PowerPoint Accessibility Checklist

Use the following checklist to verify the accessibility of your PowerPoint Presentation.

File Formatting	Yes (Pass)	No (Fail)
Set File Type & Name Is the file saved as a .pptx	☐	☐
Set File Type & Name Is the file name lowercase with hyphens for spaces and contains NO special characters?	☐	☐
Set File Type & Name Is the document file name concise, generally limited to 25 characters, and does it make the contents of the file clear?	☐	☐
Provide Document Title Does the File have a t title?	☐	☐
Identify File Language Is the Document Language identified?	☐	☐
The language of slide content that is in a different language is identified through Review > Language > Set Proofing Language.		

Text Formatting	Yes (Pass)	No (Fail)
Use Appropriate Font Style and Size Trebuchet and Times New Roman are recommended for body type that is no smaller than 24 point and no larger than 48 point. Headings can be up to 60 point.	☐	☐
Use Built-in Lists Are lists (bulleted and numbered) created with the built-in features in PowerPoint?	☐	☐
A different bullet or numbering style (than the parent style) is selected for sub-list items.		
Create Unambiguous Names and Links Is the destination, function or purpose is described in the link name or surrounding text?	☐	☐
Create Unambiguous Names and Links Have you avoided using "Click Here" or "Learn More?" in the link name.	☐	☐

Links are inserted using the hyperlink dialog and the raw URL is provided somewhere (on the same slide, in the slide notes or in an appendix slide) so that users of assistive technology can access the content.		
Vital header, footer or background content is duplicated from View > Slide Master near the beginning of the presentation.		

Slide Design	Yes (Pass)	No (Fail)
Use Built-in Slide Layouts Were Slides created using built-in Slide layout template slides?	☐	☐
Use Unique Slide Titles Does Every slide have a unique slide title?	☐	☐
Ensure Logical Slide Reading Order Has the Reading order of slide contents been manually checked for abnormal reading order?	☐	☐
Avoid Animations & Transitions It's recommended that any transitions you add to your slides are done using the "on click" option, versus timing the animations and transitions. This allows the user/viewer to control the speed at which they view the content and progress through the slides. You can adjust this setting from both the Transitions and Animations ribbons. If you must use transitions, keep them simple and untimed.	☐	☐
Do Not Rely on Color to Convey Meaning Is all information conveyed without relying on color?	☐	☐
Meet the Required Color Contrast Is there enough contrast between the background and foreground?	☐	☐
Slides only advance via mouse click (Transitions > Timing > Advance Slides > On Mouse Click is checked).		

Object Formatting	Yes (Pass)	No (Fail)
Include Alternative Text for Images & Objects If the picture, clipart, chart, graph, shape, or SmartArt graphic conveys information, is alternative text provided?	☐	☐
Images of, or that include text (ex. logos), have the text as part of the description.		
Include Alternative Text for Images & Objects If the picture, clipart, or shape is added for visual emphasis or decoration, is "mark as decorative" selected as the alternative text? (Note: Decorative images do not have to be placed inline.)	☐	☐

	Yes	No
Include Alternative Text for Images & Objects Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object with one alternative text?	☐	☐
Use Tables for Data Only Is there only one row of headers set? Data table headers are appropriately identified by the "Header Row" checkbox being checked under Tables > Design.	☐	☐
Use Tables for Data Only Is the Insert > Table function is used for tabular data? Is the table simple with no nested tables, merged or split cells, or blank cells for formatting?	☐	☐
Use Tables for Data Only If the table is complex, is a description provided?	☐	☐
Data table row and column header cells are not blank.		
Blank lines, tabs or spaces are not used for structure.		

Ensure Accessibility Compliance	Yes (Pass)	No (Fail)
Ensure that Embedded Media is Compliant Are embedded media and Objects avoided?	☐	☐
Ensure that Embedded Media is Compliant If embedded media or objects must be used, is alternative text, a separate file or link and verbatim transcript Word document provided?	☐	☐
Test for Compliance Was the document checked for any errors using the built-in Microsoft accessibility checker?	☐	☐
Test for Compliance Can you navigate the presentation using only the keyboard?	☐	☐
Provide Alternative Version Is a verbatim transcript provided for the narrated presentation as a Word document?	☐	☐
Provide Alternative Version Has a separate accessible version of the document been provided when there is no other way to make the content accessible?	☐	☐