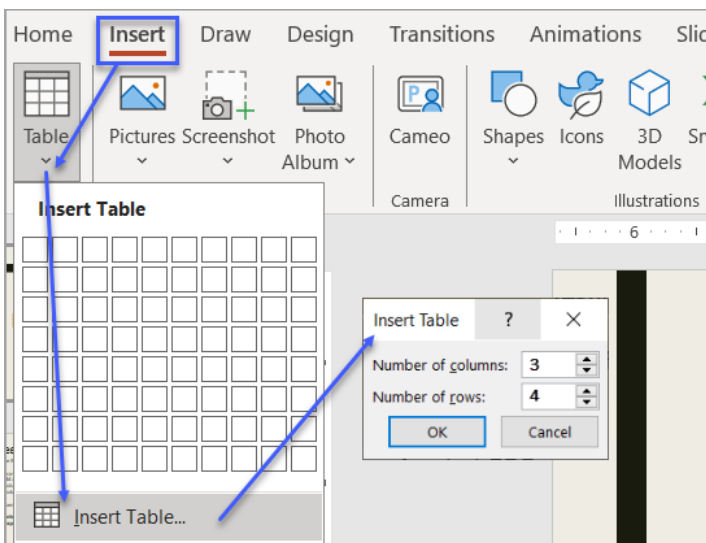
10. Do images and other objects have alternative text?

How to test 10A, 10B

Images, Objects, Shapes, Charts, etc. allow authors to provide important, meaningful information in a visual format. Assistive technology users cannot infer meaning from the visual content alone. To provide assistive technology users comparable access to the purpose or meaning of illustrative content a contextual description in the form of a caption, nearby text, or **Alt Text** is required.

Instruction 10A: Select an image or object. Under the **Picture Format** menu active the **Alt Text** option in the **Accessibility** group. Verify the information in the **Alt Text** pane accurately describes the selected image/object. Also check the surrounding text for a caption or contextual description.

Figure 12: Alt Text pane with accurate alternative text description for selected image
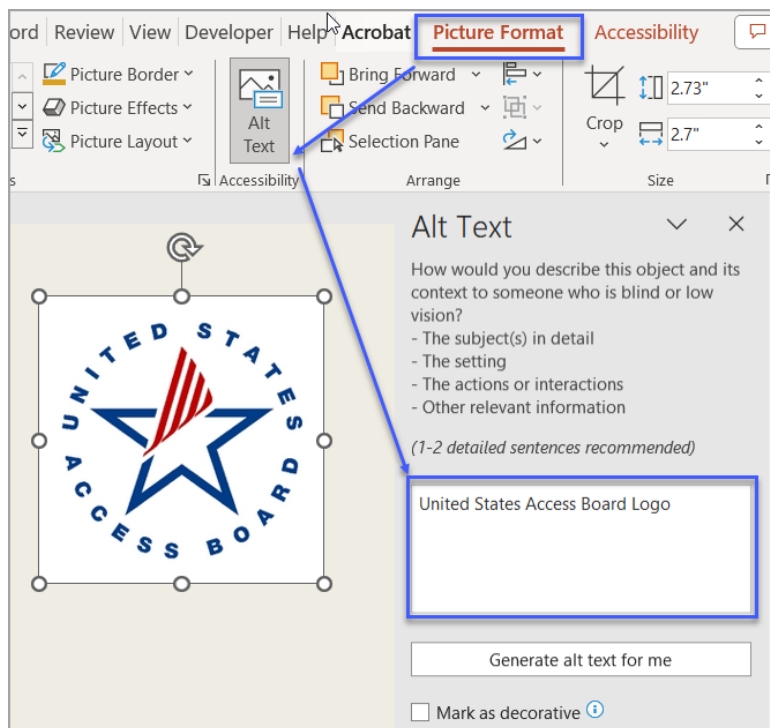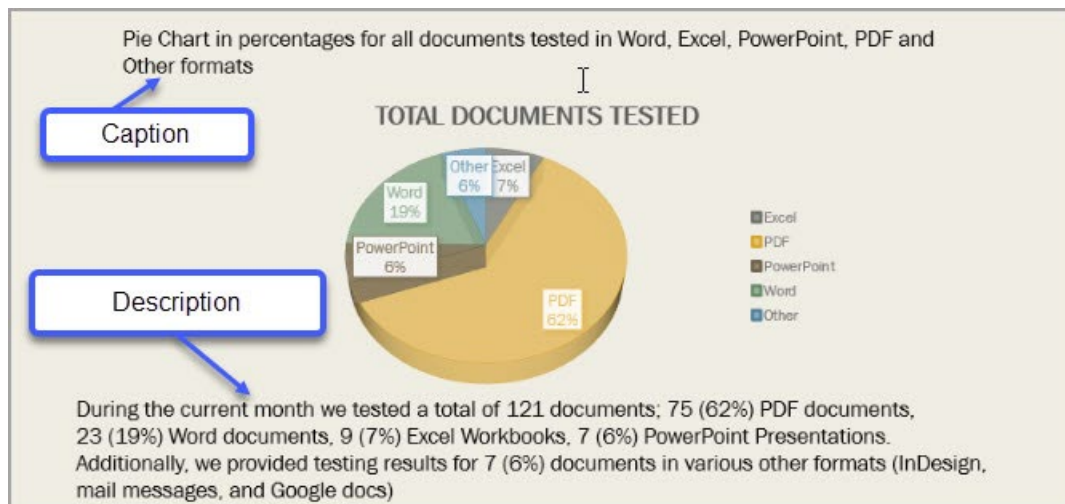

