GOVERNOR'S TECHNOLOGY OFFICE

POWERPOINT ACCESSIBILITY CHECKLIST

SUMMARY

The workflow for PowerPoint accessibility is to add as many features to the PowerPoint file as possible before exporting to a different format then adding the remaining accessibility features. The simpler the document the easier it is to make accessible.

ADA POWERPOINT DOCUMENT CHECKLIST

STYLING

- Built-in slide themes should be used.
- Transitions and Animations
  - Slide transitions are not used.
  - Animations are simple and are not flashy or complex.
- Background patterns are not used.
- If color is used to convey information, there must be alternative text.

STRUCTURE

- Every slide has a unique and informative title.
- Headers and footers are inserted in the Slide Master or Layout Masters using a new text box or image.
- Slide numbers can be inserted for navigation. To do so by going in the Ribbon in the Insert > Header & Footer section, or by editing the Slide Master.

TEXT, SIZE AND FONTS

- Overly decorative fonts are not used.
- Font size is used at a minimum of 18-point size.
- Text stylization such as bold, italics, and underline are not used as the only way to convey information.

VISUALS

- Alt Text
- To add alt text, right-click an image and select Edit Alt Text.
- Images that convey information have a set alternative text that describe the image in a meaningful and accurate way.
- Alternative text does not include words that identify the element as an image or graphic.
- The length for the alternative text does not use more than 150 characters.
- Visuals that are decorative do not have alternative text.
- Watermarks and background images are not used.

LINKS

- Links are designated as such.
- Link text
- The purpose of the link can be determined from the link text alone.
- The link text does not include the word "link" or "hyperlink".
- Linked text is visually distinguishable from surrounding text.
- Linking slides together is avoided.

TABLES

- Tables in PowerPoint should be avoided.
- If tables are used:
  - Use the Insert Table Tool, not the Draw Table Tool.
  - The table has a title. (Slide title can be used for the table title)
  - Table has real headers and only uses one header row/column.
  - Nested tables, split cells, and merged cells are avoided.
  - The table has a good color contrast.
  - The table is provided with alt text.

Linked and Embedded Files

- Embedded files displayed as an icon have an alt text applied to it.

Reading Order

- Verify the reading order by using the Tab key to tab through the presentation and ensure that the reading order is logical.

Extra Checks

- Document has good color contrast.
- Know that errors “Check Reading Order” or “Duplicate Slide Title” can be fixed in Adobe.
- Speaker notes and comments are accessible in PowerPoint. No extra steps are required to ensure accessibility.

Export to PDF

- Set up Acrobat tab preferences.
- Export PowerPoint document to PDF.
  - Use “Create PDF” in Acrobat tab.
  - **Do not to use “Save as PDF**