

**Social Security Administration
Accessibility Resource Center (ARC)
PowerPoint 2010 Document Checklist**

Manual Test Scripts

This checklist provides step-by-step procedures for evaluating a PowerPoint presentation without requiring assistive technology to conduct the test. This checklist should be used in combination with the automated test scripts below. Instructions are given with keyboard commands so that a mouse is not required to conduct testing, however mouse equivalents can be used.

Document Properties	Pass	Fail
<p>Ensure the title assigned in the document properties matches the presentation title.</p> <ol style="list-style-type: none"> 1. Press and release ALT, then press and release F (File tab), then press and release I (Info), and then press Q+S (Properties). 2. Press Enter to open the Document Properties pane. 3. If the title field matches the title of the presentation, then the check passes. If not, it fails. 		

Information in the Background	Pass	Fail
<p>Inspect the background of each slide for vital information.</p> <p>Slide backgrounds are not easily discoverable by assistive technologies in PowerPoint nor when converted to PDF documents.</p> <ol style="list-style-type: none"> 1. Inspect the background of each slide for text, images of text, and other important information. These can include watermarks, alerts (draft, do not distribute, etc.), presentation titles, dates, etc. 2. If the background of slides do not contain vital information or the same information appears in the slide foreground, this check passes. 3. If the background contains important information that is not also within a slide foreground, this check fails. 		

Reading Order	Pass	Fail
<p>Ensure a correct and logical reading order.</p> <ol style="list-style-type: none"> 1. Press and release ALT, press and release H (Home tab), press and release G (Arrange), and then press P (Selection Pane...). 2. The “Selection and Visibility” pane opens. The “Selection and Visibility” pane indicates the reading order of objects on the slide. The title object is read first regardless of its position; otherwise, objects read from bottom to top. 3. If the objects are arranged logically from bottom to top, the check passes. If not, check fails. 		

Bulleted/Numbered Lists	Pass	Fail
<p>Ensure bulleted/numbered lists are programmatically identified.</p> <ol style="list-style-type: none"> 1. Highlight a line item in the list and launch the context menu (SHIFT+F10). 2. If ‘Bullets’ or ‘Numbering’ are highlighted/selected in the context menu, the list passes this check. If not, it fails. 3. Repeat step 1 with sub lists or indented lists <p>Note: You can also check for this by looking at the Ribbon in the Home tab. ‘Bullets’ or ‘Numbering’ should be highlighted in the Ribbon.</p>		

Complex Tables	Pass	Fail
<p>Inspect tables for merged or split cells (complex tables).</p> <ol style="list-style-type: none"> 1. Tables with merged or split cells are difficult to comprehend in PowerPoint and are rendered un-navigable when converted to PDF documents. 2. If a table does not have merged or split cells, then this check passes. If a table has merged or split cells, the check fails, but the issue can be deferred because it is caused by a vendor defect (defer to vendor). 		

Tables With Row Headers	Pass	Fail
<p>Inspect tables for row headers.</p> <ol style="list-style-type: none"> 1. PowerPoint cannot assign row headers to table rows. Therefore, assistive technology users have difficulty understanding and/or navigating tables with row headers. 2. If a table does not use row headers (usually a left or right most cell that describes the data in a row), then this check passes. If a table uses row headers, convert the presentation to PDF and remediated for accessibility. <p>Note: If the table also contains merged or split cells, converting the presentation to PDF will cause additional accessibility problems (see Complex Tables)</p>		

Alt Text for Images	Pass	Fail
<p>Ensure non-decorative pictures and shapes have alternate text.</p> <ol style="list-style-type: none"> 1. Decorative images and shapes should not have alternative text. 2. On each slide, select each non-decorative picture and shape individually and launch the context menu (SHIFT+F10). If Format Object is at the bottom of the context menu, check it using Manual Test: <i>Alt Text for Objects</i>. 3. Otherwise, press and release 'O'. 4. In the Format dialog box, arrow down and select "Alt Text". 5. If the "Description" field has appropriate text (explains the purpose and/or gives proper context for the image), the check passes. If not, check fails. <p>Note: To learn more about authoring and evaluating alternative text, read the Alternative Text Guide for Images</p>		

Alt Text for Objects	Pass	Fail
<p>Ensure embedded objects have alternative text.</p> <ol style="list-style-type: none"> Decorative objects should not have alternative text. Select each object individually and launch the context menu (SHIFT+F10) If an option of Format Picture or Format Shape is at the bottom of the context menu, please follow the steps outlined in Manual Test: <i>Alt Text for Images</i> (step 2); otherwise continue. Press and release 'O', then press and release 'O' again, and then select 'Enter'. In the Format dialog box, arrow down and select "Alt Text". If the "Description" field has appropriate text (explains the purpose and/or gives proper context for the object), the check passes. If not, check fails. <p>To learn more about authoring and evaluating alternative text, read the Alternative Text Guide for Images.</p> <p>Note: Presentations converted to PDF will turn objects into an image, users will not be able to open the object (drawing, spreadsheet, chart, etc.), and users of assistive technology will only be able to discover the alternative text for the object (not components within the object).</p>		

Alt Text for Charts	Pass	Fail
<p>Ensure charts have alternate text.</p> <ol style="list-style-type: none"> Select a chart using the TAB key. Launch the context menu (SHIFT+F10). NOTE: If you are using a mouse to select the context menu and don't see "Format Chart Area...", right hand click again on the boarder of the chart object. Otherwise, press and release 'F' twice and then press 'ENTER' (Format Chart Area...). In the Format dialog box, arrow down and select "Alt Text". If the "Description" field has appropriate text (explains the purpose and/or gives proper context for the chart), the check passes. If not, check fails. <p>Note: To learn more about authoring and evaluating alternative text, read the Alternative Text Guide for Images.</p>		

Color and Textual Equivalentents	Pass	Fail
<p>Ensure information conveyed through color (i.e. pie charts, colored legends, Red/Yellow/Green dashboards, etc.) has a textual equivalent.</p> <p>If text or objects convey meaning through color and there is a description (in the title, paragraph text, bullets, captions, or alternative text (see the Alternative Text Guide for Images)) then the check passes. If meaning of color is not conveyed, the check fails.</p> <p>Note: Textual information in SmartArt, charts, and other objects may be available in PowerPoint, but the information is often lost when presentations are converted to PDF and therefore require additional description in captions and/or alternative text.</p>		

Color and High Contrast Mode	Pass	Fail
<p>Ensure elements display well in High Contrast Mode.</p> <ol style="list-style-type: none"> 1. Turn on High Contrast Mode: Left Alt + Left Shift + Print Screen. 2. If the listed items on each slide are still easily visible, the check passes. If not, check fails. <ul style="list-style-type: none"> ○ Text ○ Bullet characters ○ Graphics ○ Table borders ○ Information conveyed through color 3. Turn off High Contrast Mode by pressing Left Alt + Left Shift + Print Screen. 		

Color and Contrast	Pass	Fail
<p>Ensure there is adequate contrast between objects.</p> <ol style="list-style-type: none"> 1. Turn down the color on the computer monitor. 2. If the listed items do not display adequate high contrast, the check fails. If displays adequate high contrast, the check passes. Please see below list of screens displaying the difference between adequate and inadequate examples. <ul style="list-style-type: none"> ○ Table headers ○ Text in images ○ Text in foreground versus background ○ Watermarks <p>Note: For this requirement, contrast is being measured in a subjective manner.</p>		

Automated Test Scripts

This checklist provides step-by-step procedures for evaluating a PowerPoint presentation for accessibility using automated testing scripts. This checklist should be used in combination with manual test scripts.

Run the checker

1. Press and release ALT, press and release F (File tab), press and release I (Info).
2. Press and release I (Check for Issues) and then press A (Check Accessibility).
3. The Accessibility Checker Pane will open.
4. If errors display in the Accessibility Checker Pane, refer to their explanation below.

Unclear Hyperlink Text	Pass	Fail
<p>This test detected unclear hyperlinks in your document. Select each instance of this error and examine links individually. Verify they have unique, plain-language, and target-specific descriptions.</p> <p>Note: If the slides are meant to be printed, displaying links using the full URL address is acceptable.</p>		

No Header Row Specified	Pass	Fail
This test did not detect column headers in a table. If column header should be assigned, this check fails. If column headers are not visually present, this check passes.		

Blank Table Rows or Columns	Pass	Fail
This test detected blank rows or columns in tables. Blank rows or table cells should be avoided because they make navigating a table with a screen reader difficult. If this error occurs in smaller, simple tables the check passes. If this error occurs in large and/or complex tables, this check fails.		

Missing Alt Text: Table	Pass	Fail
This test detected a table without alternative text. Captions and/or alternative text are optional if similar descriptors appear in the reading order just before or just after the table.		

Missing Alt Text: Picture of Objects	Pass	Fail
<p>This test detected missing alt text for a picture, shape, chart or object. Ignore this result for decorative and redundant images. Otherwise, see the manual tests listed below to complete checks on error results found by the Check Accessibility tool.</p> <ul style="list-style-type: none"> ○ Alt Text for Images ○ Alt Text for Objects ○ Alt Text for Charts 		

Check Reading Order	Pass	Fail
<p>There may be a reading order issue on the slide. Select each error and perform the Manual Test: Reading Order above</p>		

Merged or Split Cells	Pass	Fail
<p>This test detected a merged cell, a split cell, or a nested table within a cell. Please see the Manual Test: Tables above.</p>		

Missing Slide Title	Pass	Fail
<p>This test detected a title object that is empty or missing on a slide. This is not a legal requirement, but providing a slide title for every slide will help users of assistive technology better understand the presentation.</p> <p>Note: With this test, a text box on the slide may appear as a title visually, but PowerPoint does not recognize it as a title object.</p>		

Duplicate Slide Title	Pass	Fail
<p>This test detected a slide containing an identical title as another. Avoid the confusion that duplicate slide titles create by renaming slides or adding title text (i.e. “continued”). This is not a legal requirement, but avoiding duplicate title will help users of assistive technology better understand the presentation.</p> <p>Note: The Checker Pane only displays duplicate slides and not the first occurrence.</p>		

Ensure Caption Usage	Pass	Fail
<p>This test detected embedded media (e.g. audio or video) and the content must be inspected to ensure:</p> <ol style="list-style-type: none"> 1. Video with speech has synchronized captioning 2. Video has an audio description or an audio description option 3. Audio recordings have an electronic transcript available 		

Requirements

The following technical requirements are based on SSA's interpretation of the Section 508 standards. They are provided to assist PowerPoint authors with understanding how to apply the Section 508 standards to real world situations. The requirements also provide a basis for testing compliance with the 508 standards.

ID	Requirement	Rationale	Section 508	WCAG 2.0 (A & AA)	Test Script Mapping
1.1	Set the document title attribute in the document properties.	File names often contain abstract code that confuses users about the purpose of the document. When a document is first opened, screen readers will convey the title rather than the filename when a document title is set in the document properties. Consider adding other document attributes that can assist users as well (author, keywords, organization, etc.). Match the text in the title attribute to the full title used in the main body of the document.	1194.21(d); 1194.31(a); 1194.31(b);	1.3.1 1.3.2 2.4.2 4.1.2	Manual Document Properties
2.1	Set a default language attribute for the document.	Screen readers pronounce words according to the language specified. Problems occur when the language has not been set at all, or it has been set to the wrong language.	1194.21(d); 1194.31(a); 1194.31(b)	1.3.1 2.4.6	

ID	Requirement	Rationale	Section 508	WCAG 2.0 (A & AA)	Test Script Mapping
2.2	Set the appropriate language for passages and phrases that use a language other than the document default. Exceptions: proper names, technical terms, or foreign words that have become part of the vernacular.	Screen readers pronounce words according to the language specified, so if a passage of text is in another language it will mispronounce the words in the passage.	1194.21(d); 1194.31(a); 1194.31(b)	1.3.2 2.4.1 2.4.3 2.4.6 3.2.3 3.2.4	
3.1	Format columns and page structure to present a proper reading order to assistive technologies (do not rely on tables, TAB characters, etc.).	When TAB characters are used to visually separate text and make it appear like columns, the reading order is garbled for screen reader users. Programmatic column formatting will maintain the correct reading order. Also, horizontal formatting of vertically arranged letters is difficult for low vision users to read, and since the text can be read one letter at a time, confusing for screen reader users.	1194.21(a); 1194.21(c); 1194.31(a); 1194.31(b); 1194.31(f)	1.3.1 2.1.1 2.1.2 2.4.4 2.4.7 3.2.1 3.2.2 4.1.2	Manual Reading Order
4.1	Title each slide with the programmatically discoverable title object, avoid untitled slides, and avoid slides with duplicate titles.	Power Point supplies a slide title object (whether visually displayed or hidden) that programmatically identifies the slide to assistive technologies. When a text box is inserted instead of the title object, assistive technologies will not recognize that the slide has a title. Repeating title slides causes assistive technology users to question if they have moved to a new slide.	1194.21(a); 1194.21(d); 1194.21(o); 1194.31(a); 1194.31(b); 1194.31(f)	1.3.1 1.3.2 2.4.2 2.4.5 3.2.3 3.2.4 4.1.2	Automatic Missing Slide Title Duplicate Slide Title

ID	Requirement	Rationale	Section 508	WCAG 2.0 (A & AA)	Test Script Mapping
5.1	Use high color contrast (background to foreground contrast, watermark to foreground contrast, etc.). The color contrast ratio between the background and text should be at least 4.5:1.	Users with low vision and color blindness may have difficulty reading documents that do not present sufficient contrast and color difference between background and foreground elements.	1194.31(b)	1.1.1	Manual Color and Contrast Color and Textual Equivalentents
5.2	Text, images, and non-decorative graphics (bullets, dividers, etc.) must be visible when viewed in "High Contrast" mode.	Users with low vision must be able to see the document content when it is displayed in "High Contrast" mode.	1194.21(g); 1194.31(b)	1.3.2	Manual Color and High Contrast
6.1	Programmatically identify bulleted, numbered, outline, and multi-level lists.	Lists that are programmatically formatted allow users of assistive technology to easily navigate through and out of list content.	1194.21(a); 1194.21(d); 1194.31(a); 1194.31(b)	1.4.1 1.4.3	Manual Bulleted / Numbered Lists
7.1	Use a summary or a caption when displaying data tables.	Sighted users can quickly scan tables to understand their purpose, but many assistive technology users navigate with the keyboard. These users need a table summary or caption to describe the purpose of a table.	1194.22(a); 1194.31(a); 1194.31(b)	2.2.1	Manual Tables Automatic Missing Alt Text: Table

ID	Requirement	Rationale	Section 508	WCAG 2.0 (A & AA)	Test Script Mapping
7.2	Identify column and row header cells programmatically.	Sighted users can visually scan up and across a data table to find row and column headers. Correctly labeling rows and columns headers allows non-sighted users can make this association.	1194.22(a); 1194.22(h); 1194.31(a); 1194.31(b)	2.2.1	Manual Tables Automatic No Header Row Specified Blank Table Rows or Columns Tables
7.3	Ensure data cells are associated with the correct header cells.	Complex tables may require additional header labeling to maintain the correct relationship for cells and headers. Merged cells can confuse the programmatic associations between data cells and their intended table headers.	1194.22(g); 1194.22(h); 1194.31(a); 1194.31(b)	2.4.3	Manual Tables Automatic No Header Row Specified
8.1	Provide alternative text or descriptions for non-decorative images, images within a link, form fields, and other interface elements.	People who are blind or have low vision may need additional information presented as text so they can access information and control interface elements. Complex images may require detailed descriptions to convey important or useful information. For instance, provide a more detailed description for a chart demonstrating a growth trend.	1194.21(d); 1194.21(f); 1194.22(a); 1194.22(i); 1194.22(l); 1194.22(n); 1194.31(a); 1194.31(b)	1.3.1 2.1.1 2.1.2 3.3.2 4.1.2	Manual Color and Textual Equivalentents Alt Text for Images Alt Text for Objects

ID	Requirement	Rationale	Section 508	WCAG 2.0 (A & AA)	Test Script Mapping
8.2	When images depict text, the alternative text for the image should use the text in the image.	When text is rendered as an image, decoration and styling usually do not convey additional information. Therefore, alternate text and descriptions should read the text depicted in the image.	1194.21(d); 1194.22(a); 1194.31(a); 1194.31(b)	1.3.1 2.1.1 2.1.2 3.3.2 4.1.2	Manual Color and Textual Equivalents Alt Text for Images Alt Text for Objects
8.3	Supply a null alternative text value for decorative or formatting images (ALT="") so they are skipped by assistive technologies.	Assistive technology users need not hear every instance of decorative images on a page. This information interrupts reading content. Combining tiled and layered images allows a single image to associate with a single description. Images not grouped or combined may needlessly confuse users about what they are reading.	1194.31(a); 1194.31(b)	1.3.1 2.1.1 2.1.2 3.3.2 4.1.2	Automatic Missing Alt Text: Picture, Text Box, Other Elements
8.4	Information conveyed through color must also be conveyed textually.	Users who are blind, low vision, or color blind require alternatives for information conveyed by color. In addition to static colors, this includes color used to indicate dynamic changes in status, alerts, errors, etc.	1194.21(i); 1194.22(c); 1194.31(a); 1194.31(b)	1.3.1 2.1.1 2.1.2 3.3.2 4.1.2	Manual Color and Textual Equivalents
8.5	Use meaningful plain language for links and/or user controls. The name must describe the destination, function, and/or purpose of the user interface. Links and controls that repeat the same name should provide a unique and specific description for each.	Users need to know the unique target or function of an interface. Sometimes the name or text of the link is sufficient and/or confusing. Users will need a unique name for links and/or user controls that repeat the same name but serve different purposes (i.e. when a link 'Here' appears multiple times give the link a unique description.)	1194.21(c); 1194.21(d); 1194.21(f); 1194.22(a); 1194.22(l); 1194.31(a); 1194.31(b)	1.3.1 2.1.1 2.1.2 3.3.2 4.1.2	Automatic Unclear Hyperlink