



Microsoft Office PowerPoint Accessibility Checklist



All PowerPoint files should be created using these accessibility guidelines. Please note that this is not a comprehensive list and is subject to change.

- Use predefined slide layout whenever possible.
 - ❖ Use predefined lists (e.g., Bullets, Numbering)
- Ensure that slides are readable. Consider
 - ❖ Font type
 - ❖ Font size
 - ❖ Contrast of Color
- Ensure that all slides have unique slide titles.
- Add alternative text for images and objects.
 - ❖ Information should not be provided through images alone. Text descriptions should be included within the image when inserting into the document.
- Avoid
 - ❖ Too much text on slide
 - ❖ Transitions and animations
- Use simple table structure and designate header rows.
- Use hyperlink text that is meaningful. Avoid phrases such as "Click here".
- Caption video and transcribe audio.
- Maintain proper reading order in the slides.
- Write math and science equations accessibly.
- Use "Notes" section for text that you may speak during presentation/lecture that is not present on slide.