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