



Accessible PowerPoint Checklist

Best Practices

1. Template & Basic Slide Setup

- I used an accessible PowerPoint template (President's Office or campus template).
- I used a readable font (Arial, Verdana, Times New Roman).
- My font size is **18 pt or larger**.
- I used the **built-in slide layouts** under *Home* → *New Slide* → *Layout*.
- If I created a custom layout, I would use **Slide Master** to do it.

2. Design Practices

- I avoided slide transitions (no sliding, flashing, spinning).
- I used animations sparingly and only simple ones (e.g., "Appear").
- I avoided flashy, fast, or moving content unless **absolutely necessary**.
- If I used animation, I warned attendees before showing it.

3. Content Best Practices

- I used clear language and short, direct sentences.
- I used built-in **bulleted** or **numbered** lists.
- I avoided jargon and defined any abbreviations.
- I left-aligned all text.
- Every slide has a **unique, meaningful title**.
- I did not use color alone to show meaning (e.g., status).
- My colors meet contrast guidelines.



- I used descriptive links (e.g., **2026 Financial Aid Report**).
- Videos include **captions** and a **transcript**.
- Audio clips include a **transcript**.

4. Tables

- I created tables using PowerPoint's built-in table feature.
- I set a **header row**.
- I did not merge cells.
- I did not rely on color alone in the table.
- I kept tables simple; if complex, I linked to an Excel file.

5. Images, Charts & Graphs

- I added **alt text** to all images, icons, shapes, charts, and graphs.
- For complex charts, I added a **chart description** below the slide.
- My chart/graph colors have strong contrast and are colorblind-friendly.
- For detailed graphics, I linked to the source data.
- I added **data labels** (numbers/percentages).
- I used simple, familiar chart types.
- I converted SmartArt to **Shapes**.

6. Final Steps Before Sharing

- I ran the Accessibility Checker.
- I updated the file's Title and Author in File Properties.
- I avoided saving as a PDF unless absolutely required.



7. Delivering an Accessible Presentation

Before the Presentation

- I sent out slides ahead of time.
- I included a way for attendees to request accommodations.
- I enabled auto-captions if using Zoom (unless human captions are required).

During the Presentation

- I shared accessibility best practices with attendees (e.g., raise hand, say name).
- I used **PowerPoint Live** when possible.
- I spoke at a comfortable pace.
- I announced slide numbers when moving forward.
- I described important images out loud.
- I enabled captions for videos.
- I read chat questions aloud.
- I paused to give people time to process information.