Figure 13: Graph with a caption and contextual description in the surrounding text.

Test 10A: Does the image/object/shape have a contextual description in the form of Alt text, a caption, and/or in the surrounding text? If not, the document fails this test.

Instruction 10B: Select an image or object that has a is only decorative **right click (Shift+F10)** and activate **View Alt Text…**. Verify the description field is grayed out and the **Mark as decorative** option is checked.

Figure 14: Non-contextual image marked as decorative
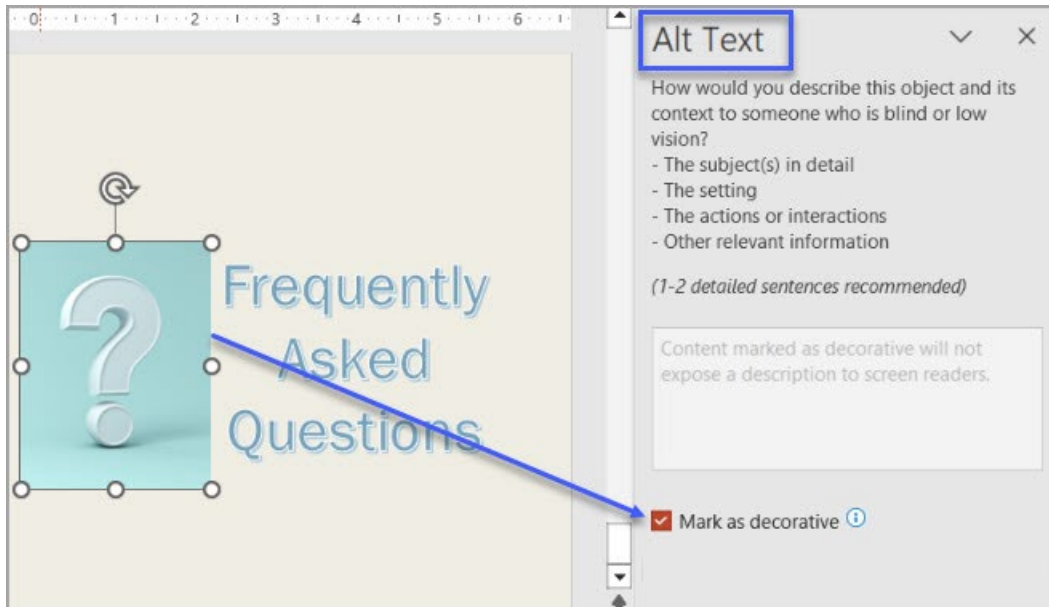
Test 10B: Is the **Mark as decorative** option in the **Alt Text** pane checked? If not, the document fails this test.

