

PowerPoint Accessibility Checklist

Accessibility Checker

Navigate to **Review > Check Accessibility** to open the Accessibility panel. Check **Keep accessibility checker running while I work**. In the status bar, select **Accessibility: Investigate** to review issues.

Presentation Title

Navigate to **File > Info (File > Properties on macOS)** and enter [title metadata](#) for your presentation.

Accessible Slide Design

[Use accessible templates](#) with:

- [Proper placeholders](#),
- Simple transitions and animations,
 - Ensure content does not flash more than 3 times per second,
- A maximum of 6 important points per slide,
- [Descriptive, uniquely titled slides](#).
- [Accessible slide numbers](#).

Font and Colour

[Accessible font](#) should be at least size 18pt in sans-serif or basic serif font.

[Accessible colour](#) has a contrast ratio of 4.5:1 against the background

Ensure colour is not used to differentiate or emphasize information.

Alt Text

All non-text elements (images, charts, SmartArt, etc.) that provide information must have alternative text. [Improve accessibility by adding alternative text](#).

[Everything you need to know about alt text](#).

Hyperlinks

[Create accessible hyperlinks](#) that describe the link destination. Avoid “click here” “see more” or other links that do not make sense out of context.

Lists

Use list tools in the Paragraph group of the **Home** tab.

Use bulleted lists for groups of items and numbered lists for steps in a process.

Tables

Use simple tables with table headers while [avoiding merged, split, and blank cells](#).

Embedded Media

[Add closed captions to videos](#).

Include or link to transcripts of audio content.

Accessibility Review

Use the [accessibility checker \(Review > Check Accessibility\)](#) to identify common issues.

[Verify reading order of slide contents](#) via **Accessibility > Reading Order (on macOS Arrange > Selection Pane)**. The macOS Selection Pane reads from bottom to top, so the first item to be read will be at the bottom of the Selection Pane). Learn more about [creating slides with an accessible reading order](#).

Sharing

Share a [read only version of your document](#) or use **File > Save As Adobe PDF** or **File > Save As** and select **PDF** from **Save as type** (ensure **Document structure tags for accessibility** is checked).

Do not use **Print > Save as PDF**.

