PowerPoint Accessibility Checklist

Guidance	Description	Test
File name is descriptive	Descriptive file names are necessary for users who rely on screen readers and beneficial to all users to find your document.	1. In the File tab, select "Save As." 2. At the top of the window, select "Enter file name here." 3. Type in a descriptive file name.
File is in the .pptx format	The .pptx format is required for users who rely on assistive technology and a best practice for all users across devices.	1. At the top of the PowerPoint window, click on the document's name. 2. In the pop-up window, ".pptx" should appear to the right of your file name. 3. If your document is not a .pptx file, click File. 4. Select "Save As." 5. In the file type, select the drop-down menu and select "PowerPoint Presentation (*.pptx)"
Reading order matches visual layout	Users who rely on assistive technology such as screen readers require a set reading order that matches the visual layout to have the same experience as sighted users.	1. Select the text box. 2. In the Ribbon, select the Review tab. 3. Select Check Accessibility. 4. Select Reading Order Pane. The pane will appear on the right side of your screen. 5. Organize (by drag and drop) the Reading Order Pane items to match the visual layout of your slide.

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Lists are formatted correctly	Correctly formatted lists are necessary for users who rely on assistive technology.	1. Find the Paragraph section of the Ribbon. 2. Click or visually check that the List option is highlighted.
Columns of content are formatted correctly	Correctly formatted columns are necessary for users who rely on assistive technology.	1. In the search bar at the top of the window, type "Columns." 2. Select "Add Columns." 3. Select the number of columns from the dropdown menu.
Text is formatted for the intended language	Text formatted for the intended language is comprehensible for all users.	1. In the Ribbon, select the Review tab. 2. Click the Language icon. 3. Select "Language Preferences." 4. In the pop-up window, confirm that the listed languages match the intended language. 5. To add a new language, select the "Add a Language" button.
Link names are descriptive	Descriptive link names are a best practice for users who rely on assistive technology and informative for all users.	1. Find a hyperlink in your document. 2. Draft a phrase or sentence that describes the destination or description of the link. 3. Highlight your descriptive phrase. 4. Navigate to the Insert tab of the Ribbon. 5. Select the Link dropdown arrow. 6. Select "Insert Link." 7. Paste the link or email address into the pop-up menu's corresponding tab. 8. Click OK.

Guidance	Description	Test
Vital information in background, header and footer is included in reading order	Vital information included within the reading order is necessary for users who rely on assistive technology and easier to find for all users.	1. Identify any vital information contained only in headers, footers or watermarks. 2. Include this information in the text of the document.
Data tables are created using built-in features	Correctly formatted data tables are required for users who rely on assistive technology and readily identifiable for all users.	1. To insert a table, select the Insert tab on the Ribbon. 2. Click "Table." 3. In the dropdown menu, use the grid tool to "draw" a table or select "Insert Table" to select the number of rows and columns.
Images and other objects have alt text	Alternative text is a necessity for users who rely on assistive technology.	1. Right-click image or visual object. 2. Select "View Alt Text." 3. Write or edit Alt Text in the pop-up window.
Colors and other visual characteristics that convey information are also described in text	Reliance on colors or other visual characteristics alone to convey information is inaccessible to users with disabilities and easy to miss for all users.	1. Identify where you use colors or visual elements to convey information. 2. Include this information in the written text of the document.

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Color contrast ratio between text and background is sufficient	Sufficient color contrast is required for users with disabilities and more visually appealing for all users.	1. Select a slide. 2. In the Ribbon, select the Accessibility tab. 3. Select "Print." 4. In the Accessibility menu, select the "Inspect without Color" option. 5. Content that is hard to see in grayscale will likely not pass color contrast ratio standards. 6. Check specific color ratios by using a color contrast checker.
Embedded files (multimedia) are accompanied by transcripts, text descriptions and/or synchronized captions/audio descriptions	Transcripts, text descriptions, synchronized captions and audio descriptions make your content accessible for users with disabilities and preferred by all users.	1. Identify all multimedia content in your document. 2. Instead of embedding multimedia content, consider hosting it on a website (such as YouTube or the college's news website) and linking to it in the presentation. 3. All video content must be accompanied by captions and a version that includes audio descriptions. 4. All audio content must be accompanied by a transcript or text description.
Flashing or blinking objects and animations are excluded	Flashing or blinking objects and animations are dangerous for users with disabilities and distracting for all users.	1. Identify flashing or blinking objects and animations. 2. Remove flashing or blinking objects and animations by deleting them.

