MONTCLAIR STATE
UNIVERSITY

Microsoft PowerPoint Accessibility Checklist

The following checklist should be used as a guideline for creating accessible PowerPoint presentations.

☐ **Use the built-in slide layouts when creating new slides**
PowerPoint has built-in slide layouts that contain placeholders for text and content. To ensure that your slides are accessible, use the built-in slide layouts when creating new slides. They are designed so that the reading order is the same for people who use assistive technology.

☐ **Consider font size and amount of text on each slide**
A recommended font size is no less than 32 point. Use sans serif font types such as Helvetica, Arial and Verdana. Use mixed upper and lower case letters rather than all capitals. Have up to six lines of text with only about five or six words per line.

☐ **Background and foreground colors should offer a good color contrast**
The highest brightness contrast is between black and white. The highest color contrast is when the colors are complementary. A high color contrast without brightness contrast cannot be read by color blind people. In particular, they have difficulty with red-green perception. Use dark background colors and bright colors for the text to avoid glare. A white font on a deep blue background is a very good combination.

☐ **Use text in addition to color to convey information**
For example; "Important items are red and marked with an *."

☐ **Keep animation and effects to a minimum**
Slides that advance on a timer may restrict individuals using assistive technologies from accessing all information on a slide.

☐ **Assign alternative text to all visual content**
Content in PowerPoint includes pictures, clipart, SmartArt graphics, shapes, charts, videos, etc. In order for content to be accessible, alternative text must be added.

☐ **Use simple table structure when creating tables in your presentation**
Your table should not contain split cells, merged cells, nested tables or blank rows and columns. Also, specify column header information as screen readers use header information to identify rows and columns.

☐ **Make sure any videos in the presentation have closed captions, and any audio has a transcript.**
Captions and/or transcripts (video/audio files) are essential components of multimedia access for individuals with hearing loss or auditory processing issues. Ensure that all videos have closed captions and audio description and all audio has a text transcript.

☐ **Provide meaningful text description of links to websites**
Screen reader users often list the hyperlinks in a document; a series of "click here" links is meaningless. "Sue's Ice Cream Shoppe" is more meaningful than http://www.sueics.com.

☐ **Run the Accessibility Checker to address any warnings or errors in your spreadsheet**
The Accessibility Checker tool in PowerPoint finds accessibility issues in your presentation. The tool generates a report of issues that could make your content difficult for people with disabilities to understand. Accessibility Checker also explains why you should fix these issues and how to fix them.

☐ **Give your presentation a title**
Adjusting the file's meta data can assist in making your presentation more accessible for those using assistive technology.

☐ **Test your presentation for accessibility using the *Read Out Load* feature in Adobe Acrobat Pro**
You can listen to your presentation to test if it is readable in the *Read Out Load* feature in Adobe Acrobat Pro. *Read Out Load* is a Text-to-Speech tool.