

OneLab Summit PowerPoint 508 Accessibility Checklist

Name: _____ Date: _____

What is Alt text? Screen reading software is used by people who are blind or who have low vision. Screen readers can only speak text that is in the document or web page. For any non-text content, text must be added manually to an image or graphic. Alternative text ('alt-text') for images should be less than 150 characters, convey in words the same information communicated by an image, and only contain information needed to convey an image's purpose.

What is a long description? When images are complex, alternative text is not enough. A long description should be placed below an image or chart. It also can be included in the slide notes, but you must notify the reader that a long description is present.

Free online [Color Contrast Analyzer](#).

Accessibility Feature	Compliant	Notes
Structural & Semantic Elements		
Abbreviations and acronyms are spelled out or explained		
Styles, Appearance & Links		
Text and background color contrast is appropriate		
Line spacing is set to at least 1.5 pts		
Links are underlined, and the purpose of each link is clear		
Text and Fonts		
Slide fonts are 28 pts or larger		
No ALL-CAP treatments are used		
Bold, italic, and underline are used sparingly (underline links)		
Symbols used to convey meaning are also explained in plain text		
Text effects and word art are not used		
Images, Shapes, and SmartArt		
Any series of related images or shapes are grouped and marked with appropriate alt text and a long description (if needed).		
All images with conveyable content have meaningful alt text		
Decorative images are labeled as such in the alt text box		
Complex images include both alt text and a long description		
All shapes that have meaning have a text alternative		
General		
Presentation passes MS PowerPoint Accessibility Check with no errors		