Checklist for Creating Accessible PowerPoint Presentations

* High color contrast between background color and text color
* Use built-in slide layouts for all slides (Title and Content, Image and Content, etc.)
  + Avoid adding text boxes and dragging and dropping images if possible
* Give every slide a unique title
* Purposeful use of animations and transitions (not just for “fun”)
* Use “true” bulleted/numbered lists with the bullet/number formatting buttons
* Descriptive hyperlinks used, followed by un-linked URL in parentheses
* Alternative (Alt) Text for images, charts, graphics, etc.
* Tables
  + Create using insert table feature
  + Check reading order by tabbing through table
  + Enter alternative text to describe table
* Check slide reading order (Home tab 🡪 Arrange 🡪 Selection Pane)
  + **Remember**: Reading order starts at the bottom of the list and moves up
* Compress pictures to reduce file size
* Run accessibility checker to check for remaining issues