Microsoft Office PowerPoint: Accessibility Checklist

**All PowerPoint files should be created using these accessibility guidelines
Please note that this is not a comprehensive list and is subject to change.**

- Apply all applicable recommendations from the Microsoft Office Word Accessibility Checklist.

- Ensure that slides are readable.

    - ✦ Recommended Font Type: **Tahoma** or **Arial**

    - ✦ Recommended Font Size: 32 point for the slide's main points

    - ✦ Contrast of Color: Avoid using orange, red, and green in your template and text.

- Avoid too much text on a slide.

- Provide Alt Text tags for all images and tables. Ensure images are related to content and help communicate information.*

- Avoid transitions and animations unless there is a pedagogical reason for using them.

    - ✦ For example, there may be a pedagogically sound reason to display one line of a problem solution at a time.

- Use a predefined slide layout whenever possible.*

- Give each slide a unique title.

- Ensure that a text reader will read each slide in a logical order. If you are using objects that are not part of the predefined slide layout, set the reading order.*

- Use "Notes" for text that you may speak during lecture.

- If audio is embedded into PowerPoint, a transcript or closed-caption need to provided.*

- Use the Accessibility Checker to check for other accessibility issues. *

*Step-by-step instructions are available on the RITE Instructional Design and Training website https://rite.buffalostate.edu/accessibility.html.