



508 COMPLIANCE – HR WEB & PORTAL (MS POWERPOINT)

WHAT/WHO/WHEN/WHY ON 508 COMPLIANCE

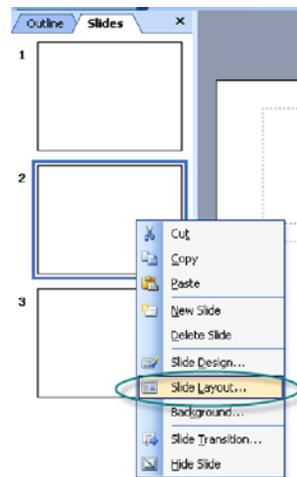
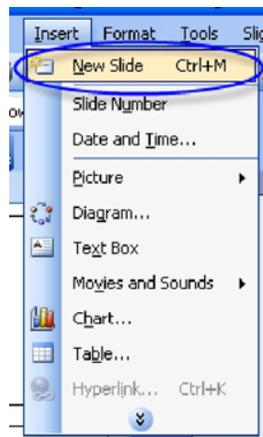
Refer to 508 Compliance – HR Web & Portal (MS Word) QRG.

GUIDELINES TO ENSURE 508 COMPLIANCE WITH MICROSOFT OFFICE POWERPOINT DOCUMENTS

STEP 1 – SLIDE LAYOUT

Use appropriate slide layout based on what content is being used. For example, if your slide has a title and some text-based content, use the slide that comes equipped with a title box and a text box for content. To access the slide layout window:

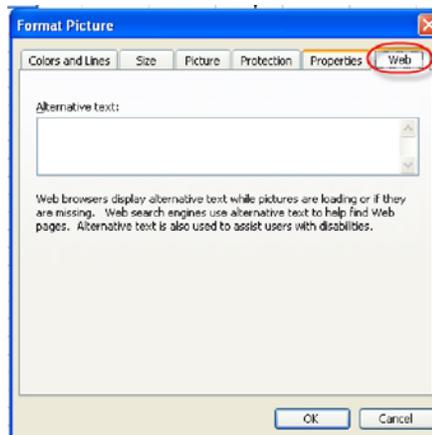
- Click Insert **New Slide**
 - If Slide Layout doesn't show, right click the slide show outline view on the left and click **Slide Layout...**



STEP 2 - IMAGES

To comply with 508 guidelines, a structured document must be created. Structured documents are properly formatted documents that have a structure that Assistive Technology (AT) devices can readily access. Also images should be labeled for those with visual disabilities. To do this:

- Double click the image (non-text element) to access the object menu.
- Select the **Web** tab
 - Make sure all charts/graphs include a title, legend, and axis labels.



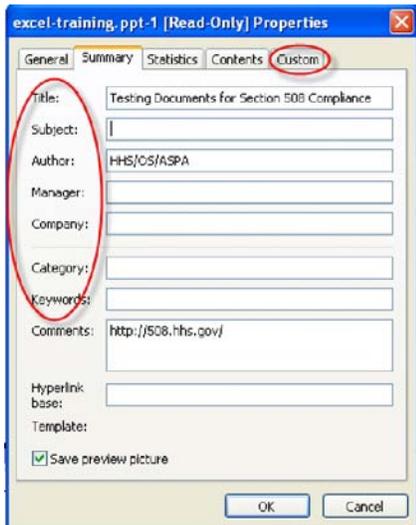
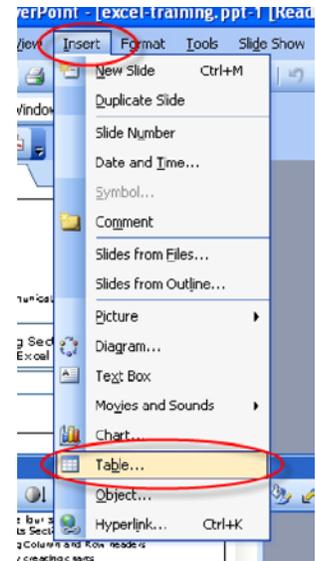


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STEP 3 - TABLES

Properly create and label tables, including specified row and column headers. Rather than drawing lines and inserting tabs to mimic columns, tables should be created using the table tool. To access the table dialog go to:

- Select **Table** from the top menu > Select **Insert** > **Table...**



STEP 4 - DOCUMENT PROPERTIES

Be sure to fill in the document properties (**File > Properties**) to include information regarding the *title*, *subject*, *author* (Use organization rather than individual), *keywords* and *language* (Found on **Custom** tab).

STEP 5 - ADDITIONAL MS POWERPOINT 508 COMPLIANCE INFORMATION

- Makes sure all slide text shows up on Outline View
- All hyperlinks should have the correct URL and contain an active link
- No textboxes should be used



508 RESOURCES

HHS Microsoft Word 508 Compliance Checklist
<http://www.hhs.gov/web/policies/checklistppt.html>

Section 508 Contacts by

IC http://oeo.od.nih.gov/policiesresources/sitesresources/eeo_references.html#508

Microsoft Training - How to Make Office Document Accessible

<http://office.microsoft.com/en-us/frontpage-help/create-an-accessible-office-document-RZ006380094.aspx>

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