

PowerPoint Accessibility Checklist

Slide Structure

- ☐ Use built-in slide layouts (e.g., Title Slide, Title and Content) — don't manually add text boxes.
- ☐ Ensure each slide has a unique and descriptive title.
- ☐ Keep slide order logical and consistent for screen reader navigation.

Text & Readability

- ☐ Use clear, sans-serif fonts (e.g., Arial, Calibri, Verdana).
- ☐ Use at least 18-point font size for readability.
- ☐ Maintain high color contrast between text and background.
- ☐ Avoid using color alone to convey meaning — add labels or symbols.
- ☐ Keep text concise and avoid cluttered slides.

Images & Graphics

- ☐ Add alt text to all meaningful images, charts, and graphics.
- ☐ Mark decorative images as decorative in the alt text panel.
- ☐ Ensure charts and graphs include data labels or summaries in text form.

Color & Design

- ☐ Use high-contrast themes or accessible templates.
- ☐ Check color combinations with a contrast checker tool.

Reading Order

- ☐ Use the Selection Pane to check and adjust reading order.
- ☐ Reading order should follow the logical sequence of the slide (title → main content → images).

Links & Navigation

- ☐ Use descriptive hyperlinks (e.g., "Visit the Library website" instead of "Click here").
- ☐ Check all links to ensure they work as expected.
- ☐ Limit or avoid using transitions and animations.

Multimedia

- ☐ Provide captions or transcripts for any audio or video content.
- ☐ Avoid automatic audio playback.
- ☐ Describe visuals or charts in the narration.

Tables

- ☐ Use simple tables — avoid merged or split cells.
- ☐ Include header rows and ensure they're identified as headers.
- ☐ Provide a brief text summary of the data if the table is complex.

Accessibility Checker

- ☐ Run Microsoft's Accessibility Checker (Review → Check Accessibility).
- ☐ Address all listed issues before sharing.
- ☐ Re-run the checker after making changes.

Saving & Sharing

- ☐ Save as a .pptx file.
- ☐ If exporting to PDF, select "Enable accessibility and Reflow with Tagged PDF" under "Save Adobe PDF File as" → Options.
- ☐ Test the final version with a screen reader, if possible.