Accessibility Checklist for PowerPoint Documents

☐ Choose a simple, easy to read font such as Arial or Times New Roman, and use the same font consistently throughout your presentation.

☐ Use at least 20 point font.

☐ Limit the use of font variations such as **bold**, *italics*, and **ALL CAPITAL LETTERS**.

☐ Don’t use the appearance of the font (color, shape, font variation, placement, etc.) as the only way to convey meaning.

☐ Avoid blinking or moving text as well as red and green colors (which people who are color blind cannot recognize).

☐ Choose a simple background with high contrast to the font and other images in the foreground.

☐ Do not overload your slides with information. Limit bullet points on each slide to mix 6 and format any images or graphs in an appropriate size.

☐ Avoid transitions and animations.

☐ Include descriptive Alt Text for all non-decorative images or graphs.

☐ Use meaningful titles and the “Add Hyperlink” feature when creating hyperlinks.

☐ Include audio/video content in alternative formats, such as closed captions for videos, and transcripts for audio and video content.

☐ Include unique titles for each slide in your presentation.

☐ Include lecture notes or your presentation script in the Notes field of each slide.

☐ Run the accessibility checker to detect accessibility issues.