

Reviewing and Certifying Presentations for Accessibility



1

Open the PowerPoint presentation for review.

2

Visually inspect each slide to ensure the color contrast between text and the background is sufficient and color is not used as the only means to convey information.

3

Ensure 18pt font or higher is used throughout the presentation.

5

Check each image or object to ensure alternative text is added:

- Right click the image > select Format Picture... > choose the Size & Properties tab.
- Under Alt Text, check that the alt text is added to the Description field and describes the purpose or meaning of the image accurately.
- Images that are decorative or are described in context can be hidden from screen reader software by entering two empty spaces between quotation marks (“ ”) in the Description or Alternative text field.

4

Ensure that each slide has a unique title.

6

Check all lists to ensure PowerPoint's List tool was used to create the list by clicking anywhere in the list and making sure the bullet or numbered list icon is highlighted in the Paragraph group on the ribbon.

7

Data tables – check to see if the table was created using PowerPoint's Table tool instead of an image of a table, split or merged cells are avoided as much as possible, header row (or First Column) is checked in the Table Tools/Design tab in Table Style Options.

8

Ensure links have unique names and the link text describes the purpose or destination of the link instead of using “click here”, “read more”, etc.

FINISH

10

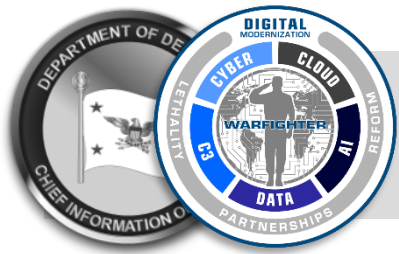
Run the Accessibility Checker to ensure accessibility errors were not missed:

- Click File > Info > click the Check for Issues drop down box and choose Check Accessibility
- In the Accessibility report, clear all Errors and check Warnings

9

Check the tab or reading order of each slide:

- Click any blank space on the slide so that no element is selected
- Hit the tab key repeatedly to view the reading order
- The reading order can be changed by going to the Home tab > Drawing group > Arrange dropdown > Selection Pane... > select an item and use the up/down arrow buttons to change the order (the correct order is from the bottom of the list up)



Reviewing and Certifying PDF Documents for Accessibility

PowerPoint Accessibility Checklist

Conformance Criteria	Pass/Fail/NA
Document properties are filled out: Title, Subject, Company and Author	
All normal font is 18 point or higher and all bold font is 14 point or higher	
Every slide has a unique title	
All text is visible in Outline View	
Columns and lists are created using PowerPoints built-in tools	
Tables are created using PowerPoints built-in table tool	
Data tables have a designated header row, column, or both	
Layout tables follow a reading order that flows from left to right and top to bottom	
Charts and graphs are created using MS built-in tools	
When tabbing through each slide the reading order is correct	
Color, size, shape, or location is not the only means to convey information	
Color contrast between text and background is high	
Hyperlinks have descriptive text that describes the purpose or destination of the link	
Meaningful images have alt text that reflects their purpose or meaning	