

DEPARTMENT OF HEALTH & HUMAN SERVICES
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Centers for Medicare & Medicaid Services

Section 508 Guide for Microsoft PowerPoint 2013

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Record of Changes

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2.0	04/02/2018	OIT/ICPG/DIOG	Updates to version 2013, focus on scope of Section 508 compliance
1.0	07/02/2014	Section 508 Continuous Improvement Team	Formal release of baseline version 1.0

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1 Scope

The scope of this guide is to provide an overview to assist users, who have a basic knowledge of Microsoft PowerPoint, with Section 508 compliance when creating Microsoft PowerPoint presentations. Documents must be accessible to all individuals including those with physical, sensory, and cognitive disabilities. These guidelines cover the Section 508 requirements and best practices for Microsoft PowerPoint established by the U.S. Department of Health and Human Services (HHS).

Microsoft includes several options/techniques to perform functions. This guide provides one set of keyboard-accessible instructions, where possible. For more detailed information on step-by-step PowerPoint instructions, please refer to the Microsoft Office [website](#).

2 Microsoft Office Accessibility Checker

2.1 Accessibility Checker

Microsoft Office includes an easy-to-use Accessibility Checker tool to help ensure documents are Section 508 compliant, i.e., accessible to people with disabilities.

Like the spell checker helps to identify possible spelling errors, the Accessibility Checker helps create accessible content by:

- Identifying issues possibly causing problems for people with disabilities in reading or using the content; and
- Providing a task pane to view and fix these issues before the content is finalized.

Please note: The Accessibility Checker is not a substitute for using the HHS 508 compliance checklists. However, it is a great supplemental tool for easily finding and fixing accessibility issues overlooked when using the checklists. The Accessibility Checker not only finds accessibility problems, but it also explains why the problem must be fixed and how to fix it in easy steps.

2.2 Accessibility Checker Errors, Warnings and Tips

There are three categories of accessibility checker issues possibly encountered by a person who is using assistive technology to read a document:

- **Error** – Content making the document difficult or impossible to read and understand.
- **Warning** – Content making the document difficult to understand.
- **Tip** – Content people with disabilities can understand, but could be presented in a different way to improve the user’s experience.

The following table gives a brief description of each accessibility rule that the Accessibility Checker looks for and verifies in a Microsoft PowerPoint document, grouped by category of issue:

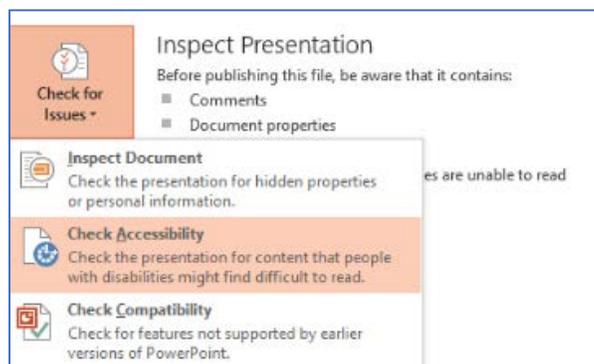
Accessibility Rule	Category	Accessibility Checker Verifies
Add alternative text (“alt text”) to all objects conveying information. This includes images, graphics, grouped images, tables, and non-text elements.	Error	All objects use alt text. Alt text does not contain an image or file extension.
Specify column headers in tables.	Error	The table first row is set to “Repeat Header Rows”
All slides must have titles.	Error	Each slide has a title.

Accessibility Rule	Category	Accessibility Checker Verifies
Use hyperlink text providing a meaningful description of the link destination (i.e., a name or phrase), instead of only the URL.	Warning	Link text includes a ScreenTip and matches the link destination.
Use a simple structure for tables to make them easy to navigate. Do not merge or split cells in table.	Warning	Tables do not contain split cells, merged cells, or nested tables.
Do not use blank cells, rows, or columns to format tables.	Warning	Tables do not contain blank cells, rows, or columns.
Include closed captions when using audio or video.	Tip	All audio and video clips in the document have closed captioning.
The reading order in of each slide is logical.	Tip	Text, objects, and content appear to be in logical reading order.
Each slide has a title describing the content.	Tip	Each slide has a title describing the content. (The Accessibility Checker does not check for a title if a slide was created using the “Blank” slide layout style.)

2.2.1 How to Use the Accessibility Checker

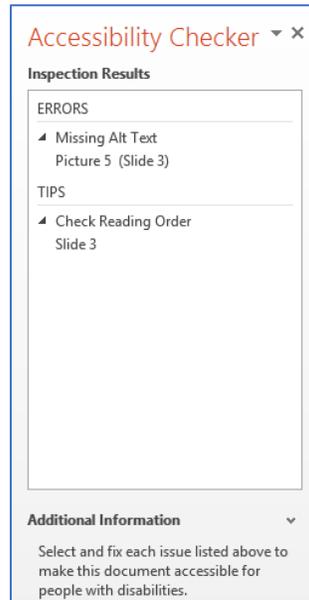
- 1) Select the **File** tab, then select **Info**.
- 2) In the “Info” Backstage View, select the **Check for Issues** button, and then select the **Check Accessibility** option from the menu.

Figure 1: “Check for Issues” Button with “Check Accessibility” Option Selected



The document reappears, and the Accessibility Checker Task Pane appears along the right side of the screen, displaying the Inspection Results.

Figure 2: Accessibility Checker Task Pane



- 3) Click on a specific issue to see Additional Information and steps to change the content.

3 Slide Layout and Formatting

3.1 Structural Tags

Structural tags are unseen labels for the type and structure of content in a PowerPoint presentation (e.g., slide titles, bulleted and numbered lists, tables, figures, etc., as well as their order and hierarchy). Structural tags allow assistive technologies to easily navigate a document.

Structural tags are automatically transferred into PDF files when Microsoft Office and a full installation of Adobe Acrobat Professional are properly configured to pass along this encoded information.

Word's automated Table of Contents (TOC) and Bookmark features, are an example of structural tags in action. Word scans all tags in the document, identifies the heading hierarchy and the location of headings, and compiles the TOC.

