

# MS PowerPoint Requirements Checklist

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## 1.0 Document Layout and Formatting Requirements

### 1.1 Can all slide text be viewed in the Outline View?

Slide text must be viewable in the Outline View. Slides should have their text accessible via the Outline view to be adequately identified by a screen reader. To access the Outline View, click on the View tab, then click the Normal button on the left of the toolbar. On the left side bar of the Normal view, select the Outline tab.

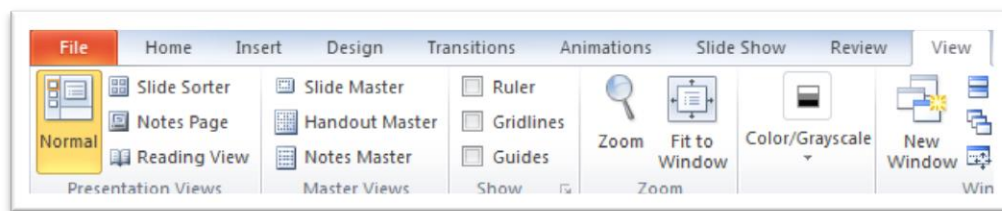


Figure 1: Accessing the Normal view

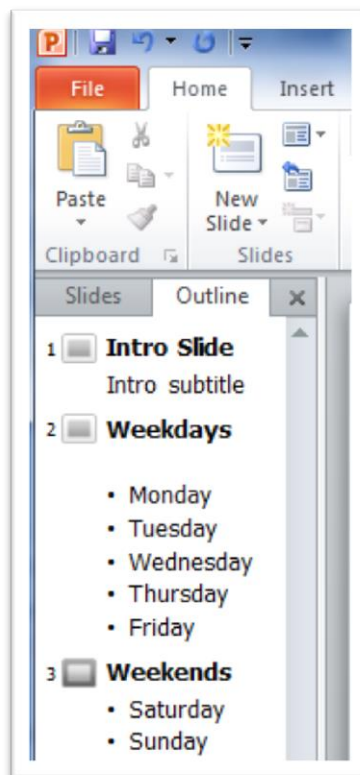


Figure 2: Accessing the Outline view

## 1.2 Can you use the Outline View to determine the hierarchal structure of the slide?

The hierarchal structure should be obvious when viewing the slides in the Outline view. See the screenshots from item 1.1 above for an example.

## 1.3 Do all of the slides avoid using flickering/flashing text and/or animated text?

All slides must not have any flickering or flashing text. Additionally, text must not be animated.

## 1.4 Do all slides contain the correct hyperlinks (URLs) and display the fully qualified URL?

Hyperlinks are required to have the fully qualified URL. For example, [www.bellevuecollege.edu](http://www.bellevuecollege.edu) isn't valid. It must be formatted as <http://www.bellevuecollege.edu>.

## 1.5 Do all slides that contain hyperlinks have active links?

Hyperlinks must be active. Be sure to check your links and confirm that they're valid.

## 1.6 Do all of the slides avoid using text boxes or graphics with text within them?

Slides must not have any graphics with text within them. Screen readers applications aren't able to adequately convey this to the user. Textboxes should also not be used.

## 1.7 Have comments been removed and formatting marks been turned off?

All comments and formatting marks must be turned off to maintain 508 compliance. To do this, click on the Review tab, then select Delete in the Comments sections, and select Delete all markup in the presentation (see screenshot).

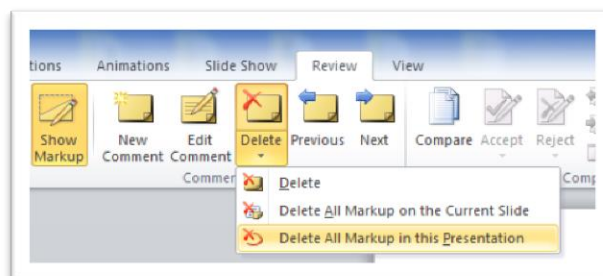


Figure 3: Removing markup and comments