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If animations are required for meaning, use "Appear"	Subtle animations are safer for users with disabilities such as epilepsy and preferred by all users.	1. To correct an existing animation, select the Animations tab in the Ribbon. 2. Numbers will appear beside text with animations. 3. Delete an animation by clicking the number and selecting "None" on the ribbon. 4. Change an animation by clicking the number and selecting "Appear" on the ribbon.
Slide layouts are used correctly	Pre-made slides are more accessible for users with disabilities and readily recognizable for all users.	1. In the Ribbon, navigate to the Home tab. 2. Select New Slide. 3. Choose a slide design from the dropdown menu. 4. When creating a PowerPoint presentation, use a pre-made Microsoft slides format.
Slides contain no more than six lines of text	Slides with little text are easier to follow and remember for all users.	1. Visually confirm that no more than six lines appear on each slide. 2. If more than six lines appear on a slide, shorten the content to key information or move content to a new slide.
Font size is at least 16 pt	Larger font size is necessary for users with disabilities and preferred by all users.	1. In the Ribbon, navigate to the Home tab. 2. In the Fonts section, click the dropdown arrow beside the line that displays a number. 3. Select a font size of 16 or higher from the dropdown list.

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Slides include phrases or key words	Slides including phrases or key words are more memorable for all users.	1. Place emphasis on your main points by using phrases or key words in your slides. 2. If additional information is necessary, include it in a handout or supporting document.
Section names are unique and accurate	Unique, accurate section names are required for users with disabilities and makes your presentation easy to navigate for all users.	1. In the Ribbon, navigate to the Home tab and click the Section icon. 2. Select Add Section. 3. Input a unique and accurate Section Name in the pop-up window. 4. Input a unique and accurate section name.
Title is descriptive	A descriptive title better communicates the purpose of your presentation to all users.	1. In the File tab, select "Info." 2. Find the "Properties" section on the right-hand side. 3. Select "Add Title." 4. Type in a descriptive title.
Information contains no spelling or grammar issues	Accurate information is essential to communicating your message to all users.	1. Proofread all of your content to ensure it is clear and accurate. 2. Make corrections as needed.
Slides have descriptive, unique titles	Descriptive, unique titles are necessary for users who rely on assistive technology and beneficial for all users.	1. Find the "Title" text box at the top of the slide. 2. Input a descriptive slide title. 3. Do not repeat slide titles. Instead, use numbers or (cont.) to indicate several slides covering one topic.

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Slide contents follow a logical reading order	A logical reading order is essential for users who rely on assistive technology.	1. Visually review the organization of your slide contents. 2. If content does not appear in a logical order, reorganize the content.
Decorative images and objects are marked as decorative	Unmarked decorative imagery is misleading for users who rely on assistive technology.	1. Right-click the decorative image. 2. Select "View Alt Text." 3. In the pop-up window, check "Mark as decorative."
The first row in a table contains correctly defined column headers	Defined table headers make your table understandable for users who rely on assistive technology such as screen readers.	1. Select full heading row or column. 2. Right-click full heading row or column. 3. Select "Table Properties." 4. Select Row or Column tab. 5. Check "Repeat as header."
Tables have a simple structure, avoiding merged or split cells	Tables with simple structures are beneficial for users who rely on assistive technology and preferred by all users.	1. Find split, merged or empty cells within the table. 2. Right-click cells. 3. Select "Delete."
Layout tables are avoided	Tables used for layout purposes are confusing.	1. Remove Tables used for layout purposes. 2. Refer to formatting Columns.

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Tables do not use empty columns or rows for visual formatting	Visual formatting with empty columns and rows are confusing for users who rely on assistive technology and misleading for all users.	1. Visually identify empty columns or rows. 2. Delete empty columns and rows.