How to author for accessibility

Assistive technology users cannot infer meaning from images and other objects such as pictures, images of text, images of tables, shapes, icons with hyperlinks, etc. A brief description in the form of alternative text (Alt Text) or information in the surrounding text relating the purpose or meaning of the image/object provides assistive technology users comparable access to the content.

View Alt Text… option:

- Select an illustration.
- Right click (Shift+F10) and activate View Alt Text…
- Enter a brief, accurate description related to the purpose/context of the selected illustration.

Notes:

1. To add a caption in PowerPoint, insert a text box, above/below or adjacent to the image. Enter the caption text in the text box.
2. To add alt text to SmartArt, select the border instead of the individual shapes or pieces.
3. In Microsoft Office 365, alternative text descriptions can be generated automatically. Users must verify that the generated description is accurately relating the illustration and its context.
4. To disable automatic alt text, go to **File** > **Options** > **Ease of Access** > **Automatic Alt Text** and uncheck the **Automatically generate alt text for me** option.

11. Is meaningful information conveyed only with color or other visual characteristics also described with text?

How to test 11

Using only color or other visual characteristics (size, shape, location, etc.) to convey meaning will not provide comparable access to people who are blind, have low vision, or are colorblind.

Instruction 12: Find where color and/or other visual characteristics, such as top green square, large yellow rectangle, bottom center, etc., are used to convey meaning.

Test 12: Is there text that conveys the meaning of the color or other visual characteristics? If not, the document fails this test.

How to author for accessibility

The following layout tables describe the progress for three projects using only color to represent the current project status. Adding text in addition to the color provides comparable information to assistive technology users and people who are colorblind.

Use text descriptions or alternative text to emphasize the meaning of a color or other visual characteristics, such as size, shape, and location.

Table 1: Examples of a project status table using only color and color with text description

Project	Status
Project A	
Project B	
Project C	

| Project	Status
Project A	On Time
Project B	At Risk
Project C	Late

12. Is the contrast ratio between text and background sufficient?

NOTE: This test is not necessary, if the document text is black on white background (or close to it). This test requires the *Colour Contrast Analyser* (an external application).

How to test 13

Instruction 13: Execute the *Colour Contrast Analyser*. Drag the **Foreground eyedropper** icon over a sample of the text or image of text. Drag the **Background eyedropper** icon over a sample of the background color.

