



Checklist for Making Accessible Power Point 2010 Documents at the U.S. Department of Education

Document Layout and Formatting		Yes	No
1	Did the author use built-in features of Power Point 2010 to encode a structure and layout?		
1.1	Predefined slide layouts?		
1.2	Built-in features for lists?		
1.3	Built-in features for page numbering?		
1.4	Built-in features for tables?		
1.5	Built-in features for charts?		
1.6	Do headers and footers contain redundant information only?		
2	Did the author build slides in the proper reading order?		
3	Did the author ensure all links work?		
4	Did the author ensure that color-coding was not the only means of conveying or distinguishing information?		
5	Did the author ensure that sound was not the only means of conveying information?		
6	Did the author make sure not to use blinking text, objects, or other elements having a flash or blinking frequency between 2 Hz and 55 Hz?		

Document Images		Yes	No
7	Did the author provide a text equivalent for every non-text element?		
8	Did the author group multiple associated images as one object and use one alternative text for the image?		
9	Did the author ensure that complex images, diagrams or charts have descriptive text in the notes pane or in an appendix?		
10	Did the author turn off animations and transitions?		

Document Tables		Yes	No
11	Did the author ensure that tables containing 'data' have the first row designated as a 'Header Row'?		
12	Did the author describe and label tables and charts when appropriate?		
13	Did the author eliminate tables with merged/split cells or with multilevel headings and keep only simple tables?		

Other		Yes	No
14	Does the author provide an alternative format, with equivalent information and functionality, if a document cannot be made accessible? This option should be used as a last resort.		