Layout and Formatting Dos and Don'ts:

- Each slide must include a title describing the content of the slide.
- Text on a slide must be viewable in "Outline View".
- As recommended by HHS, use the font type Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri.
- Use font size 12-point or greater as a guide, but keep in mind fonts in the same point size can vary due to differences in the style of the letters.
 - Instead of specifying a point size, use this pragmatic rule: Make the type large enough for easy reading by the intended audience.
- Use dark-colored lettering on a white or light-colored background.
 - Documents must have a color-contrast ratio of 4.5:1.
- All Web citations (URLs) must provide the correct hyperlink and must display the full address.
- All e-mail addresses must link to an active address.
- Do not use text boxes.
- Do not use graphics containing embedded text.
- Do not use SmartArt.
- Do not use flashing, flickering, or animated text.
- Do not manually type page numbers, headers, or footers into the document; use the PowerPoint Headers and Footers tool.

3.2 Slide Tools

Use the Slide features ("tools") on PowerPoint's **Home** tab to create Section 508 compliant content. Using the Slide tools ensures the content of each slide is encoded

with the correct structural tags to allow screen readers, or other assistive technologies, to properly read the content.

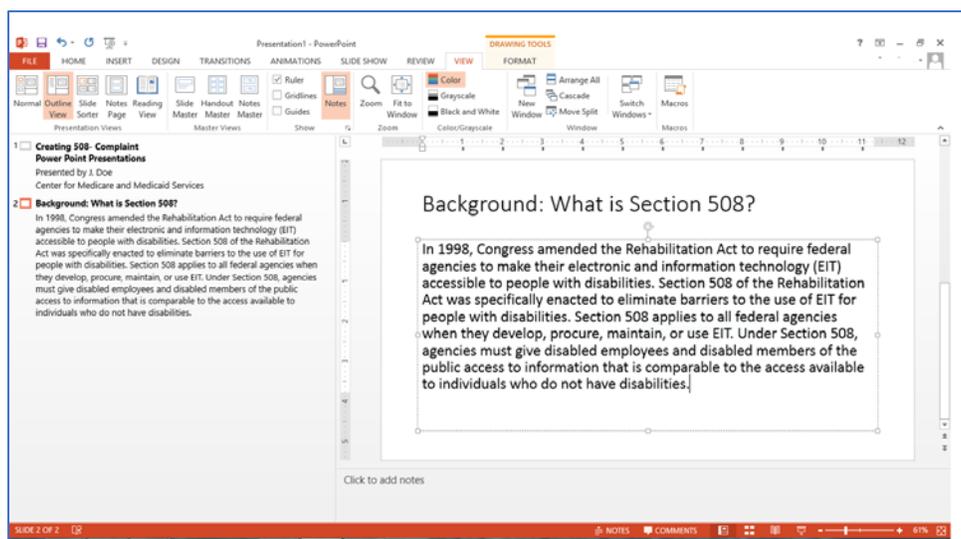
3.3 Outline View

“Normal View” is the default view in PowerPoint. Slide text must be viewable in “Outline View” to be read by screen readers or other assistive technologies.

3.3.1 How to View Text in Outline View

1. Select the **View** tab.
2. Select the **Outline View** button.

Figure 3: Outline View



Note: In some instances, a large table or image may take up the entire area of the slide. In this case, a slide title or the content information may not be visible. A slide title must be provided in Outline View in order for the content of the slide to be announced. To add a title in Outline View, click on the outline icon (e.g., Slide 2 square), and type the title of the slide.

3.3.2 How to Review for the Presence of Text Boxes

Text boxes or graphics containing embedded text should not be used. The text will not appear in Outline View, and a screen reader or other assistive technology cannot adequately identify and read the text.

1. Go to **Outline View**.
2. Review for blank slides (content text). This typically indicates a text box or a graphic with embedded text was used.

3.4 Color Emphasis

Use color only as an enhancement, not as the sole means of conveying information. To use color to emphasize the importance of certain text, also incorporate an alternative method such as bold, italics, or asterisk (*); do not use color alone.

3.5 Underlines

Use underlines only for hyperlinks to websites (URLs), e-mail addresses, documents, or specific content within a document. Do not use underlines to emphasize text; they can make text difficult to read.

3.6 Bulleted and Numbered Lists

PowerPoint's Bullet and Numbering preformatted list style correctly embeds structural tags when creating lists. Do not use Wingdings or manually typed characters (e.g., hyphens, asterisks, numbers, or graphics).

3.7 Links (URLs and E-mail Addresses)

All Web citations (URLs) must provide the correct hyperlink and must include the full address.

URL Dos and Don'ts:

- Place meaningful text either in parentheses or directly below the URL link text.
 - Use link text that clearly describes the content of the website it links to (six words or less).
- Avoid using "Click here" or "Read more."

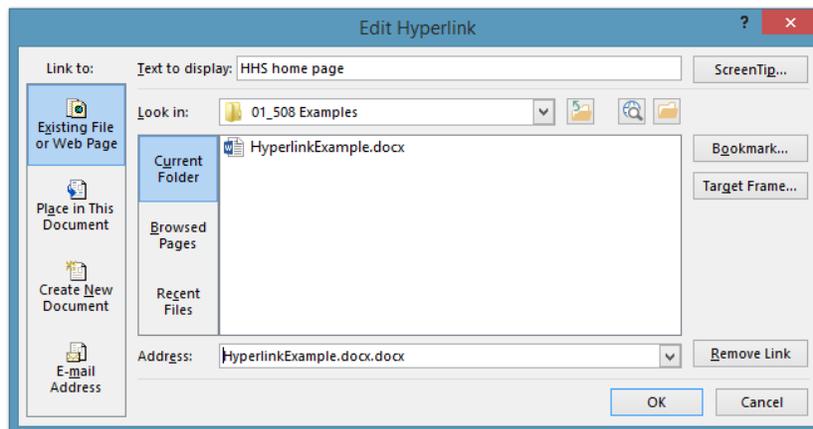
E-mail Dos and Don'ts:

- E-mail addresses must link to an active address.
- Use the name of the addressee (contact person) as the link text (e.g., Jane Doe).
- Avoid using "Click here."

3.7.1 How to Create a URL Link

- 1) Type the text and full website address (URL). (e.g., "To get more information about diet, nutrition, and eating right go to <https://www.hhs.gov>.")
- 2) Select the URL from Step 1.
- 3) Select the **Insert** tab, then select **Hyperlink**. An "Insert Hyperlink" dialog box will appear.

