Accessible Slides Checklist

☐ Check colors. Text color should, in most cases, be black (not required as long as contrast meets minimum requirements); bullet color should be black or match text

☐ Ensure that alt text is present for all images

☐ Ensure that Master slide content that conveys meaning is moved to the normal presentation slide so that it is accessible to screen readers.

☐ Confirm there is no flashing, blinking, or continuously playing animation use in the slides

☐ Confirm every slide has a title that is unique to that slide

☐ Ensure that hyperlink text and screen tips are present on links.

☐ Ensure that Math has been entered using MathType. Note: Screen reader users may still have to take additional steps to access the math content.

☐ Tables:
  - ✓ Check table formatting to ensure they are built in the slide file itself and not as images. If images of tables are used (not an encouraged practice), ensure that they have alternate text.
  - ✓ Ensure that the layout of the tables is simple (1 column header and 1 row header) as complex tables will not be fully accessible.
  - ✓ Ensure that column headers and row headers have been set.
  - ✓ Consider breaking large tables in small chunks for optimum accessibility.
  - ✓ If complex tables are used, consider converting slide to an accessible PDF or HTML.

☐ Ensure videos have captions and descriptive text transcripts.

☐ Check reading order in the Selection Pane (Reminder: When looking at the list view, the first item read occurs at the bottom of the list, the last at the top)

☐ Run accessibility checker. Confirm that no accessibility errors/warnings remain.