# Microsoft PowerPoint Accessibility Checklist

**Instructions:**

* Use this checklist to evaluate accessibility features of a PowerPoint document.
* Click on the links within the checklist for more information about the guidelines (from WCAG website).
* **Use links in individual checkpoints for further instructions** on why it matters, how to test for accessibility, and how to fix errors.

**Presented vs. Distributed PowerPoints:** There are some differences in accessibility requirements for PowerPoint presentations that are designed to be presented synchronously, whereby only the presenter has a copy of the PowerPoint, and those that will be distributed for individual consumption. Accessibility considerations that apply for both presented and distributed PowerPoints or only distributed PowerPoints are so indicated in the “Relevance” column. The reduced number of accessibility checkpoints for presented PowerPoints does not mean that these are easier to make accessible; rather, there are fewer things one *can* do to ensure accessibility for presented PowerPoints, and some people simply will not be able to access them. We strongly recommend preparing all PowerPoints for optional distribution.

This support is for Microsoft PowerPoint, *Office 365 PC and Mac desktop versions*. Features and options may be different or look different for other versions of Microsoft PowerPoint.

|  |  |  |  |
| --- | --- | --- | --- |
| Initial Task | **Relevance** | **Notes** | **Resolved** |
| Run the [Check Accessibility tool](https://drive.google.com/file/d/19Izxj41utG--lKinX4Is8rfamiX6iLY_/view?usp=sharing) | Presented & Distributed  | Enter text here. | [ ]  |
| WCAG Principle 1: Perceivable“Information and user interface components must be presentable to users in ways they can perceive.” |
| [Guideline 1.1](https://www.w3.org/WAI/WCAG21/quickref/#text-alternatives): “Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language.” | **Relevance** | **Notes** | **Resolved** |
| Include alt-text or decorative labels for graphic representations / images **or** provide text descriptions of graphics in surrounding text. The text should serve as a replacement for the image. Make sure that alt-text for any images of text, such as logos or memes, includes the text from that image. [Alt-text (Mac)](https://drive.google.com/file/d/1WHvxyZXUVyVduQQq3kv6gCVRpF-uJv4r/view?usp=sharing) [Alt-text (PC)](https://drive.google.com/file/d/1DLZEtyAKpTpdqDfTsPnL5h05Cr1pUR3T/view?usp=sharing) | *Distributed only* | Enter text here. | [ ]  |
| [Guideline 1.2](https://www.w3.org/WAI/WCAG21/quickref/#time-based-media): “Provide alternatives for time-based media.” | **Relevance** | **Notes** | **Resolved** |
| Provide a transcript for pre-recorded audio. [Transcripts (Mac/PC)](https://drive.google.com/file/d/1jyGWXONfRsAgSe5y5MApmgsz3MK5CVum/view?usp=sharing)  | *Distributed only* | Enter text here. | [ ]  |
| Include captions for pre-recorded video content that are complete, accurate, and synchronized. [Captions (Mac/PC)](https://drive.google.com/file/d/1FpVyEljWdrrIHiM_3QSNwoT-o71-_5tI/view?usp=sharing) | Presented & Distributed | Enter text here. | [ ]  |
| [Guideline 1.3](https://www.w3.org/WAI/WCAG21/quickref/#adaptable): “Create content that can be presented in different ways (for example simpler layout) without losing information or structure.” | **Relevance** | **Notes** | **Resolved** |
| Use built-in features to format slides, add content, and create data tables to preserve information and relationships if the presentation is accessed in a different format. [Formatting (Mac)](https://drive.google.com/file/d/1mU07J-byQsKPtq3lGMPcb2DLB9rnAzCl/view?usp=sharing) [Formatting (PC)](https://drive.google.com/file/d/1hzGOY38a4G6Az0h_ZxdkvSCs7E6VMHK0/view?usp=sharing) | *Distributed only* | Enter text here. | [ ]  |
| [Guideline 1.4](https://www.w3.org/WAI/WCAG21/quickref/#distinguishable): “Make it easier for users to see and hear content including separating foreground from background.” | **Relevance** | **Notes** | **Resolved** |
| Do not rely solely on sensory characteristics of components such as color, shape, size, visual location, or orientation to convey information, indicate an action, prompt a response, or distinguish a visual element. [Use of Color (Mac)](https://drive.google.com/file/d/1Eoex1XmCvy9s31PhIgK-dIyAec6x4ixY/view?usp=sharing) [Use of Color (PC)](https://drive.google.com/file/d/1YYZoWDn5nY9Sx_eJUQQwcLYxXQkhZs5y/view?usp=sharing) | Presented & Distributed | Enter text here. | [ ]  |