Figure 4: Insert Hyperlink Dialog Box Displaying “Text to display” Field Completed

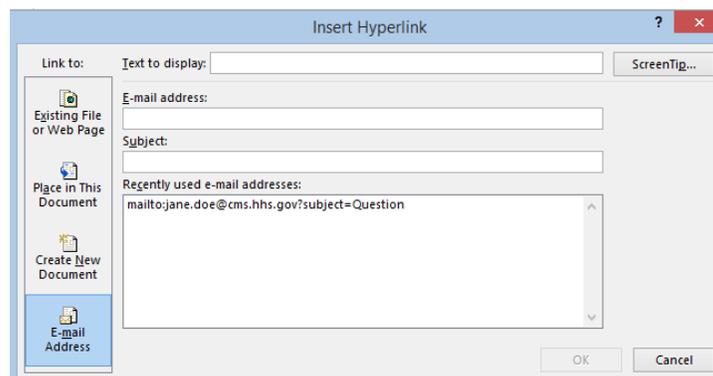


- 4) Verify **Existing File or Web Page** is selected.
- 5) In the **Text to display:** field, type a name or brief description that will appear as link text for the Web address (URL) (e.g., “HHS home page”).
- 6) Select **OK**. The sentence now appears as follows: “To get more information about diet, nutrition, and eating right go to [HHS home page](#).”

3.7.2 How to Create an E-Mail Link

- 1) Type the Name and e-mail address. (e.g., Jane Doe (jane.doe@cms.hhs.gov).
- 2) Select the Name and e-mail address.
- 3) Select the **Insert** tab, then select **Hyperlink**. An “Insert Hyperlink” dialog box will appear.
- 4) Verify **E-mail Address** is selected.
- 5) In the **Text to display:** field, type the name that will appear as the e-mail link text (e.g., “Jane Doe”).
- 6) In the **E-mail address:** field, type the full e-mail address (e.g., Jane.Doe@cms.hhs.gov).

Figure 5: Insert Hyperlink Dialog Box Displaying “E-mail Address” Fields



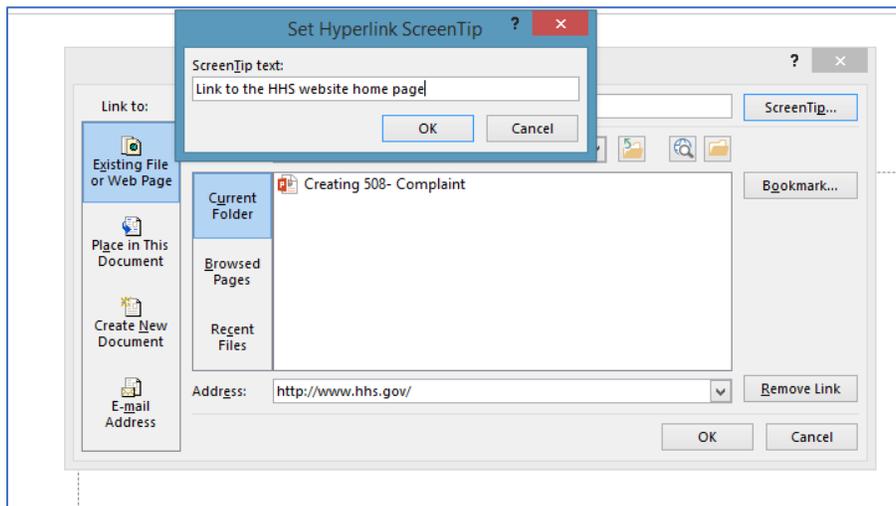
- 7) Select **OK**. The e-mail now appears as follows: [Jane Doe](#).
- 8) Add a ScreenTip to the e-mail link (see How to Create a ScreenTip).

3.7.3 How to Create a ScreenTip

A ScreenTip is similar to alternative text and appears when the cursor hovers over a link. This enables people using assistive technology to know an active web link is encountered.

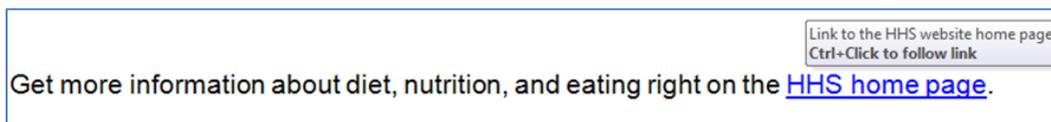
- 1) Click on the link text (e.g., [HHS home page](#)).
- 2) Select the **Insert** tab, then select **Hyperlink**. The Edit Hyperlink dialog box will appear.
- 3) Verify the **Existing File or Web Page** is selected.
- 4) Select the **ScreenTip** button. A Set Hyperlink ScreenTip box will appear.

Figure 6: Set Hyperlink ScreenTip Box Displaying “ScreenTip text” Field



- 5) Type a brief description in the Set Hyperlink ScreenTip box (e.g., “Link to the HHS website home page”).
- 6) Select **OK**. To verify the ScreenTip, move the cursor over the link and a gray box containing the ScreenTip will appear.

Figure 7: Sentence Displaying Link Text and ScreenTip for Website



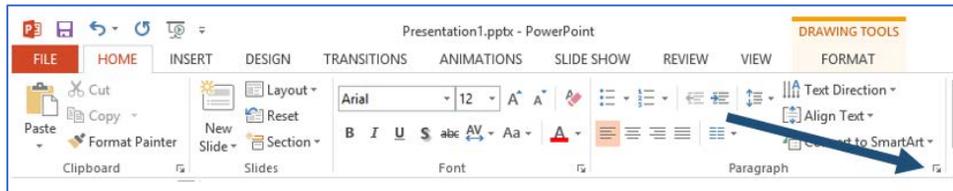
3.8 Paragraph Spacing

Use paragraph spacing instead of hard returns (the “Enter” key) to add space between a paragraph and the paragraph before and after it.

3.8.1 How to Create Paragraph Spacing

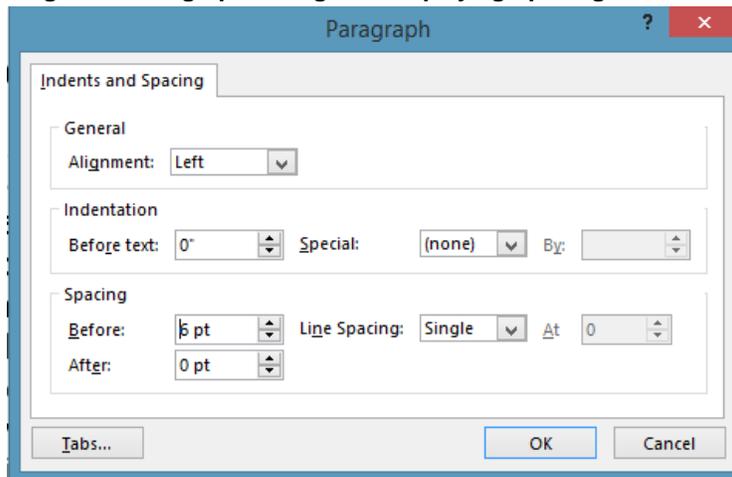
- 1) Select one or more paragraphs.
- 2) Select the **Home** tab.
- 3) Select the dialog box launcher (tiny drop-down arrow) in the lower right corner of the Paragraph group. A Paragraph dialog box will appear.

