

MS PowerPoint Requirements Checklist

2.0 Document Image Requirements

2.1 Do all slide graphics (images, grouped images and non-text elements) that convey information have alternative text associated with them?

Images must have Alternative Text descriptions. To edit an images alternative text, right click on the image and select Format Picture. A dialog will appear with a menu on the left. Locate Alt Text, click it, and set a title and a description. The alternative text should succinctly describe the content conveyed by the element, without being too verbose (for simple objects) or too vague (for complex objects).

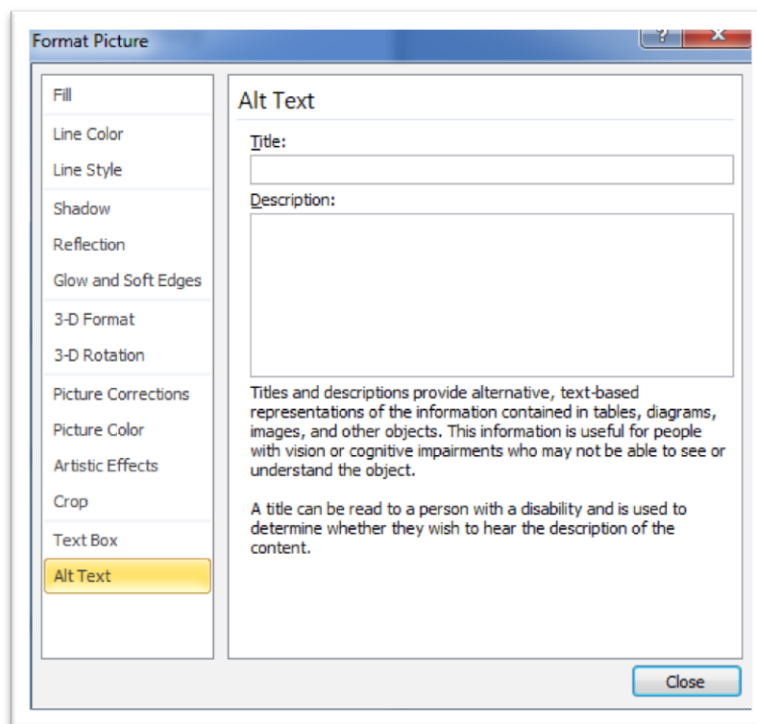


Figure 1: Alternative Text Description

2.2 Do decorative images that do not convey information have an empty alternative text field?

Purely decorative images shouldn't contain any alternative text. Follow the steps from 2.1 but ensure that the text fields are empty. This will allow the screen reader to ignore this irrelevant content.

2.3 Have all slides that contain multiple associated images on the same page (e.g. boxes in an organizational chart) been grouped as one object?

If your document contains multiple associated images, such as an organizational chart or a graph imported from Excel, they must be grouped as one object.

2.4 Have all slides with multi-layered objects been flattened into one image and use one alternative text for this image?

If your image has multiple layers, you must flatten it and assign it a single alternative text attribute.

2.5 Do all slides that have charts on them have Title, Legend and Axis (X & Y) labels?

All charts should have a Title, Legend and Axis labels associated with them. This will give users a number of references point to use in order to correctly interpret the information being presented. See Figure 2 above for an example.

2.6 Do complex images have descriptive text immediately after the image?

When using complex images (i.e. charts and graphs) in your documents, they must be accompanied by descriptive text after the image so accessibility screen readers can convey the information to the user.