

Accessibility Review Checklist (Before Saving a PowerPoint Presentation)

- ☐ All slides have titles that are unique and descriptive.
- ☐ Reading order of slide content is logical.
- ☐ All images, charts, and graphics have appropriate alt text.
- ☐ Decorative images are marked as decorative or skipped in reading order.
- ☐ Slide text has sufficient contrast with the background.
- ☐ Color is not the only way information is conveyed.
- ☐ Tables are simple and have clear headers.
- ☐ Font sizes are large enough to be read easily (generally 18 pt or larger).
- ☐ Links use descriptive text (not 'click here') and are not raw URLs.
- ☐ Multimedia includes captions, transcripts, or audio descriptions.
- ☐ Animations and transitions do not distract or convey essential information.
- ☐ Accessibility Checker has been run and all issues reviewed.
- ☐ File is saved in a format that retains accessibility features (.pptx).