Figure 8: Home Tab, Paragraph Group Drop-down Arrow



- 4) Go to **Spacing** in the Paragraph dialog box.
- 5) Set the **Before** and **After** paragraph spacing.

Figure 9: Paragraph Dialog Box Displaying Spacing Selections



- 6) Select **OK**.

4 Images and Graphics

Images and graphics (including tables) must comply with 508 standards.

Images and Graphics Dos and Don'ts:

- Apply alternative text to appropriate images and graphics.
- Group multiple associated images as one image.
- Images and graphics must be clear and legible.
- Every chart (e.g., bar graph, pie chart) must have a title, a legend, and axis labels (if applicable).
- Create an accessible version of content in a separate document when there is no other way to make content 508 compliant (i.e., organizational charts).
- Do not use background images or watermarks.
- Do not use SmartArt.

4.1 Alternative Text (Alt Text)

All images, grouped images, and non-text elements conveying information must have alternative text ("alt text") descriptions. Alt text allows people with disabilities equal access to the information conveyed by the image, grouped image, or other non-text elements. Non-text elements include (but are not limited to):

- Charts
- Diagrams
- Graphs
- Logos
- Screenshots

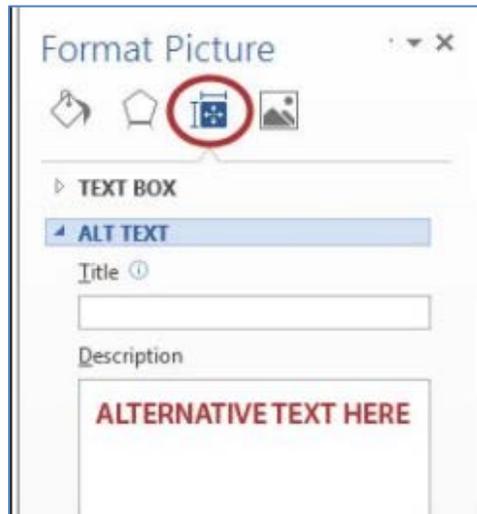
Alt text is not necessary for images which do not convey information, such as images that are purely decorative or redundant with the text.

4.1.1 How to Add Alt Text

- 1) Right-click on the image.
- 2) Select **Format Picture** from the drop-down menu. A Format Picture dialog box will appear on the right side of the screen.
- 3) Select the **Size & Properties** icon.
- 4) Select **Alt Text** from the drop-down.
- 5) Enter appropriate Alt text in the Description field.

Note: It is not necessary to complete the Title field for alttext.

Figure 10: Format Picture Dialog Box, Alt Text Fields



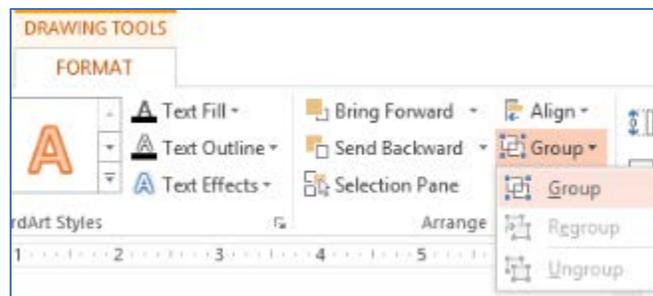
4.2 Grouping Images

Multiple associated images (i.e., individual images, objects, or graphics on a page making up one combined graphic, such as boxes in an organizational chart) must be grouped as one object.

4.2.1 How to Group Multiple Images into One Object

- 1) Holding down the **Shift key**, click on each object one at a time.
- 2) On the **Format** tab, select **Group**, then select **Group** again (images will become one image).

Figure 11: Drawing Tools Format Tab, Group Tool



4.3 Charts and Graphs: Title, Legend, and Axis Labels

Every chart (e.g., bar graph, pie chart) must have a title, a legend, and axis labels (if applicable). Generally, PowerPoint adds these automatically when creating charts and graphs with the chart tool.

4.4 Complex Images

For complex images (i.e. charts or graphs) type a brief but complete description in a paragraph immediately above or below the image.

4.5 Complex Content

When there is no other way to make complex content in a document 508 compliant, an accessible version of the content must be provided in a separate document. An example of complex content is organizational charts. In this case, it is necessary to provide a separate full-text document describing the content of the organizational chart.

4.6 Multimedia

If the document contains multimedia such as video, animation, or sound, the multimedia must pass the HHS [508 compliance checklist for multimedia files](http://www.hhs.gov/web/508/accessiblefiles/checklistmulti.html) (<http://www.hhs.gov/web/508/accessiblefiles/checklistmulti.html>).

5 Comments, Formatting Marks, References, Etc.

Comments and formatting marks are often overlooked when creating PowerPoint presentations.

Comments, formatting and references Dos and Don'ts:

- All comments and formatting marks must be turned off when preparing the final version.
- Accept or reject all tracked changes when preparing the final version.

5.1 Slide Numbering

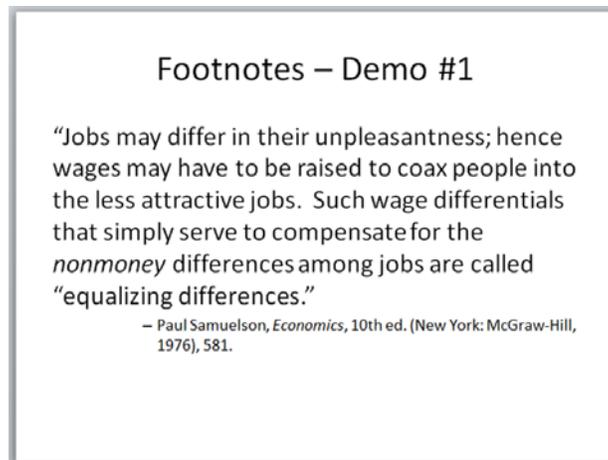
As a best practice, do not manually type slide (page) numbers into the document. Instead, use PowerPoint's **Slide Number** or **Header & Footer** tool.

