Accessible PowerPoint Presentations Checklist

Fonts
- Be consistent with the fonts used in the document;
- Use a sans serif font – such as Arial, Helvetica or Verdana that are large enough for both projectors and online viewing;
- Avoid using text shadow or glow effects for any text as they may not be accessible by screen readers;
- Using italics or upper-case letters for emphasis is not recommended.

Colors
- Use appropriate colour contrast (e.g. black and white);
- Make sure that all information conveyed with colour can also be conveyed without colour;
- For print documents use a matte/non-glossy finish.

Spacing
- Avoid cramming a lot of information onto a slide as it can be confusing and unreadable.

Images
- Set wrapping style of non-text elements as “In line with text”;
- Add alternative text to graphics and images;
- Avoid text boxes and Word Art as they may be inaccessible to screen readers.

Slide Animations and Transitions
- Avoid automatic slide transitions;
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.
Tables
- Use the Insert tab then Table to properly insert
- Use proper Table Headings and check the Header Row check box

Hyperlinks
- Unsure that the Hyperlink has context and describes where it leads
- Avoid using “Click here” or “More info” as a link title

Outline and Notes Panels
- Place the slides in a logical order in the Outline Panel;
- Avoid placing image or chart descriptions in the Notes Panel.

Embedded Audio or Video
- If your presentation has embedded audio or video you should include text transcripts and/or captions.

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Please contact the Accessibility Coordinator, Andrew Ashby, in one of the following ways:

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