

Accessibility Checklist for PowerPoint Presentations

Structure

- A Table of Contents is included at the start of the slide deck.
- You outline the information in a clear, orderly manner.
Contacts for attendees with accessibility considerations are included

Style & Consistency

- Slide Titles are a min. font size 32.
- All Headings are ordered into levels.
- All Headings of the same level have identical formatting.
- Slide content text are min. size 22.

Links

- Links are embedded as part of full sentences with descriptive labelling.

Images

- All images are titled
- All images include appropriate alt. text

Design

- All slides have:
 - Left Alignment
 - High Contrast Colours
 - Sans Serif Font (unembellished, easily legible font)
 - Minimum size 22pt text

Evaluate

- As a final step, use the accessibility checker, to flag anything that may have slipped through.

For further information on how and why to follow our checklists, please go to:

