



# Military Community and Family Policy

## Microsoft PowerPoint Document Requirement Checklist for 508 Compliance

The following checklist should be used departmentwide by Military Community and Family Policy staff to verify that PowerPoint documents meet the requirements established by MC&FP. The checklist includes compliance with Section 508, in addition to other MC&FP requirements.

For guidance specific to a requirement, refer to the [Requirement Guidelines section](#) of this document or to the Military Community Outreach Office of Strategic Outreach Programs.

### Document information

Document title:	
Reviewer/tester name/signature:	
Review/testing date:	

ID	1.0 Basic elements	Pass	Fail	N/A
1.1	Has an accessible alternative been created based on MC&FP-accessible PDF guidelines?			
1.2	Is the document file name free of spaces or special characters (underscores and dashes may be used)?			
1.3	Is the document file name concise (generally limited to 30 characters or less)?			
1.4	Does the file name make the content of the file clear in the context that it is presented?			
1.5	Have the document properties for title, author, subject and keywords been applied?			
1.6	Do the "Language" settings match the presentation language?			

1.7	Has a visual check confirmed no hidden data is present?			
1.8	Has the color contrast ratio been confirmed?			

ID	2.0 Document layout and formatting requirements	Pass	Fail	N/A
2.1	Is the document free of review markup and comments?			
2.2	Is all slide text visible in the Outline View?			
2.3	Does the content of each slide have a logical reading order, confirmed through the use of a screen reader?			
2.4	Are fonts easily readable and at least 18 point?			
2.5	Are transitions or animations kept to a minimum and used in a way that does not distract from key content?			
2.6	Do all URLs and hyperlinks contain the correct and fully qualified URL (i.e., <a href="https://www.militaryonesource.mil">https://www.militaryonesource.mil</a> and not <a href="http://www.militaryonesource.mil">www.militaryonesource.mil</a> ) necessary to take the reader to the intended web destinations?			
2.7	Is the contrast between text and its background such that it can be read by people with moderately low vision (the contrast ratio is at least 3:1 for large text)? Does the color contrast ratio pass AA standards?			
2.8	Is information conveyed by color also conveyed through other means?			
2.9	Do lists use one of the built-in list features?			

ID	3.0 Document image requirements	Pass	Fail	N/A
3.1	Do all images, grouped images and nontext elements that convey information have alternative text descriptions?			
3.2	Do decorative images that do not convey information have empty alternative text? These images should also be marked as decorative figures.			
3.3	Do complex images and charts contain adequately descriptive text?			
3.4	Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object?			

ID	4.0 Document table requirements	Pass	Fail	N/A
4.1	Are tables, and not tabs or spaces, used to create a tabular structure?			
4.2	Do all data tables in the document have a logical reading order from left to right, top to bottom?			
4.3	Are header rows or columns designated as such?			
4.4	Are tables free of merged cells?			
4.5	Are all tables described and labeled where appropriate?			

## Noncompliant element tracking

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

ID	Description of failure/noncompliance

# Requirement guidelines

## 1.0 Basic elements

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- 1.1 A separate accessible version of the document must be provided when there is no other way to make the content accessible. Since PowerPoint documents are not typically fully accessible, an accessible PDF of the slide content must also be provided.
- 1.2 The document file name must be free of spaces and special characters. Underscores and dashes may be used.
- 1.3 The document file name must be concise (generally limited to 30 characters or less). Additional characters may be used if necessary to satisfy element 1.4.
- 1.4 The file name must accurately represent the content in the context that it is presented.
- 1.5 The document properties for title, author, subject and keywords must be applied.
- 1.6 The "Language" settings must match the presentation language.
- 1.7 A visual check has confirmed no hidden data is present.
- 1.8 Confirm color contrast ratio.

## 2.0 Document layout and formatting

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- 2.1 The document must be free of review markup and comments.
- 2.2 Slide text must be visible in the Outline View. *Tip: Use PowerPoint's built-in master and layout features.*
- 2.3 The content of each slide must have a logical reading order, confirmed through the use of a screen reader.  
*Tip: To adjust the reading order in Microsoft PowerPoint, go to the Home tab and click "Select" in the Editing group. Select "Selection Pane" from the drop-down. Select a slide shape and use the arrows at the bottom of the panel to adjust where the shape should be in the reading order.*  
*Tip: Add each element on a slide to the Selection Pane along with a description.*  
*Note: Items in the Shape List will be read from the bottom up. For example, the item at the bottom of the list will be read first, and the item at the top of the list will be read last.*
- 2.4 Fonts must be easily readable and at least 18 point.
- 2.5 Limit the use of transitions and animations. Avoid the use of distracting or complicated ones.
- 2.6 URLs and hyperlinks must contain the correct and fully qualified URL (i.e., <https://www.militaryonesource.mil> and not [www.militaryonesource.mil](http://www.militaryonesource.mil)) necessary to take the reader to the intended web destinations.
- 2.7 The contrast between text and its background must be sufficient to be readable by people with moderately low vision. The contrast ratio must be at least 3:1.  
*Tip: To verify contrast, use a tool like the Contrast Analyzer (<https://developer.paciellogroup.com/color-contrast-checker/>), developed by the Web Accessibility Tools Consortium.*
- 2.8 Any information conveyed by color must also be conveyed by other means, such as text.
- 2.9 Lists must use one of the built-in list features.

## 3.0 Document images

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3.1 All images, grouped images and nontext elements that convey information must have alternative text descriptions.

3.2 Decorative images that do not convey information must have empty alternative text and be marked as decorative images or artifacts.

3.3 Complex images, such as charts, must include adequately descriptive text.

*Tip: Following are some ways to incorporate descriptions when descriptive text is too lengthy for image alt text: Use a caption; hide the descriptive text behind the image; put the descriptive text on the slide and apply to it a color identical to that of its background; incorporate the text into the slide text or the text of surrounding slides. As a last resort, the description may be placed in the Notes area. If notes for screen reader users are included in the Notes area, screen reader users must be notified that the slide deck contains such notes.*

3.4 Multiple associated images on the same page (e.g., boxes in an organizational chart) must be grouped as one object.

## 4.0 Document tables

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4.1 Tabular structure must be created through the use of tables rather than tabs or spaces.

4.2 All data tables in the document must have a logical reading order from left to right, top to bottom.

4.3 Header rows and columns must be designated as such.

*Tip: Use PowerPoint's built-in Table feature when adding tables.*

4.4 Tables must be free of merged cells.

4.5 Tables must be described and labeled.

*Exceptions: Excepted tables, including those that are not data tables, are not required to have descriptions or labels. Small-data tables for which the purpose is immediately clear are not required to have labels.*