# Accessibility checklist: MS PowerPoint

Use this checklist to assist in making your presentation accessible to screen readers and people with disabilities.

## Did you?

[ ]  Add the **title, subject, keywords, author/company, and language** to the metadata of the presentation?

To add the document title:

* Navigate **File > Info > Properties > Advance Properties**. Edit the **Summary** tab to include the title, subject, keywords, and author/company metadata. Edit the **Custom** tab to add the language.

[ ]  Use **built-in** **slide layouts**?

To use built-in slide layouts:

* From the **Home** tab on the ribbon, click the **Layout** dropdown and select the built-in layout that you need.
* Use built-in layouts for tables, charts, and graphs.

[ ]  Use **built-in** **slide titles**?

To use built-in slide titles:

* Once you have selected a slide layout, click the **Click to add title** box and edit the text.

[ ]  Add an alternate description—**alt text**—for each image/graphic?

To add alt text for images/graphics:

* Right-click the image/graphic.
	+ In Word 2016, select **Format Picture**. On the Format Picture panel, select the **Layout & Properties** icon. Click the dropdown arrow for **Alt Text**. Add the alternate text into the Description field.
	+ In Word 2019, click **Edit Alt Text**. Add the alternate text into the field.

[ ]  Use **colors with high contrast**?

[ ]  Ensure **color is not the only means of conveying information**?

[ ]  Avoid **layered graphics**?

To avoid layered graphics (such as arrows pointing to a screenshot):

* Create your layers in an empty PowerPoint file. Select all the images, right-click the selected images, and select **Save as Picture**. Save the new graphic to your share drive. Select the appropriate content block for the layout you have selected. Insert the graphic you just saved.

[ ]  Ensure **proper reading order**?

To review or edit the reading order on a slide:

* From the **Home** tab on the ribbon, click the **Arrange** dropdown and select **Selection Pane.** Reminder: Reading order is from the bottom to top in this list.

[ ]  Think carefully about **animations and slide transitions**?

* If you use animations:
	+ Avoid timed animations. May cause screen reader to stop reading. Use “on click” animations.
	+ Do not use flashing animations. Too much movement can induce seizures.

[ ]  Use **descriptive link text**?

To create descriptive link text:

* Remove any “click here” text. Use text that clearly indicates where the link will take the user.
* Avoid “raw” URLs (i.e., <http://www.xyz.com>) unless the presentation is printed.

[ ]  Use **built-in bullets and numbering**?

To use built-in bullets or numbering:

* Make each line a separate paragraph. Select the group of paragraphs. Click the **Bullets** or **Numbering** button on the toolbar.

[ ]  Use **tables properly**?

To configure tables properly:

* Configure the header row:
	+ In Word 2016, right-click on the first row of the table. Select **Table Properties**. On the **Row** tab, deselect ‘Allow row to break across pages’ and select ‘Repeat as header row at the top of each page.’
	+ In Word 2019, headers should be set up automatically. But to check: with your cursor in the table click the **Table Design** tab in the ribbon. Make sure that **Header Row** (if your first row contains headers) and **First Column** (if your first column contains headers) are checked. You can check and uncheck these options according to your table structure.
* Avoid merged or split cells.

[ ]  Run the **Accessibility Checker**?

To run the Accessibility Checker:

* Navigate **File > Info > Inspect Document**. Click the **Check for Issues** dropdown arrow. Select the **Check Accessibility** option.

[ ]  Ensure that the PDF Save as option is set to **Document structure tags for accessibility**?