Georgia Tech · College of Design
Center for Inclusive Design and Innovation

Document Accessibility Checklist

MICROSOFT POWERPOINT

This quick guide was created by the Center for Inclusive Design and Innovation (CIDI) to provide the key strategies to create accessible Microsoft Power Point presentations in a checklist format. For a full how-to-guide with screenshots and examples, refer to CIDI's Document Accessibility Guide: Microsoft Power Point.

Checklist

1. Accessible Templates and Layouts

- ☐ Use an accessible template created by your organization or an accessible template created by Microsoft.
  - Choose an accessible template from **File > New**.
  - Search for "accessible templates" in the template search box.
- ☐ Use templates with adequate color contrast and built-in structured layouts.

2. Slide Layouts

- ☐ Always use built-in slide layouts (not blank slides).
  - Avoid manually inserting text boxes.
- ☐ Use Outline View to ensure that all content is present (slide titles and text).

3. Slide Titles

- ☐ Use slide layouts with title placeholders.
- ☐ Ensure each slide has a clear, unique title.
  - Avoid repeating titles. Example: **IDEA Data Part 1** and **IDEA Data Part 2**.
- ☐ Use the Slide Title tool to add hidden titles, if needed

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4. Font Selection

- ☐ Choose sans-serif fonts like Arial, Calibri, or Aptos.
  - Avoid decorative fonts.
- ☐ Set the body text to 18pt or larger.
- ☐ Use no more than two fonts in a presentation.
- ☐ Use the **Replace Fonts** tool to fix inconsistent fonts.

5. Alternative Text Descriptions

- ☐ Add concise, descriptive text to all images, including charts and graphs; this is called alternative text, or alt text.
- ☐ Mark images with no purpose other than visual decoration as “decorative.”
- ☐ Use 120 characters or fewer (approximately 1-2 complete sentences).
  - Avoid the phrases “image of” or “picture of.”
  - Avoid duplicating information from captions.
- ☐ Use functional descriptions for functional elements. Example: **Link to Homepage**.

6. Accessible Tables

- ☐ Use simple table structures with clear column headers.
  - Avoid merged or blank cells.
- ☐ Use a left to right logical reading order.
- ☐ Mark the Header Row using the Table Design tab.

7. Color and Contrast

- ☐ Ensure sufficient contrast between text and background colors.
- ☐ Use PowerPoint’s **Color Contrast indicator tool** or **High contrast only** feature when choosing font and fill colors to ensure sufficient contrast between text and background.
- ☐ Check **Color and Contrast** within the Accessibility Assistant to improve the contrast of any text flagged with **Hard-to-read text contrast.**
  - Avoid using color alone to convey meaning.
  - Do not use red and green color combinations, which are problematic for people who have red-green color blindness.

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8. Logical Reading Order

- ☐ Check the reading order
  - Open the Reading Order Pane from the Accessibility tab.
  - Check that titles are read first on each slide.
  - Adjust content using up and down arrows, as needed.
- ☐ Use the Group function to create one object from many to simplify the layout.

9. Hyperlinks: Accessible Link Text

- ☐ Add descriptive link text to URLs to create accessible hyperlinks. Highlight or select the URL, go to the **Insert** tab and choose **Links > Insert Link**. Enter the descriptive text in the **Text to display** entry field. Example: **2023 SPP/APR Submission, Part B — Alaska**.
- ☐ Indicate if the link opens a new window or performs a function. Example: **Download Assessment Report**.
  - Avoid using "Click here" for link text.
  - Avoid using vague link text such as "Read More."
  - Do not display URLs in text.

10. Captions for Videos and Media

- ☐ Include captions in videos to support deaf/hard-of-hearing users.
  - Add .SRT or .VTT caption files using Insert Captions from the Accessibility or Video Format tab.

11. Accessibility Assistant

- ☐ Fix any issues flagged by the Accessibility Assistant.
  - To access the Accessibility Assistant, either select **Check Accessibility** under the Review tab or select the **Accessibility** icon at the bottom left corner of the workspace.

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12. Save as Accessible PDF

- ☐ To save PowerPoint document as a tagged PDF, go to **File > Save as > PDF.**
  - From the "Save as" dropdown menu options, Select **PDF.**
  - Click **More options…** directly below the Save as filetype dropdown menu.
  - By default **Standard (publishing for online and printing)** should be selected.
  - Go to **Options** and ensure **Document structure tags for accessibility** is selected.
  - Click **Save** to save the PDF.
- ☐ Check that bookmarks, structure tags, and alt text are included in the PDF version.

Need additional assistance? Our team of accessibility experts is here to help. Whether you have questions, would like to schedule a training, or need guidance on the upcoming deadline for the new Title II regulations, please reach out to our Customer Support team at cidi-support@design.gatech.edu, call (404) 894-7756, or book a free consultation through CIDI's online form. Our team can help assess options and determine level of effort and resources required to meet your needs.

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