PowerPoint Accessibility Checklist

Templates and Themes

* Good contrast and simple background

Styles

* Font size: 50+ for headings, 32+ for content
* Font style:
  + Headings and bullets: Arial, Calibri, Verdana
  + Paragraph content: Cambria, Palatino Linotype, Times New Roman
* Color
  + Do not use color as the only way to convey information
  + Use contrasting color (dark on light background, light on dark background)
  + Avoid color blind combinations (red-green most common)
* Spacing
  + Change spacing: Home tab > small arrow in the corner of Paragraph group > Spacing box > use After, Before, Line Spacing options
* Bullet Points and Lists
  + Use proper list elements: Home tab > Bullets drop down or Numbering drop down found in the Paragraph group

Slide Layouts

* Make sure Title areas, Headings, and Content boxes are used properly rather than inserting textboxes
* Create a layout on a new slide: **Home** tab > **New Slide** > select **small arrow** on the New Slide button > choose appropriate layout from drop down menu
* Change a layout on an existing slide: **Home** tab > **Layout** > choose desired layout from drop down menu
* Use the Slide Master to make custom changes to all slides within a presentation for consistent text size, slide layout, and proper bullets/numbering for heading hierarchy: **View** > **Slide Master** > make any appropriate changes to the **Master Layout** slide > **Close Master View** (Close Master on Mac)
* To create new slide layout: **Insert Layout** > **Rename** > insert placeholder objects, change size and position of objects

Slide Reading Order

* Check for proper reading order so the screen reader will read in content in sequential order: **Home** > **Arrange** > **Selection Pane** (read from the bottom of the list upwards)

Alternative Text

* Check that all images have descriptive text that will be read by the screen reader for all content images: **right click** on the image > **Edit Alt text…** > enter concise description of the image in the **Alt Text** sidebar field

Tables

* Use simple data tables
* Identify column and row headers in the table to be read by the screen reader to provide location reference for content being read: **click inside the table** > **Table Tools** > **Design** tab (**Table Design** on Mac) > **Header Row** checkbox selected > if the first column of the table contains headers for each row, make sure the **First Column** checkbox is selected
* Avoid merging cells within a table
* Avoid nesting tables inside a table

Links

* Add descriptive text to be displayed instead of the entire URL address: right click the link > **Edit Hyperlink** (on Mac, **right-click the link** and select **Hyperlink** > **Edit Hyperlink**) > **Text to Display** field at the top > enter descriptive text for the link

Other Principles

* Avoid or use minimal transitions/animations
* Avoid flashing or highly visual transitions to avoid causing vestibular disturbances or triggering seizure disorders
* Video: caption
* Transcript should be available in lieu of an embedded audio