5.2 Footnotes

PowerPoint 2013 does not include a built-in feature for creating footnotes. However, there may be occasions when footnotes may be necessary to reference a published or unpublished source of a quotation, statistic, or other content; or explain or clarify a term, concept, or specific point. An easy way to insert a footnote is to include a bullet right below the quotation or other text.

Here is an example of a quotation with a footnote:

Figure 12: Slide Displaying Simple Footnote



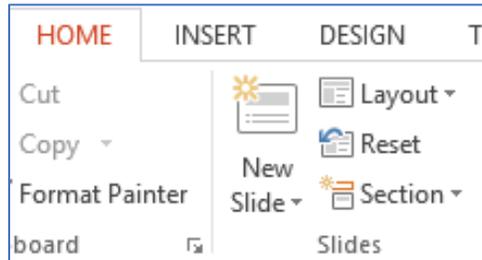
5.3 Table of Contents and Bookmarks

PowerPoint 2013 does not include a built-in feature for creating a Table of Contents (TOC) or Bookmarks. If the presentation is 10 or more slides in length and the final document will be converted it to a PDF file, a TOC should be considered.

5.3.1 How to Create a TOC

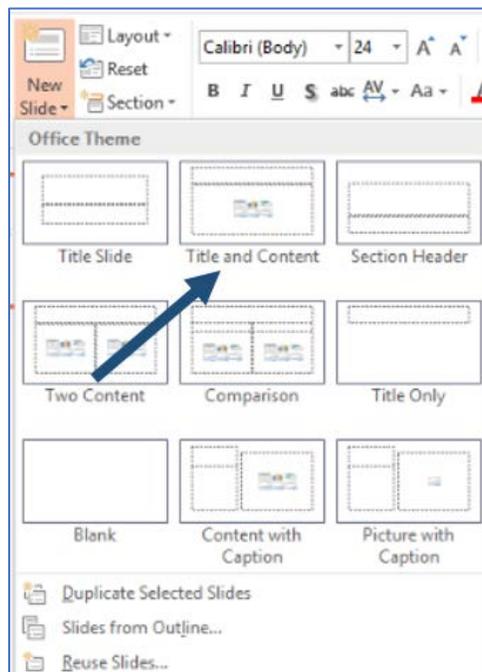
- 1) In the Outline View, select the first slide (Title Slide).
- 2) Select the **Home** tab, then select the **New Slide** drop-down arrow. A New Slide layout (Office Theme) drop-down menu appears

Figure 13: Home Tab, New Slide Tool



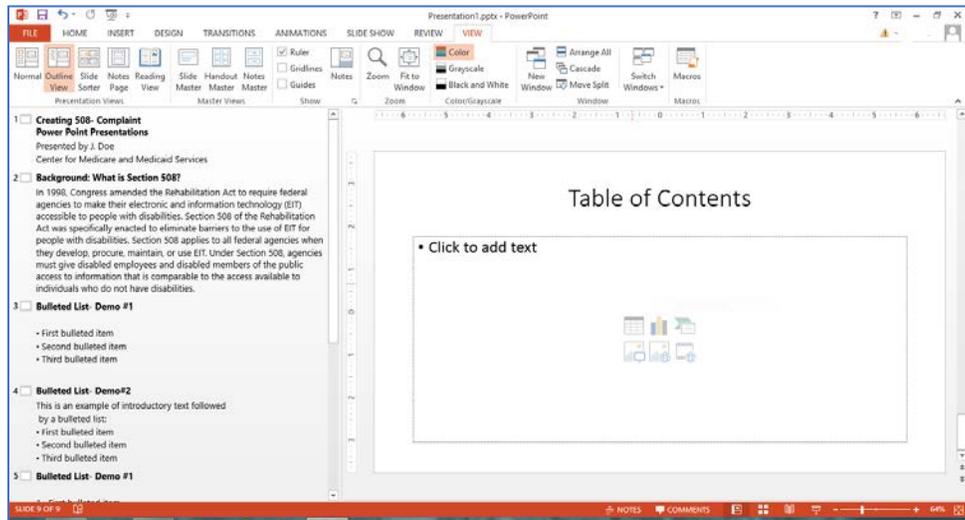
- 3) Select **Title and Content**. This will insert a Title and Content slide immediately after the Title Slide.

Figure 14: “New Slide” Layout Drop-down Menu, Table and Content Selected



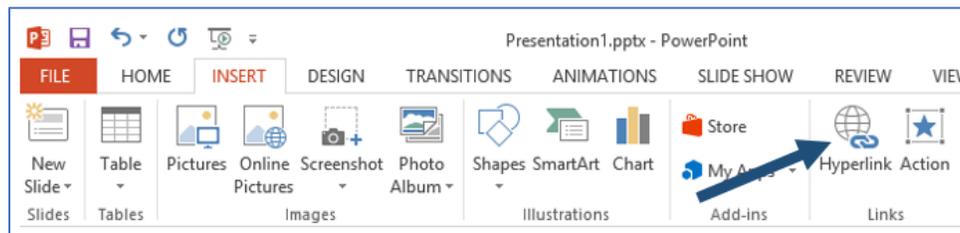
- 4) In the Title and Content slide, click inside the Title Holder (the field labelled “Click to add title”), and type the title “Table of Contents.”

Figure 15: Outline View Displaying Table of Contents Slide



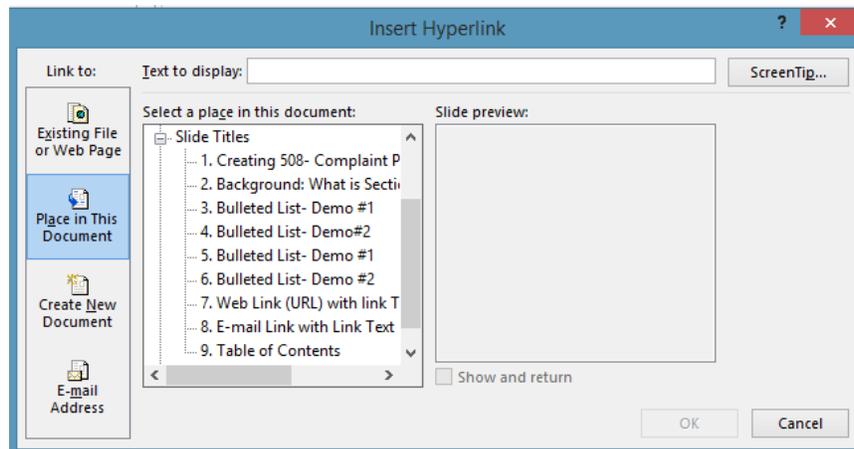
- 5) Click on “Click to add text.” The words “Click to add text” will disappear.
- 6) Select the **Insert** tab from the PowerPoint toolbar, then select **Hyperlink**. An Insert Hyperlink dialog box will appear.

