# 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