

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 six 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.