

# CMS Section 508 Quick Reference Guide – MS PowerPoint 2013

## Document Layout and Formatting

| Element                                       | Description  | Quick How To  |
|---|--|---|
| <b>Bullets and Numbering</b>                  | Use the automatic list formats available in PowerPoint. Do not manually type lists preceded by special characters, such as hyphens or asterisks. Wingdings are not acceptable bullets.             | Click “Home” then the “Bullets” or “Numbering” icon.  |
| <b>Color Contrast</b>                         | Text must be easy to read in comparison to the background. Use very dark-colored lettering on a white or light-colored background.   | Test color contrast by printing in grayscale or by using one of the color contrast analyzer tools found online.   |
| <b>Color Emphasis</b>                         | Do not use color for emphasis without providing an alternative method of emphasizing text (e.g., bold, italics, or both); do not use color alone.  | Example: Use the <a href="#">provider directory</a> to find a list of doctors in your area.   |
| <b>Comments</b>                               | Remove all comments from the text.   | Right click on comment then select “Delete Comment.”  |
| <b>Flashing, Flickering, or Animated Text</b> | Do not use flashing, flickering, or animated text.   | --  |
| <b>Fonts</b>                                  | Use recommended fonts: Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri.   | --  |
| <b>Footnotes</b>                              | Create footnotes using the Footnotes linking tool.   | Click “Insert” and then “Footer and Header”   |
| <b>Multimedia</b>                             | If you are using multimedia (i.e., audio or video clips) in your presentation, make sure it passes the HHS 508 Checklist for Multimedia Files.   | To see the HHS 508 Checklist for Multimedia Files, visit <a href="http://www.hhs.gov/web/508/">http://www.hhs.gov/web/508/</a> .  |
| <b>Print Preview</b>                          | View the document in Print Preview and check to see if it flows correctly from page to page. Look out for image placement, table format, and stray (“orphaned” or “widowed”) lines and characters. | Click “File” then “Print.” A preview of the document automatically appears on the right-hand side of the screen.  |
| <b>Outline View</b>                           | All slide text must be viewable in the Outline view. (Only text that appears in Outline view can be read by screen readers.)   | --  |
| <b>URLs and E-mail Links</b>                  | All Web citations (URLs) and e-mail addresses must be correct, complete, and linked to an active Web or e-mail destination.  | Example: <a href="http://www.cms.gov">http://www.cms.gov</a><br>not <a href="http://www.cms.gov">www.cms.gov</a><br>Example: <a href="mailto:Jane.Doe@cms.hhs.gov">Jane.Doe@cms.hhs.gov</a> |

## Images

| Element                                | Description  | Quick How To  |
|--|--|---|
| <b>Alternative Text (Alt Text)</b>     | Provide alternative text descriptions (“alt text”) for all images, graphics, grouped images, and non-text elements that convey information. Do not provide alt text for images that are purely decorative. | Right click on image. Select “Format Picture” then “Alt Text.”<br>If the image is purely decorative, the alt text field should be left blank.   |
| <b>Background Images or Watermarks</b> | Do not use background images or watermarks.  | Do not use pictures as slide background. Do not use pictures or text boxes to create watermarks.  |
| <b>Chart Labels</b>                    | All charts must have a title, a legend, and axis labels (where applicable).  | --  |
| <b>Descriptive Text</b>                | Provide descriptive text near a complex image, such as a chart or graph.   | In a paragraph right above or below the image, describe the information the image is intending to convey.   |
| <b>Grouping Images</b>                 | Individual images, objects, or graphics on a page that make up one combined graphic image must be grouped as one object.   | <ol style="list-style-type: none"> <li>1. Hold the Shift key and click on each object.</li> <li>2. Right click on one of the objects and select the “Group” drop-down menu.</li> <li>3. Click “Group.”</li> </ol> |
| <b>SmartArt</b>                        | Do not use SmartArt.   | --  |

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|-------------------|---|---|
| <b>Text Boxes</b> | As a general rule, do not use text boxes for graphics or floating text. | Exception: Text boxes are okay if the final format will be PDF or HTML. |

## Tables

| Element                        | Description   | Quick How To  |
|--------------------------------|---|---|
| <b>Avoid Tabs or Spaces</b>    | Do not use tabs or spaces to create a table-like structure. Instead, use PowerPoint's table formatting.   | Click "Insert" then "Table."  |
| <b>Blank Cells</b>             | Avoid blank cells.  | --  |
| <b>Creating Tables</b>         | All tables should be created within PowerPoint. Tables created outside PowerPoint should be imported as images and treated as such.   | To create tables in PowerPoint, click "Insert" then "Table."  |
| <b>Descriptions and Labels</b> | All tables should be described and labeled. Exception: In some cases labeling a table may not be appropriate. For example, a small data table in a presentation may not need a label. | Create a caption or brief description for the table in the slide's Title placeholder.                                       |
| <b>Logical Reading Order</b>   | Use a logical reading order from left to right, top to bottom.  | --  |
| <b>Merged Cells</b>            | As a general rule, avoid merged cells.  | Exception: Merged cells are okay if the final format will be PDF or HTML.   |
| <b>Row and Column Headers</b>  | Provide a descriptive heading for each row and column in a data table, starting with the first left-hand column.  | --  |
| <b>Row Page Break</b>          | In Table Properties, uncheck "Allow row to break across pages" (no matter if your table fits on one page or spans multiple pages).  | Right click within last table row on page. Select "Table Properties" then "Row." Uncheck "Allow row to break across pages." |
| <b>Table Header Row</b>        | The first row of your table must be designated as a "Header Row" in the Table Tools Design tab.   | Click within the top table row. Select "Table Tools" then "Design." In the "Table Style Options" group, check "Header Row." |

## File Name

| Element                              | Description  | Quick How To   |
|--------------------------------------|--|--|
| <b>Be Concise</b>                    | The file name must be concise, clear, and generally no more than 30 characters in length.        | Example: Making508EasyDemo.pptx                      |
| <b>Spaces and Special Characters</b> | Do not use spaces or special characters in file names. Hyphens (-) are acceptable in file names. | Example: CommonElements.pptx or Common-Elements.pptx |

## Document Properties, Complex Content, and PDF Conversion

| Element   | Description   | Quick How To  |
|---|---|---|
| <b>Complex Content</b>  | If there is no other way to make the content accessible, provide a separate accessible version.   | Example: Organizational charts are often complex. Provide a separate full-text version that is 508-compliant.                                 |
| <b>Converting to PDF (if you have Adobe Acrobat Professional)</b> | Convert documents to PDF by using the Acrobat add-in on your toolbar (preferred method) or by clicking "File," "Save as Adobe PDF." Do not use "Print," "Printer," "Adobe PDF." | If the Acrobat add-in on your toolbar doesn't convert all the formatting elements in your original document, try "File," "Save as Adobe PDF." |
| <b>Document Properties</b>  | Fill out Title, Author, Subject (description), and Tags (keywords). Note: Author must be a government organization (e.g., CMS).   | Click "File," "Info," "Properties." Choose item in "Properties" you wish to update.   |