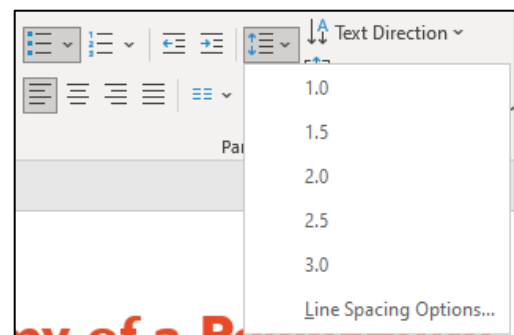




Accessible PowerPoint Document Checklist

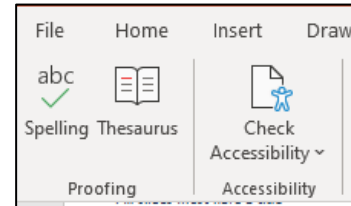
1. Keep font sizes above 20 points.
 - 24-28 points is a good general size range for presenting.
2. Pay attention to color contrast. Avoid light colors on light backgrounds and vice versa.
 - Do not use orange for the color of text below 24 points in size.
3. Images used to convey information or provide context must have descriptive alternative text.
 - To add alternate text, right-click on an image and select “Edit Alternative Text...”
4. Background images must be marked as decorative.
 - Do this the same way as adding alternative text but click Mark as Decorative instead of entering a description.
5. Shapes should be marked as decorative, like images, unless text is added to the shape.
6. Each slide must have a title.
 - The box with placeholder text “Click to add title” has a special role in the slide. If you delete this, you cannot simply create a new text box for the title.
 - See [Title a slide](#) in the Microsoft Support documentation to fix a missing title box. If the documentation is unclear, start over with a new slide.
 - Slide titles can be made invisible via the Selection Pane (See Below).
7. Use animations to make bullets and other items appear. Do not duplicate the slide and add additional items.
8. Use Line Spacing Options instead of blank lines to add space between bullets in a slide.
 - Set spacing before each bullet of at least one-half (1/2) of the font size
 - Sub-bullet spacing should be smaller—roughly one-quarter (1/4) of the main bullet font size.





9. Use the Check Accessibility tool (Review tab of the Ribbon) to ensure you have done everything correctly.

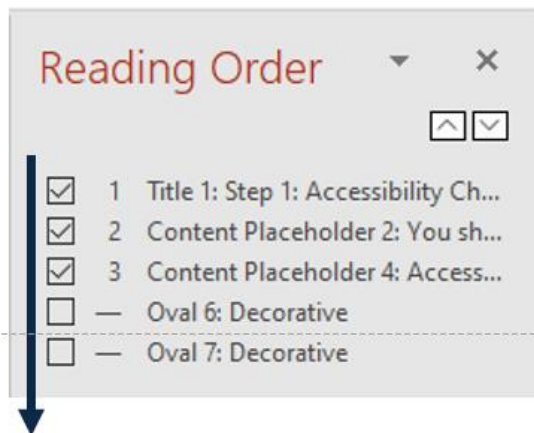
- Fix any errors flagged by the tool.
- The Accessibility Tab of the Ribbon will be available when the tool is active.



10. Correct reading order of the slide contents by using the Reading Order Pane (Windows Only) or the Selection Pane.

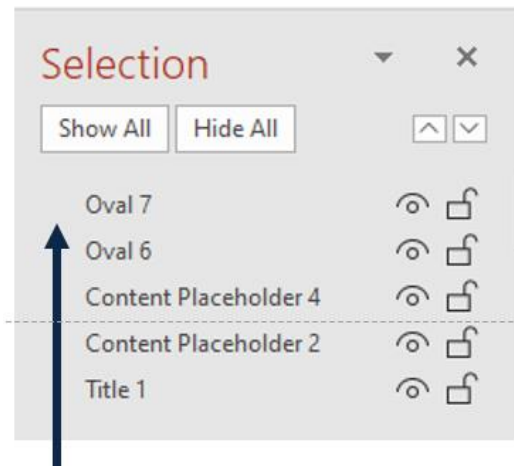
- The Reading Order Pane can be opened from the Accessibility Tab of the Ribbon. The Selection Pane is opened from the Home Tab by choosing Arrange => Selection Pane...
- The order of images marked as decorative does not matter. Arrange them so that the slide appears as desired.

Reading Order Pane (Windows)



- Order of items in the panel is the order the slide contents should be read.
- Content that should not be read will not be checked. This feature is not available in the MacOS Version.

Selection Pane



- Order of items is reverse of how slide should be read.
- Click on the Eye icon to hide an item from view, such as when a slide title should not be visible in a slide.