Figure 16: Insert Tab, Hyperlink Tool



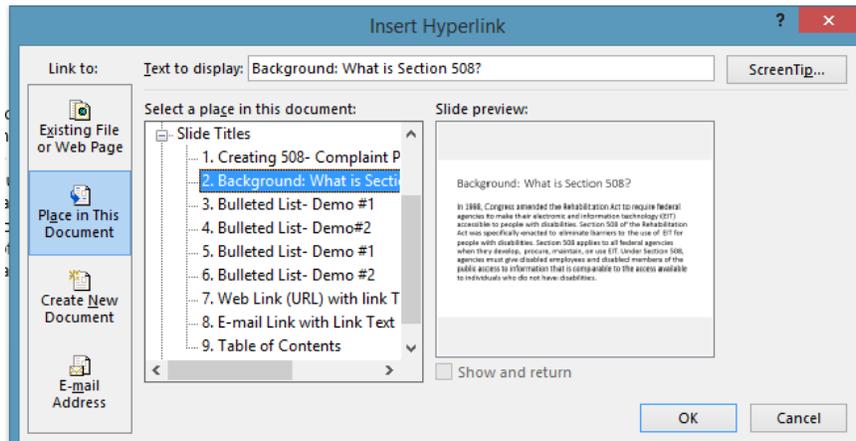
- 7) In the **Link to:** column on the left side of the Insert Hyperlink dialog box, select **Place in This Document**.

Figure 17: Insert Hyperlink Dialog Box Displaying “Place in this document:” Selected



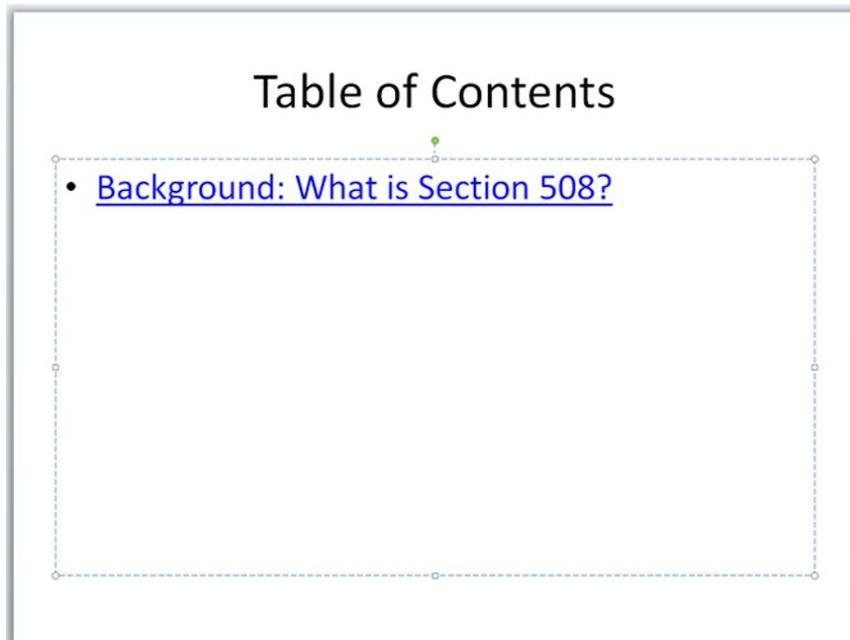
- 8) From the list of Slide Titles under **Select a place in this document**, select the first title after “Table of Contents.” In this demonstration, we will select “Background: What is Section 508?” Notice the title “Background: What is Section 508?” appears in the “Text to display” field and a thumbnail image of the slide appears under “Slide preview.”

Figure 18: Insert Hyperlink Box Displaying the Slide Title Selected



- 9) Select **OK**. Notice the link to the slide “Background: What is Section 508?” appears in the TOC slide.

Figure 19: Table of Contents Slide Displaying Link to Slide



- 10) Press **Enter**. A new bullet will appear.
11) Continue steps 7–11 until your TOC is completed.

Note: If necessary, you may continue the TOC onto one or more additional slides.

Figure 20: Table of Contents

Table of Contents	Table of Contents (continued)
<ul style="list-style-type: none">• Background: What is Section 508?• Bulleled List• Numbered List – Demo #1• Numbered List – Demo #2• Web Link (URL) with Link Text• E-mail Link with Link Text• Paragraph Spacing – Demo #1• Paragraph Spacing – Demo #2	<ul style="list-style-type: none">• Footnotes – Demo #1• Footnotes – Demo #2• Image – Demo• Associated Images, Ungrouped• Associated Images, Grouped• Line Graph – Demo #1• Line Graph – Demo #2• Table Created in PowerPoint

6 Creating 508 Compliant Tables

6.1 Tables

Tables help organize data and must be created using the Table tool.

Table Dos and Don'ts:

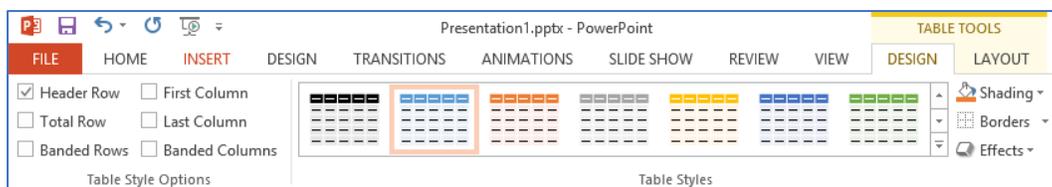
- Tables should be created with the Table tool. Tables created outside PowerPoint should be imported as images and treated as such.
- Headers must appear for each column (top) and rows (left column) of data and must be descriptive yet concise.
- Ensure logical reading order is from left to right, top to bottom.
- Avoid merged cells unless the final format of the document will be PDF or HTML. Instead of using merged cells, create multiple tables when needing to convey a lot of information.
- Avoid using blank cells, rows, or columns.
- Do not use tabs and/or spaces to create a table.
- Do not use the “Draw Table” feature in the “Insert Table” drop-down menu. Tables created using “Draw Table” are not 508 compliant.

6.2 Table Header Row

For the first row of a data table (the table header row), always go to the **Design** tab in “Table Tools” and verify **Header Row** is selected in the “Table Style Options” group.

