

## PowerPoint Accessibility Checklist

1. Presentations need to have descriptive file names.
2. Presentations should be given a contextual title within the document properties “Title” field. Titles should be different than the file name.
3. Provide a unique, descriptive title as the first heading for each slide.
4. If the document content is not written in the English Language, set the appropriate Language for the document within the PowerPoint Options - Language tab.
5. All text/background, or images of text/background must have a contrast ratio of at least 4.5:1.
  - Exceptions:
    - Large-size text and images of large-size text can have a minimum contrast ratio of 3:1.
    - Decorative images / images of text; including logotypes are not required to meet minimum contrast. However, best practice indicates sufficient contrast should be considered.
6. Do not use color alone to convey important information. If color/text formatting (bold, italic, etc.) was used to convey important information, the importance of the information should be conveyed in another manner.
7. When creating lists, use single level lists or use a combination of letters, numbers, and bullets to indicate list hierarchy.
  - Assistive technology such as screen readers or refreshable braille displays do not recognize nested or multi-level lists in PowerPoint, therefore the user will not be able to identify the hierarchy of the list items being presented.
8. All hyperlinked text should clearly convey the link destination.
9. If flow/organizational charts or other multi-layered images/charts/graphs were used, group them together to create one content item and provide descriptive alternative text.
10. All images, images of text, charts and graphs that provide meaningful information that is not conveyed within surrounding text need to have descriptive alternative text.
  - Exception: Decorative images (images that are for visual aesthetics only) that do not convey additional information should be marked as decorative.



11. Slide content should appear in the correct reading order when tabbing through slide content or when viewed in the reading order or selection pane. (Tip: order goes from bottom to top in selection pane)
12. If any audio or video content was embedded into the document, text alternatives (e.g., captions/transcripts) should be provided, and the audio and video controls need to be labeled accordingly.
13. Remove all protection restrictions to allow users to manipulate controls (fonts, colors etc.).