Accessible PowerPoint Presentations Checklist

Fonts

☐ Be consistent with the fonts used in the document;

☐ Use a sans serif font – such as Arial, Helvetica or Verdana that are large enough for both projectors and online viewing;

☐ Avoid using text shadow or glow effects for any text as they may not be accessible by screen readers;

☐ Using italics or upper-case letters for emphasis is not recommended.

Colors

☐ Use appropriate colour contrast (e.g. black and white);

☐ Make sure that all information conveyed with colour can also be conveyed without colour;

☐ For print documents use a matte/non-glossy finish.

Spacing

☐ Avoid cramming a lot of information onto a slide as it can be confusing and unreadable.

Images

☐ Set wrapping style of non-text elements as "In line with text";

☐ Add alternative text to graphics and images;

☐ Avoid text boxes and Word Art as they may be inaccessible to screen readers.

Slide Animations and Transitions

☐ Avoid automatic slide transitions;

☐ If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

Tables

☐ Use the Insert tab then Table to properly insert

☐ Use proper Table Headings and check the Header Row check box

Hyperlinks

☐ Unsure that the Hyperlink has context and describes where it leads

☐ Avoid using "Click here" or "More info" as a link title

Outline and Notes Panels

☐ Place the slides in a logical order in the Outline Panel;

☐ Avoid placing image or chart descriptions in the Notes Panel.

Embedded Audio or Video

☐ If your presentation has embedded audio or video you should include text transcripts and/or captions.

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