- 1) Place the cursor anywhere in the top row of the table. The **Design** and **Layout** tabs will appear on the PowerPoint toolbar under **Table Tools**.
- 2) Select the **Design** tab. The Design ribbon will appear.
- 3) Verify **Header Row** checkbox is selected in the “Table Style Options.”

Figure 21: Table Tools, Design Tab, Header Row Checkbox



6.3 Descriptions and Labels/Captions for Multiple Tables in a Document

In most instances, tables should be labeled with a number and a short description (or title) right above the table using the “Caption” feature.

In some cases, it is not necessary to label a table. For example, one or two small tables in a document may not require labeling. Also, if there is only one table in a document, it is not necessary to number the table.

7 File Naming

Naming files requires following only a couple of rules to ensure 508 compliance.

File Naming Dos and Don'ts:

- Avoid Spaces and Special Characters
 - Do not use spaces or special characters (#, \$, &, @, etc.) in file names.
 - Hyphens are acceptable in file names.
 - The following are examples of 508 compliant file names:
“CommonElements.docx” or “Common-Elements.docx”.
- Never use an underscore in a file name.
 - If a file name with an underscore appears in another document, or on a website, as part of a link, the link's automatic underlining may cause readers to misinterpret an underscore as a space.
- Be Concise
 - The file name must be concise, must generally be no more than 30 characters in length, and must clearly convey the subject matter of the file. For example: “Making508EasyDemo.pptx” or “Making-508-Easy-Demo.pptx”.

8 Document Properties

8.1 Document Properties

The document properties must be completed (e.g., Title, Author, Subject (brief description), and Tags (keywords)).

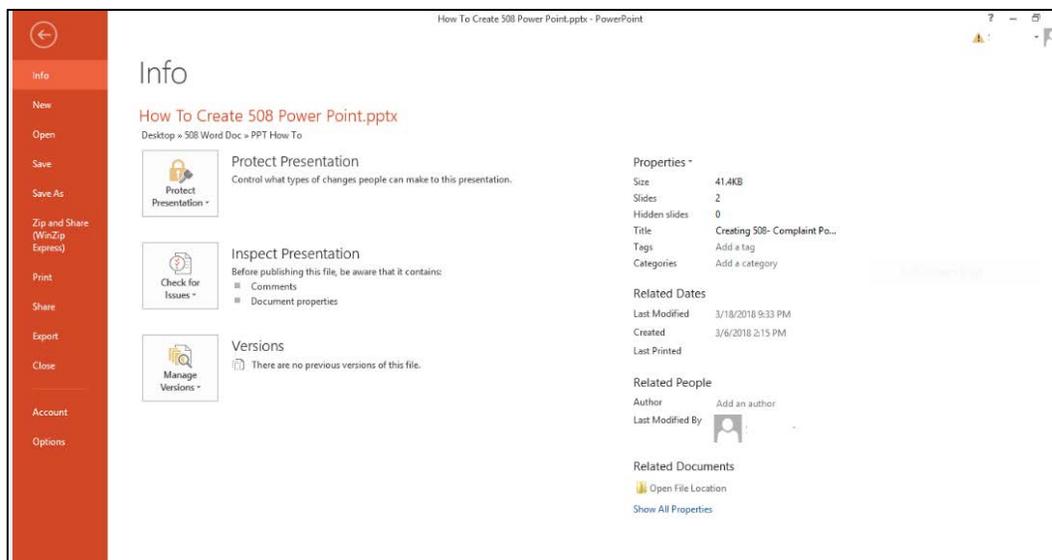
Document Properties Fields Dos and Don'ts:

- Do not change the language field to anything other than English (default).
- Do not enter the name of a person or private organization for the author field. The author must be a government organization (e.g., CMS).

8.1.1 How to Enter Document Property Fields

- 1) Select the **File** tab. If necessary, select **Info**. The document's Properties will appear in the Backstage View.
- 2) In the **Title** field, type the title for the document.
- 3) In the **Author** field, ensure the author is a government organization (e.g., CMS), not the name of a person or private organization. If there is a person already listed in the "Author" field, right click on the name and select "Delete Person".
- 4) In the **Subject** field, type a brief description of the topic or subject matter.
- 5) In the **Tags** field, type in keywords. The tags are metadata to be used for Web searches.

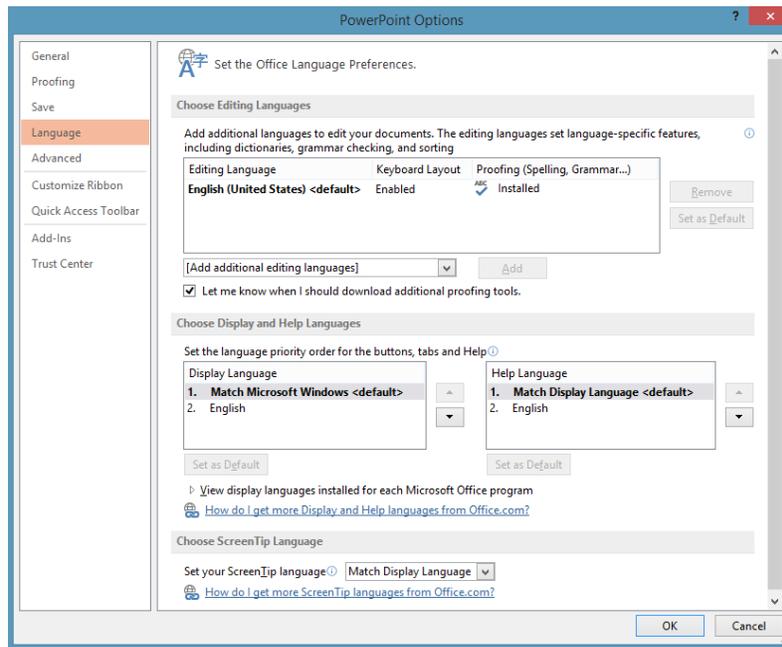
Figure 22: File, Info, Properties Screen



8.1.2 How to Verify Language

- 1) Select the **File** tab.
- 2) Select **Options**. The PowerPoint Options dialog box will appear.
- 3) Select the Language tab from the PowerPoint Options dialog box. Notice the default language is set to **English (U.S.)**. No further action is needed.

Figure 23: PowerPoint Options Dialog Box with Language Option Selected



9 Converting PowerPoint Documents to PDF

9.1 Converting from PowerPoint to PDF

To convert a PowerPoint document to PDF, use the PDF conversion tool.

