**UNIVERSITY OF MARY WASHINGTON**

*where great minds get to work*

Office of Disability Resources

# PowerPoint Accessibility Checklist

## Slide Structure

☐ Every slide has a title (title can be hidden).

☐ Verified there is consistency in font style and color in your presentation by setting up the Slide Master (found in the View tab, then Slide Master). Changes made to the slide master will be made to all slides within the presentation.

☐ Verified Reading Order on each slide by accessing the Selection Pane found in the Home Tab, within the Drawing Toolbar.

## Accessible Links

☐ Meaningful text was added to each link.

☐ URL's are provided on a Resource slide, if a print version of the PowerPoint will be distributed.

## Alternative Text Descriptions

☐ Alternative Text was added to each image, chart, and/or graph, or marked as decorative.

☐ Did not use the Generate a description for me button in the Alt Text pop-up menu.

## Color Contrast

☐ Color Contrast was checked for each slide by using a color contrast analyzer.

☐ Color or Contrast was not the only means of conveying information within your presentation.

## Recommendations

☐ Utilized slide layouts designed for accessibility.

  o Special Note: when looking for templates, add the word accessible to the description, and PowerPoint will search templates that have been tagged as "accessible" by the creator. Or use the Microsoft templates that are tagged for accessibility.

☐ Font size is between 20-24 point on each slide.

☐ Limited the use of transitions and animations.

☐ All embedded videos have closed captions.

☐ All embedded audio has an associated transcript.

☐ Used the built in Accessibility Checker.