

# Accessibility Checklist for MS PowerPoint

Use this checklist to guide you toward creating accessible MS PowerPoint. Start with practices that you find quick and easy, then build from there.

**Small changes can have a big impact**

## GENERAL

- Choose a simple Design Theme, that has lots of white space
- Limit amount of text/images per slide to avoid clutter and maximize white space
- Use PowerPoint's preformatted slide Layouts when creating slides
- Give every slide a unique title
- Keep animations and transitions simple
- Check slides using the built-in "Check Accessibility" tool
- Create a bottom-to-top reading order (z-order) of elements on each slide

## TEXT

- Use text that is preferably 24-32 point (18 point, minimum)
- Use a sans serif font (Arial, Helvetica, Tahoma, or Verdana)
- Use a solid background with sufficient colour contrast from the colour of text
- Create lists with the built-in bullet/numbering function, not typed characters or hyphens
- Use the built-in slide numbering function, if numbering slides
- Use Style elements to organize and structure the slides (Heading 1, Heading 2, etc.)
- Use Hyperlink text instead of showing the URL in presentations. If the presentation is also provided as a printout, include the URL along with the hyperlink text.
- Indicate the content of the destination link in the Hyperlink text; do not use "click here"
- Do not use colour as the only way to differentiate or emphasize information

## IMAGES AND OTHER VISUAL ELEMENTS

- Include meaningful Alternative Text (i.e. a built-in function in Word where the author can provide a short description of the nature and content of each visual) for each visual
- If image is decorative, use the word decorative or describe the image
- Do not use colour as the only means of conveying information (check by Viewing grayscale)
- Avoid using text on images
- If you must use an image with text in it, repeat that text in the presentation
- Include captions and descriptive text transcripts for embedded videos and audio
- Check colour contrast using the Colour Contrast Analyser

## TABLES

- Create tables using PowerPoint's Insert Table tool
- Use a simple table structure, and do not nest tables or split/ merge cells
- Specify column and /or row header information in each in Table Properties table

## FURTHER INFORMATION

Microsoft's Make your PowerPoint presentations accessible to people with disabilities.  
<https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25?ui=en-US&rs=en-US&ad=US>

Ontario Universities Accessible Campus, Educator's Accessibility Toolkit, Using PowerPoint  
<http://www.accessiblecampus.ca/tools-resources/educators-toolkit/teaching-tips/using-powerpoint/>

Colour Contrast Analyser  
<https://developer.paciellogroup.com/resources/contrastanalyser/>