Creating Accessible Documents

Microsoft PowerPoint

Table 1: Accessible PowerPoint Checklist

| **#** | **Checklist Item** | **Status** |
| --- | --- | --- |
| **1** | **Filename:**   * Use a concise meaningful filename that is free of spaces, unfamiliar abbreviations, and special characters (underscores and hyphens are okay). |  |
| **2** | **File Properties:**   * Set language, title, and author for the document. |  |
| **3** | **Text:**   * Use a sans-serif typeface such as Helvetica, Arial, or Tahoma. Avoid scripts and condensed fonts. |  |
| **4** | **Themes & Background:**   * Use a solid background for objects that contain text and maintain sufficient text to background contrast ratio. * Avoid placing text on textured or gradient backgrounds. |  |
| **5** | **Color:**   * Ensure sufficient text to background contrast; use a contrast ratio of 4.5:1 for standard text and 3:1 for large text. * Ensure that color is **not** the only means of conveying meaning. |  |
| **6** | **Slide Title:**   * Use a unique slide title for each slide. |  |
| **7** | **Slide Numbers:**   * Ensure that each slide has a slide number. |  |
| **8** | **Hyperlinks:**   * Create meaningful display text for all hyperlinks. * Avoid using the full URL unless presentation will be printed. |  |
| **9** | **Reading Order:**   * Ensure that all content receives focus in a meaningful reading order. |  |
| **10** | **Images:**   * Add descriptive alternative text (“alt text”) to all meaningful images. * Use alt=”” for decorative images. |  |
| **11** | **Tables:**   * Create a header row. * Maintain gridlines. * Describe table organization in alt text. |  |
| **12** | **Lists:**   * Create bulleted or numbered lists using built-in tools. |  |
| **13** | **Charts & Graphs:**   * For simple graphs, include data in alt text. * For complex graphs, include data in Notes section (preferred). * Position labels so that color alone is not used to convey meaning. |  |
| **14** | **Check:**   * Use the Accessibility Checker to check your file. |  |
| **15** | **Convert to PDF:**   * When converting to PDF, use methods that preserve accessibility. |  |