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.
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| **15** | **Convert to PDF:** * When converting to PDF, use methods that preserve accessibility.
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