Figure 15: Examples of pass and fail results with the *Colour Contrast Analyser*
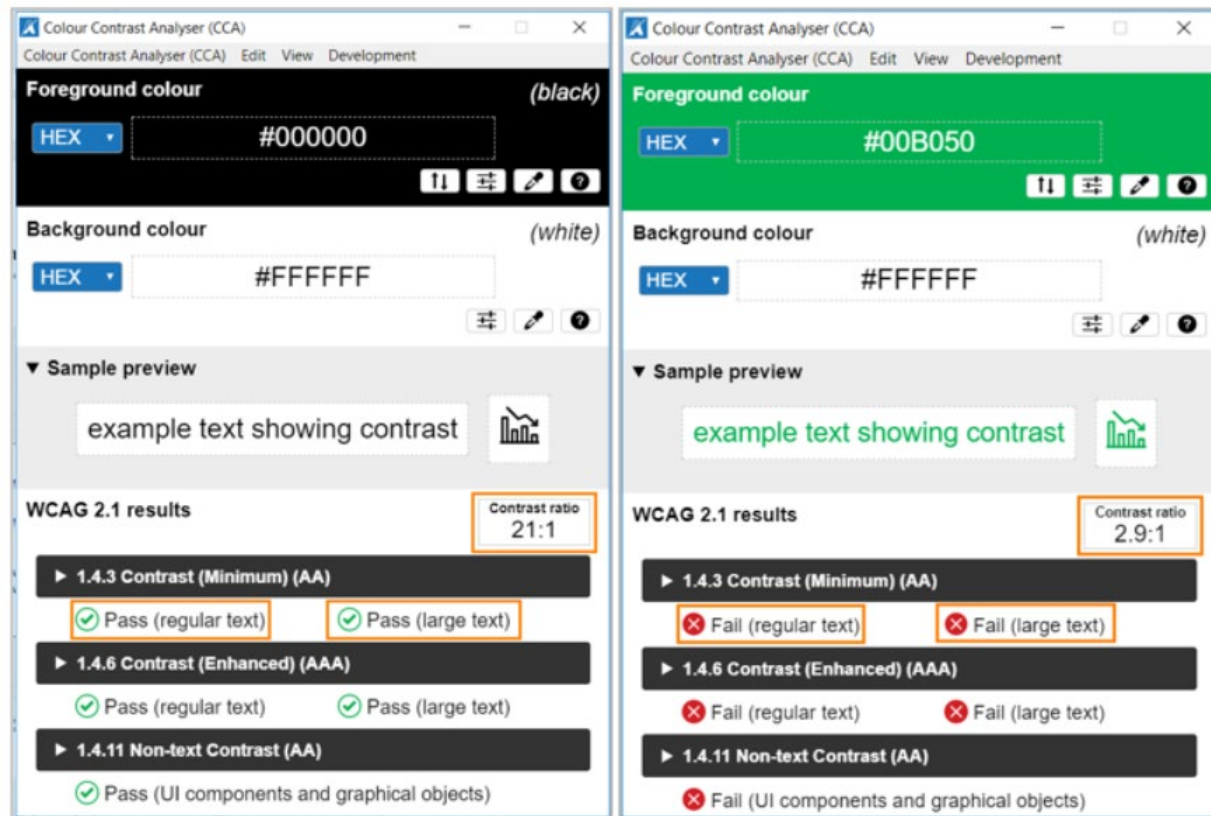
Test 13: Does the color contrast ratio of **Foreground** (text) and **Background** ratio meet the minimum contrast ratio (4.5:1)? If not, the document fails this test.

How to author for accessibility

People who are colorblind or have low vision will have comparable access if there is sufficient contrast between the text and the background. The contrast standards are:

Table 2: Contrast ratios for types and sizes of text

Type or Size of Text	Contrast Ratio
Standard text (12 pt regular)	4.5:1
Large Text (14 pt bold or 18 pt regular)	3:1
Text or images of text that are part of an inactive user interface component, that are pure decoration, that are not visible to anyone, or that are part of a picture that contains significant other visual content	Excluded from requirement

Create content with text or images of text that use color or shading with sufficient color contrast. If the contrast ratio fails, then adjust the foreground or background color until it passes.

Table 3: Examples of adequate and insufficient color contrast ratios

Good Color Contrast	Insufficient Color Contrast
White text on black background	Dark gray text on black background
Dark green text on yellow background	Orange text on yellow background
Light blue text on blue background	Red text on blue background
white text on red background	Dark green text on red background

Miscellaneous

13. Are there corresponding descriptions of embedded files and are they accurate?

How to test 14

NOTE: This test is not necessary, if the document does not contain audio, video, or multimedia files.

Instruction: Activate the audio-only, video-only, or multimedia file.

Test 14: Is there an accurate and complete text transcript for multimedia files, text description for audio files, and synchronized caption and/or audio description for video files? If not, the document fails this test.

How to author for accessibility

MS PowerPoint presentations with embedded audio-only, video-only, or multimedia file that contain meaningful information must have additional documentation so that individuals with disabilities have comparable access to the information.

- **Audio-only files:** Should have an accurate and complete transcript
- **Video-only files:** Should have an accurate and complete text description
- **Synchronized media (audio and video) files:** Should have accurate and complete synchronized captions and audio descriptions

14. Is flashing content excluded from the presentation?

How to test

Test: Is the presentation free of all flashing content? If not, the document fails this test.

How to author for accessibility

Create content without using flashing content. Flashing content can cause seizures and should not be used.