Microsoft PowerPoint Accessibility Check List

Course name: _____ Accessible: _____YES _____ No

Slide Layout

Accessibility	✓	Comments/Notes:
Layout templates provided by MS PowerPoint were used		
Correct slide layout placeholders for different types of content were used (slide title, text, and pictures)		

Titles (Headings)

Accessibility	✓	Comments/Notes
Each slide has a "title"		
Slide titles are unique and meaningful		
Slide titles that need to be invisible have been marked as "invisible" – Screen readers will still read each placeholder		

Reading Order

Accessibility	✓	Comments/Notes:
The reading order for each slide was verified by using the "Selection Pane"		
Placeholders in the "Selection Pane" are in the correct reading order. **Windows:** The bottom most item in the "Selection Pane" is read first. **Mac:** Item #1 in the "Rearrange Panel" is read last.		

Outline View (PC)/Note Panel (Mac)

Accessibility	✓	Comments/Notes:
Presentation content is logically sequenced		

Images – Alternative Text

Accessibility	✓	Comments/Notes:
Alternative text (alt text) provides a description of the image's purpose		
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.		
Complex images (graphs, charts, diagrams, illustrations, and maps) contain short and/or long descriptions		

Lists

Accessibility	✓	Comments/Notes:
The tab button was not used to add space between two separate lists		
Formatted using ordered or unordered lists		
Line spaces between bullets are applied by using the "Line and Paragraph Spacing" tool (under the paragraph group)		

Links

Accessibility	✓	Comments/Notes:
Meaningful text describes the link's destination		
If document will be printed, place URL in () after the link. Make the hyperlink inactive. For example: Roane State Community College (http://www.roanestate.edu)		

Tables

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

Color

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

Motion, Blinking, Transitions, Animation, Embedded Videos

Accessibility	✓	Comments/Notes:
Blinking or flashing content was not used		
Transitions and animations were used "sparingly"		
Hyperlinks have been used to access videos		
Videos have been closed captioned		
Transcript of audio or video has been included with the PowerPoint		

Text Readability

Accessibility	✓	Comments/ Notes:
Appropriate font size was used (proportionate to room size)		
Avoided using All Caps (Suggests "yelling")		
Avoided roman numerals, abbreviations, or acronyms		
Font: Basic font styles were used (Arial, Calibri, Cambria, Times New Roman)		
Font: Bold, underline, and italics were used SPARINGLY		

Other

Accessibility	✓	Comments/Notes:
Spacing: All repetitive spaces were deleted		
Spacing: "Line and Paragraph Spacing" button was used to add space between paragraphs		

Accessibility Checker

Accessibility	✓	Comments/ Notes:
Microsoft Accessibility Checker tool was used		
All "errors" and "warnings" have been addressed ("Tips" are not required to be fixed.)		
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.		