# **QA PPT Accessibility Testing Checklist**

This is not a complete list of accessibility checks for QA testing but should be used as a means to start checking PPT decks for accessibility. Decks should follow the guidelines and standards outline: <https://a11y.pearson.com/ppt/>.

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| --- | --- | --- | --- |
|  | **Questions** | **Yes** | **No** |
| 1. | Does the accessibility checker show no errors for the deck? |  |  |
| 2. | On slide 1, is the [Pearson logo and footer information](https://a11y.pearson.com/content/footer/) listed in the reading order? |  |  |
| 3. | Do all slides have a unique title? |  |  |
| 4. | Are [content placeholder boxes](https://a11y.pearson.com/format-style/content-placeholder-boxes/) being used instead of inaccessible text boxes? |  |  |
| 5. | Was descriptive alt text used for all non-decorative images, MathType objects, and charts? |  |  |
| 6. | Is the short alt text limited to 255 characters? |  |  |
| 7. | If long descriptions are needed for images, were they placed in the Notes Pane or on an appendix slide? |  |  |
| 8. | [Images should avoid the use of text](https://a11y.pearson.com/content/images/), when possible. If an image contains a title or caption, can it be easily cropped out of the image and placed in a content placeholder box? |  |  |
| 9. | Does the [Outline View](https://a11y.pearson.com/qa/outline-view/) match visual view on each slide? Note: Images, tables, charts, and MathType objects do not display in Outline View. |  |  |
| 10. | Does the foreground and background text have a contrast ratio of at least 4.5:1? |  |  |
| 11. | The deck is free of any hidden text (i.e. white font on white background) |  |  |
| 12. | Using a screen reader, is the content pronounced in the appropriate language (English, Spanish, etc.) |  |  |
| 13. | Using a screen reader, are roman numerals pronounced correctly? Or do they need to be set in MathType? |  |  |
| 14. | Do all embedded videos contain closed captions? |  |  |
| 15. | Were all [transitions and animations removed](https://a11y.pearson.com/content/animation-and-flashing-content/)? |  |  |
| 16. | Were all [STEM equation and symbols set in MathType](https://a11y.pearson.com/content/stem-equations/) and have alt text? |  |  |
| 17. | If URLs are listed in the deck: a) Is the URL linked to descriptive text **and** the raw URL is also placed in the Notes Pane? **OR** b) Is the raw URL short and is descriptive (i.e. [www.amazon.com](http://www.amazon.com))? |  |  |
| 18 | Are simple tables built within PowerPoint and have a defined header row or column?   * For blank cells, was the word “blank” placed in the cell and styled in black, 1pt font size? |  |  |
| 19. | Tables that contain images or MathType objects:   * Do they follow current [table accessibility workarounds](https://a11y.pearson.com/content/tables/)? * Is the alt text placed behind the image or MathType object and not seen visually? * Are MathType objects aligned with table text and presented in the same size font? * For blank cells, was the word “blank” placed in the cell and styled in 1pt, black font size? |  |  |
| 20. | Is keyboard navigation and [reading order](https://a11y.pearson.com/qa/reading-order/) **without** the use of a screen reader set correctly? |  |  |
| 21. | In the [document Properties](https://a11y.pearson.com/setup/properties/), was the presentation given a unique title in the Title field? |  |  |
| 22. | In the document Properties, were [accessibility workarounds](https://a11y.pearson.com/setup/workarounds/) documented in the Comments box? |  |  |
| 23. | Is the PPT language preferences set to English (United States)? |  |  |