| Use a contrast ratio of at least 4:5:1 in visual presentations of text (except for larger text, incidental text, or logotypes). [Color Contrast (Mac)](https://drive.google.com/file/d/1JqC-kCaMhp2Jonoa2m02AhYl9Cw_3uAh/view?usp=sharing) [Color Contrast (PC)](https://drive.google.com/file/d/1rrgba2g14d4LSa2bwxhnjxFCpjLYyHLB/view?usp=sharing) | Presented & Distributed | Enter text here. | [ ]  |
| Present all text in text format. Avoid images of text (e.g., memes). Logos are an exception. [Use of Text (Mac/PC)](https://drive.google.com/file/d/1Glj4ug8TwT8s9EZb5ySDvl03zewxE2sy/view?usp=sharing) | *Distributed only* | Enter text here. | [ ]  |
| WCAG Principle 2: Operable“User interface components and navigation must be operable.” |
| [Guideline 2.3](https://www.w3.org/WAI/WCAG21/quickref/#seizures-and-physical-reactions): “Do not design content in a way that is known to cause seizures or physical reactions.” | **Relevance** | **Notes** | **Resolved** |
| Avoid content that flashes more than three times per second. (e.g., videos, gifs, or animations) [Anti-Seizure (Mac/PC)](https://drive.google.com/file/d/1KW5yg3twSsPPuZmTDF-VhGcEp25jV0Hz/view?usp=sharing) | Presented & Distributed | Enter text here. | [ ]  |
| [Guideline 2.4](https://www.w3.org/WAI/WCAG21/quickref/#navigable): “Provide ways to help users navigate, find content, and determine where they are.” | **Relevance** | **Notes** | **Resolved** |
| To make content easily identifiable and searchable, use consistent and descriptive headings using heading styles, which will enable document maps. [Multiple Ways (Mac)](https://drive.google.com/file/d/1wrR0GXiBnSTMhWV0gz-zz6VTTO1NuUvy/view?usp=sharing) [Multiple Ways (PC)](https://drive.google.com/file/d/1Aj5oeT_IQ17d0KyWITWf1jFh6o3HfZr3/view?usp=sharing) | *Distributed only* | Enter text here. | [ ]  |
| Use descriptive text for hyperlinks. Avoid “click here.” [Descriptive Links (Mac)](https://drive.google.com/file/d/10nu5-OYC4sXB2vJ26bMVYVPWXa8_6pOU/view?usp=sharing) [Descriptive Links (PC)](https://drive.google.com/file/d/1jcyvKaEVYOSP4cV77eSLpwoRSRW4FH_m/view?usp=sharing) | *Distributed only* | Enter text here. | [ ]  |
| Check and set an appropriate slide reading order. | *Distributed only* | Enter text here. | [ ]  |
| WCAG Principle 3: Understandable“Information and the operation of the user interface must be understandable.” |
| [Guideline 3.2](https://www.w3.org/WAI/WCAG21/quickref/#predictable): “Make [presentations] appear and operate in predictable ways.” | **Relevance** | **Notes** | **Resolved** |
| Use consistency. Slides that serve parallel functions should follow the same basic structure. | *Distributed only* | Enter text here. | [ ]  |
| The following video guideline would benefit from the assistance of Student Disability Services or OIT to complete. | **Relevance** | **Notes** | **Resolved** |
| If video and synchronized media are included, provide audio descriptions or text-based alternatives for all visual only information (e.g., visual context, actors’ actions and expressions, non-speech sounds such as laughter, music, or off-screen voices). A text-based alternative (e.g., downloadable PDF in lieu of video) should read like a screenplay. [Audio Descriptions (Mac/PC)](https://drive.google.com/file/d/10jMQqHYL4P9XCXz8kWE1__mhehO19yNo/view?usp=sharing) | Presented & Distributed | Enter text here. | [ ]  |
| Additional Tasks | **Relevance** | **Notes** | **Resolved** |
| [Accessibility Checker](https://drive.google.com/file/d/19Izxj41utG--lKinX4Is8rfamiX6iLY_/view?usp=sharing) – Run the checker again to catch any issues that may have been created by the changes made during the editing process. | Presented & Distributed | Enter text here. | [ ]  |
| Exporting as a PDF (if needed) | *Distributed only* | Enter text here. | [ ]  |

**Note:** This checklist includes guidelines adapted from [Web Content Accessibility Guidelines (WCAG 2.1)](https://www.w3.org/TR/WCAG21/) that are applicable for use in Microsoft Office. Quoted principles and guidelines as well as the essential content and structure of these guidelines are copyright to the World Wide Web Consortium (W3C), which remains the authoritative source for the complete Guidelines. W3C has not endorsed this derivation.