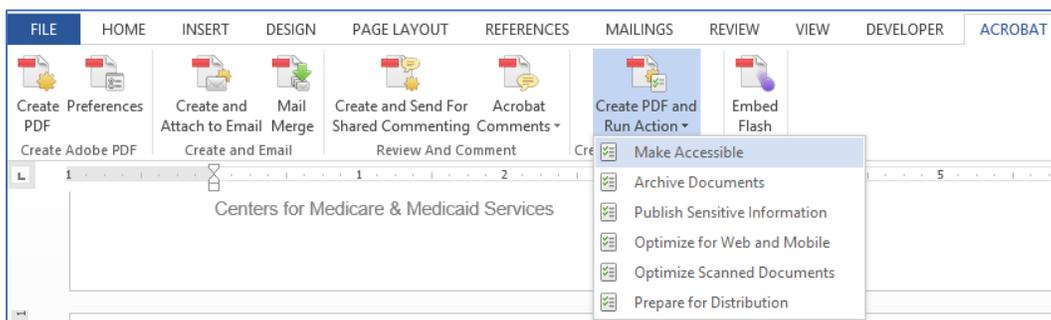
Converting from PowerPoint to PDF Dos and Don'ts:

- The Acrobat tool is the preferred and most reliable method of converting Word documents to PDF to carry over formatting elements and accessibility tags.
- Before converting the document to a PDF file, view the document in Print Preview to verify it flows correctly from page to page. Look for image placement, table formatting, and stray (“orphaned” or “widowed”) lines and characters.
- If the Acrobat conversion does not carry over all the formatting elements and accessibility tags, try using **File, Save as Adobe PDF**.
- Do not use the **File, Print, Print to Adobe PDF**, as this does not properly convert the formatting elements and accessibility tags in Word documents.

9.1.1 How to Convert a PowerPoint Document to PDF

- 1) Select the **Acrobat** tab.
- 2) Select **Create PDF and Run Action**.

Figure 24: Create Adobe PDF and Run Action Tool



- 3) Name and save the file to the appropriate location.
- 4) The **Make Accessible** task pane will appear on the right side of the screen. Select the **Start** button to begin checking for compliance.
- 5) Follow the prompts on the screen and answer in accordance to the document.
- 6) When the Accessibility Checker dialog box appears, select the Start Checking button. Results of the Accessibility Check will appear on the left pane.

10 Frequently Asked Questions

Who is Responsible for Ensuring PowerPoint Documents are 508 Compliant?

Everyone who works for CMS is responsible for making sure all written materials created are 508 compliant, regardless of whether these materials are intended for internal or external distribution. Likewise, contractors, state agencies, and other public and private organizations receiving federal funding to carry out particular programs or projects on behalf of CMS are required to make sure the written materials produced in conjunction with those programs or projects are 508 compliant.

Why is 508 Compliance Important?

Making a document 508 compliant does not just help make it accessible to people with disabilities. It also increases a document's usability and adds new features everyone can use:

- 508 compliant PDF files can be read aloud using the free Adobe Acrobat Reader, providing all the information received by someone viewing the document.
- The structural tags of a 508 compliant document can turn into a hyperlinked Table of Contents in a PowerPoint file or bookmarks in a PDF file, allowing the user to easily skip to a particular section in a long document.
- 508 compliance provides easy ways to view and navigate documents independent of the original format, allowing documents to be easily formatted for cell phones or other mobile devices.

What Types of PowerPoint Documents Must be 508 Compliant?

All written materials must be 508 compliant, regardless of whether they are intended for internal or external distribution. The final version must always be 508 compliant. Also, working drafts must be 508 compliant if they are being reviewed by one or more individuals who have a disability preventing them from reading or navigating the draft.

Must a Converted PowerPoint File to PDF still be 508 Compliant?

Yes. In many cases, the CMS component Section 508 Clearance Officer can assist with creating a 508 compliant PDF file which may be posted or distributed electronically (e.g., via the Internet or e-mail).

Where is the list of CMS Section 508 Clearance Officers?

The most current list of CMS Section 508 Clearance Officers can be found on the [cms.gov Section 508 page](https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/Section508/index.html) (<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/Section508/index.html>).

What is Assistive Technology (AT)?

People with disabilities may use a variety of technologies, many of which depend on structural tags to function properly. Assistive technology allows people with impaired vision to enlarge an area of the screen, increase font size, change document colors, increase contrast, or even "read" the computer screen using an audible or tactile Braille device.

People who are mobility impaired may navigate the screen by means other than a mouse or keyboard. Some may use a keyboard with Tab key or Arrow key based navigation. Some may use a mouse or joystick with a virtual software based keyboard. Some even employ physical input methods such as eye movement tracking, or an oral sip-and-puff system controlled by breathing through a tube.

What if Other Types of Content Not Addressed In This Guide are Used?

This guide is not intended to be a complete guide to Section 508 compliance. If a document contains rich media, such as audio, video, animation, or interactive navigation features, additional requirements not covered in this guide will apply. Please see the Other Resources Available Section for more information.

11 Other Resources Available

The guide contains content from and expands on the following sources:

- “PowerPoint Document 508 Checklist” – To get a copy of the checklist, go to the HHS Section 508 Website [PowerPoint Document 508 Checklist](https://www.hhs.gov/web/section-508/making-files-accessible/checklist/ppt/index.html) (https://www.hhs.gov/web/section-508/making-files-accessible/checklist/ppt/index.html).
- “PDF File 508 Checklist”. To get a copy of the checklist, go to the HHS Section 508 Website [PDF File 508 Checklist](https://www.hhs.gov/web/section-508/making-files-accessible/checklist/pdf/index.html) (https://www.hhs.gov/web/section-508/making-files-accessible/checklist/pdf/index.html).

This guide also draws from the following Microsoft Office online sources:

- ["Use the accessibility checker on your Windows desktop to find accessibility issues"](http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx?CTT=5&origin=HA101999993) (http://office.microsoft.com/en-us/word-help/check-for-accessibility-issues-HA010369192.aspx?CTT=5&origin=HA101999993).
- ["Rules For the Accessibility Checker"](http://office.microsoft.com/en-us/word-help/rules-used-by-the-accessibility-checker-HA101823437.aspx?CTT=5&origin=HA010369192) (http://office.microsoft.com/en-us/word-help/rules-used-by-the-accessibility-checker-HA101823437.aspx?CTT=5&origin=HA010369192).