Powerpoint Accessibility Checklist

Layouts

- ☐ Create the slide show from an existing layout

Styles

- ☐ Use the slide master styles to control formatting
- ☐ Style elements each have their own distinct look (i.e. headings are different from text)
- ☐ Headings are used correctly to organize the presentation content
- ☐ Do NOT use formatting buttons alone to style text

Fonts

- ☐ Font size will vary based on presentation method
  - **Headings:** Recommended 50+
  - **Body:** Recommended 32+
- ☐ **Headings & Bullets:** We suggest Arial, Calibri, or Verdana
- ☐ **Paragraph Quote:** We suggest Cambria, Palatino Linotype, or Times New Roman
- ☐ Be consistent with what font(s) get applied throughout the document
- ☐ **Avoid** using all caps

Colors

- ☐ Use highlighting in conjunction with other emphasis items (bold, italics, capital letters)
- ☐ Use contrasting colors (dark on light background, light on dark background)
- ☐ **Avoid** color-blind color combinations (red-green is most common)
- ☐ **Avoid** flashing colors or animations

Spacing

- ☐ **Avoid** using Enter to control spacing between points
- ☐ Use **Layouts** provided
- ☐ Adjust spacing through the Paragraph formatting menu

Bullet Points and Lists

- ☐ Use Bullets, Numbering from Paragraph formatting
- ☐ **Avoid** using manually typed characters, such as hyphens or asterisks

Guidelines for Body Text

- ☐ 7Up: maximum of 7 ideas with 7 words per idea
- ☐ Rule of 25: no more than 25 words per slide
  (Yes, we know they conflict – find a good balance!)

Images

- ☐ Inserted correctly through Insert menu, Pictures OR Clip Art (Illustrations section)
- ☐ **Text Wrap style:** Use Picture Tools menu, Wrapping, In line with text
- ☐ All images labeled and described using Picture Tools menu, Alt Text
  - Multi-layered objects must be flattened into one image and use one Alt Text
- ☐ **Avoid** flashing or animated images

- ☐ **Avoid** images included as part of the Slide Master – they are not accessible with screen readers
- ☐ **Avoid** text boxes or Word Art
- ☐ **Avoid** background images or watermarks

Hyperlinks

- ☐ Title of link describes purpose or target of link
- ☐ Links and emails should be shown on the screen next to the title of the link
- ☐ **Avoid** using "Click here" or "More" as a link title
- ☐ **Best:** Provide full link URL (i.e. Google http:/www.google.com)

Sound and Video

- ☐ Sound clips should play automatically when the slide appears
- ☐ Include transcripts for sound clips (preferably in Notes)
- ☐ Include captions and audio descriptions for video clips (preferably in Notes or a separate Word document)

Tables

- ☐ Create through Powerpoint by Use Insert menu, Table
- ☐ If you create outside of Powerpoint, insert as an Image and Alt Tag properly
- ☐ Use Table Tools menus to Alt Name, denote Header rows and columns
- ☐ Column and row headers should be clear, concise, and easy to identify
- ☐ **Avoid** complex tables (i.e. merged cells, takes up multiple slides)
- ☐ **Avoid** using spaces or tabs to create tables or format Table data

Charts and Columns

- ☐ Charts should have Title, Legend, & Axis labeled for reference points
- ☐ Columns should be set up using the Column tool
- ☐ **Avoid** using spaces or tabs to create the look of columns

Notes

- ☐ Use to describe images, charts, tables, audio, and video
- ☐ Include Notes when printing off presentation
- ☐ Slide Reading: Read slides only when viewer cannot read themselves!

Document Properties

- ☐ Navigation Pane/Outline View shows proper order of headings and points
- ☐ All slide text is able to be viewed in Outline View
- ☐ Fill out Properties under File menu
- ☐ Save presentation where you will remember it
- ☐ Keep presentation name simple, easy to remember, and free of special characters

Remember: Keep It Simple

The more complex a presentation is, the more things that can go wrong with accessibility.