# Accessibility Checklist for Microsoft PowerPoint files

## Design and Layout

[ ]  Use built-in slide layouts and headings

[ ]  Organize content using clear titles and a logical hierarchy

[ ]  Use consistent layouts and design elements throughout the presentation

[ ]  Minimize distractions and busy backgrounds

[ ]  If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page

[ ]  Use sans-serif fonts like Arial, Calibri, Comic Sans MS, Courier New, Georgia, or Tahoma for improved readability

[ ]  Keep font size at least 24 pt for body text and 36 pt for headings

[ ]  Avoid cramming a lot of information onto a slide as it can be confusing and unreadable

[ ]  Place the slides in a logical order in the Outline Panel

[ ]  Verify that the slide reading order matches the visual layout

[ ]  Avoid placing image or chart descriptions in the Notes Panel

[ ]  Avoid text boxes and Word Art as they may be inaccessible to screen readers

[ ]  Minimize the use of automatic slide transitions or animations

[ ]  Include a summary slide or table of contents for easy navigation

[ ]  Allow users to jump directly to specific sections

## Contrast and Colour

[ ]  Use colors with sufficient contrast between text and background to ensure readability

[ ]  Use appropriate color contrast (e.g., black and white)

[ ]  Make sure that all information conveyed with color can also be conveyed without color

[ ]  Never use color alone to indicate information

## Content

[ ]  Summarize key points conveyed by visuals

[ ]  Use clear and straightforward language

[ ]  Avoid jargon, abbreviations, or complex terminology

[ ]  Make hyperlink text descriptive and meaningful (e.g., avoid using “Click here” or “More info” as a link title)

[ ]  Inform users if a hyperlink leads to a file download and specify the file type and size

[ ]  Ensure that hyperlinks work correctly and lead to the intended content or resources

[ ]  Use actual text whenever possible instead of incorporating text within images

[ ]  Use embedded content or plug-ins that are compatible with assistive technologies and follow accessibility guidelines

[ ]  Include alternative methods to access the embedded content or plug-in, such as a text summary or transcript

## Figures and Media

[ ]  Add descriptive alt text to images, charts, and graphs

[ ]  Ensure that all elements of the chart or graph, including axes, legends, and data points, have descriptive labels

[ ]  Set wrapping style of non-text elements as “In line with text”

[ ]  Include a table or text description of the data presented in the chart or graph for users who may have difficulty interpreting visual representations

[ ]  Use color **and** patterns to differentiate data points, and provide a key or legend to explain the meaning

## Tables

[ ]  Create tables using the built-in table tools in PowerPoint

[ ]  Use the "Header Row" option in PowerPoint to designate the first row as the header row (this helps screen readers identify and announce the column headers to users)

[ ]  Avoid using merged cells or splitting cells for data entry (merged/splitting cells can cause issues with assistive technologies and make it challenging to read and navigate the table)

[ ]  Avoid tables that are used for layout when possible

[ ]  Avoid using blank columns/rows for visual formatting

[ ]  Use the Tab key to move through the table cells. Make sure the tab order of cells matches the table appearance

## Delivery

[ ]  Consider live captioning or sign language interpretation for presentations

[ ]  Include accurate captions or transcripts that synchronize with the video content, allowing individuals who are deaf or hard of hearing to understand the audio information

[ ]  Ensure that the timing of the audio narration or voiceover aligns properly with the corresponding slide content

[ ]  Use video players that support keyboard navigation and offer controls for adjusting volume, playback, and captions

[ ]  Verify that audio content is clear and understandable and adjust volume levels as necessary

[ ]  Ensure that the audio is clear and free from background noise or distortion

## Saving and Printing

[ ]  For print documents use a matte/non-glossy ﬁnish

[ ]  Provide printed handouts or accessible electronic versions

[ ]  Compress images and media files to reduce file size

[ ]  Save presentations in an accessible format, such as PPTX or PDF

[ ]  Use screen reader software to review and verify accessibility; ensure all content is correctly read and understood

[ ]  Evaluate the presentation for errors in grammar, spelling, and structure

[ ]  To assess the accessibility of the presentation, use accessibility tools such as PowerPoint's Accessibility Checker