Microsoft PowerPoint Accessibility Check List

Course name: ______________________________   Accessible: __________ YES __________ No

### Slide Layout

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layout templates provided by MS PowerPoint were used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Correct slide layout placeholders for different types of content were used (slide title, text, and pictures)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Titles (Headings)

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each slide has a “title”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide titles are unique and meaningful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slide titles that need to be invisible have been marked as “invisible” – Screen readers will still read each placeholder</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reading Order

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The reading order for each slide was verified by using the “Selection Pane”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placeholders in the “Selection Pane” are in the correct reading order.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Windows:</strong> The bottom most item in the “Selection Pane” is read first.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac:</strong> Item #1 in the “Rearrange Panel” is read last.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Outline View (PC)/Note Panel (Mac)

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation content is logically sequenced</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Images – Alternative Text

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative text (alt text) provides a description of the image’s purpose</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Images that are purely decorative need special alt text. In the alt text description field, hit the “space bar” one time and then “enter/return” button so that the cursor moves to the second line. A screen reader will then disregard the image.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complex images (graphs, charts, diagrams, illustrations, and maps) contain short and/or long descriptions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Lists

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tab button was not used to add space between two separate lists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formatted using ordered or unordered lists</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line spaces between bullets are applied by using the “Line and Paragraph Spacing” tool (under the paragraph group)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Links

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✔</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meaningful text describes the link’s destination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If document will be printed, place URL in () after the link. Make the hyperlink inactive. For example: Roane State Community College (<a href="http://www.roanestate.edu">http://www.roanestate.edu</a>)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Tables

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header row identified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used tab key to check reading order of table (screen readers read from left to right, top to bottom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No subheadings or merged cells</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No empty cells – If cells are empty, add N/A.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Color

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlighting of text was not used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color was NOT used to convey meaning of text or used to give directions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text color provides enough contrast with the background color so that it can be read easily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Text is on a plain, solid-colored background</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper color contrast has been verified by using the gray-scale view</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Motion, Blinking, Transitions, Animation, Embedded Videos

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blinking or flashing content was not used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transitions and animations were used “sparingly”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyperlinks have been used to access videos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Videos have been closed captioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript of audio or video has been included with the PowerPoint</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Text Readability

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate font size was used (proportionate to room size)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avoided using All Caps (Suggests “yelling”)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avoided roman numerals, abbreviations, or acronyms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Font: Basic font styles were used (Arial, Calibri, Cambria, Times New Roman)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Font: Bold, underline, and italics were used SPARINGLY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spacing: All repetitive spaces were deleted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spacing: “Line and Paragraph Spacing” button was used to add space between paragraphs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Accessibility Checker

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>✓</th>
<th>Comments/Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Accessibility Checker tool was used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All “errors” and “warnings” have been addressed (“Tips” are not required to be fixed.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclaimer: The Accessibility Checker is a computer program and cannot take the place of a person. It does not guarantee that a document will be 100% Section 508 compliant. For example, the accessibility checker cannot identify meaningful alternative text, sufficient color contrast, or proper use of headings. Use this checklist to ensure that the entirety of the document has been properly formatted for accessibility purposes.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>