



## Comparing Accessibility Checkers as they relate to PDF Generation: MS PowerPoint vs. CommonLook Office

### CHECKPOINT



	CHECKPOINT		
<b>Color</b>	Functionality to check for color failures (information only conveyed by color)	<b>No</b>	<b>Yes</b>
<b>Contrast</b>	Asked to review contrast between foreground and background	<b>No</b>	<b>Yes</b>
<b>Formatting</b>	Warn for repeated blank characters	<b>No</b>	Automatically artifacted in the PDF
	Check for overlapping/ obstruction of content	<b>No</b>	<b>Yes</b>
	Artifact Running Headers and Footers and specify subtype	<b>No</b>	<b>Yes</b>
<b>Forms</b>	Forms properly tagged	<b>No</b>	<b>Yes</b>
	Add/ Edit tooltips for Form Annotations	<b>No</b>	<b>Yes</b>

## CHECKPOINT



<b>Forms (Continued)</b>	Adjust form field width/height prior to PDF generation	<b>No</b>	<b>Yes</b>
	Support for "Submit" buttons including submit to URL	<b>No</b>	<b>Yes</b>
	JavaScript support for form fields as needed	<b>No</b>	<b>Yes</b>
	Set the tab order on pages with forms to follow the tags tree	<b>No</b>	<b>Yes</b>
<b>Formulas</b>	Add Alt Text	<b>No</b>	<b>Yes</b>
	Tag as a Formula in the PDF	<b>No</b>	<b>Yes</b>
<b>General</b>	Test for proper role mapping of styles/ content fields to standard PDF tag (not just limited to headings)	<b>No</b>	<b>Yes</b>
<b>Headings</b>	Test for Use of Styles	<b>No</b>	<b>Yes</b>
	Test for Skipped Headings	<b>No</b>	<b>Yes</b>

## CHECKPOINT



	Create Bookmarks based on Headings	No	Yes
<b>Headings (Continued)</b>	Warning when a slide is missing a title	Yes	No
<b>Hyperlinks</b>	Add/ Edit Alternative Text	No	Yes
	Verify “display text” for links is sufficiently descriptive	No	Yes
	Set the tab order on pages with links to follow the tags tree	Yes	Yes
<b>Images</b>	Enter/ Edit Alternative text	Yes	Yes
	Warn for accuracy of alt text, for example if not sufficiently descriptive/ uses special characters	No	Yes
	Set decorative images to be artifacted in the PDF	No	Yes
	When slides contain multiple images, the user is asked if they should be grouped (for example, if multiple images are being used to convey one central thought, idea, or concept).	No	Yes

## CHECKPOINT



<b>Lists</b>	Verify lists have been assembled correctly for proper tagging	<b>No</b>	<b>Yes</b>
	Support for nested list structure in the PDF	<b>No</b>	<b>Yes</b>
	Support for LI, Lbl, and LBody tags	<b>No</b>	<b>Yes</b>
<b>Metadata</b>	Verify/ Edit document Title	<b>Yes</b>	<b>Yes</b>
	Verify/ Edit document Author	<b>Yes</b>	<b>Yes</b>
	Verify/ Edit document Subject	<b>No</b>	<b>Yes</b>
	Verify/ Edit document Keywords	<b>No</b>	<b>Yes</b>
	Set the document to display the title (as opposed to the file name)	<b>No</b>	<b>Yes</b>
<b>Reading Order</b>	Determined by formatting choices in presentation creation	<b>Yes</b>	<b>Yes</b>

CHECKPOINT



Reading Order (Continued)	Asked to verify correct reading order	Only asked to verify on slides that don't use Slide Placeholder Text Boxes	<b>Yes</b> Prompted to manually verify correct reading order for <b>every</b> slide
	Able to manually adjust	<b>Yes</b>	<b>Yes</b> (With a much more straightforward approach)
Standards Compliance: Exported PDF conforms with:	Section 508 (2001 and/or 2017)	<b>No</b>	<b>Yes</b>
	WCAG 2.0 A and/or AA	<b>No</b>	<b>Yes</b> (Some checkpoints at the AAA level)
	PDF/UA	<b>No</b>	<b>Yes</b>
	Embed fonts (for PDF/UA compliance)	<b>No</b>	<b>Yes</b>
	HHS	<b>No</b>	<b>Yes</b>

## CHECKPOINT



Standards (Continued)	Generate a compliance report for the standard chosen	No	Yes
<b>Tables</b>	Asked to verify Tabbing order is logical	Yes (Only in tables with merged or split cells)	No
	When tables contain merged or split cells, author is encouraged to create a simpler table	Yes	No Creating properly tagged complex tables is possible with CommonLook Office
	When cells span multiple columns/ rows, cell span is accurately set in the PDF	No	Yes
	Linearize presentation tables horizontally or vertically	No	Yes
	Identify data tables with column and/or row headers – TH cells are provided proper scope in the PDF	No	Yes
	Data cells are linked to header cells based on scope	No	Yes

## CHECKPOINT



	Functionality to manually associate data cells with their headers in very complex tables.	<b>No</b>	<b>Yes</b>
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