

Section 508 Compliance Basics

Structure

- Reading order is correct. The visual layout should match the reading order.
 - Check the reading order using one of the methods below:
 - On the “Home” tab click the down arrow next to “Select” to view the “Select” Menu and select “Selection Pane.” The pane will appear. Items will be read from the **bottom of the list to the top**. Click an item in the list and use the arrow buttons to re-order if needed.
 - On the “Accessibility” tab click the “Reading Order Pane” The pane will appear. Items will be read from the **top of the list to the bottom**. Click an item in the list and use the arrow buttons to re-order if needed.

Text and Object formatting

- All text is easy to read, and uses Times New Roman or a sans serif font.
- Lists and columns are all formatted correctly using the built-in lists and columns functions.
- No images of text used in place of actual text, e.g., images of slides containing text instead of a slide being created in PowerPoint using built-in features.
- No images tables are used, e.g., no images a table has been added to a slide instead of the table being created using built-in features.
- Tables do not contain merged or split cells.
- Images and other objects have alternative text added:
 - To add alternative text, right click on the image, select “Format Picture (or Format Shape)” then either “View Alt Text” or “Properties (or Layout & Properties),” and “Alt Text.” Add your text in the “Description” box.
 - Keep descriptions concise, and do not use phrases such as “image of,” “table of,” etc.
 - When writing alternative text think about why you are including the image. What are you trying to convey by using the image? The alternate text “A group of graduates” does not convey the same meaning as “A diverse group of graduates, cheering, shouting and jumping.”
 - For decorative images either check the “Mark as decorative” box, or use quotes with a blank space between them in the description box (“ ”).

- Complex charts made from multiple images e.g. flow charts should be grouped together, and alternative text provided. One way to achieve this is:
- Select all the images (hold shift as you click to select each one or click and drag a selection box around them all). Right click and select “Cut” then right click, and from the Paste options select picture. This will paste the images back in as one picture. Proceed to add alternative text.

Color

- Ensure there is enough color contrast between the background and your text.
- You do not rely on color alone to convey meaning. If your reader is unable to see the colors or cannot distinguish between the ones you choose, would they still be able to understand what you are trying to convey?

Audio, Video, Multimedia and Complex charts

- A transcript, text description and/or closed captioning is included or provided for all audio, video or multimedia as appropriate.
- There are no flashing objects in the presentation.

Additional Resource

For additional guidance on creating accessible presentations please visit [Section508.gov](https://www.section508.gov) for useful resources and presentation authoring guides.