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

### 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

### 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

### FURTHER INFORMATION

Microsoft’s Make your PowerPoint presentations accessible to people with disabilities.  

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/