Checklist for Accessible PowerPoint Presentations

Please remember:

- You are creating content for students and your colleagues in the District, as well as anyone coming into contact with College of the Desert programs and services.
- These guidelines apply to any electronic information distributed online using District websites, the Portal, Canvas, or email.
- These guidelines are also highly recommended for content intended for use in face-to-face settings – it helps that the content is already accessible if an alternate format is requested.

How to Use These Checklists

1. The General Checklist applies to any type of document or content. Use it in Word, PowerPoint, even email messages in Outlook.
2. If you are creating tables in any type of document or content, also use the General Checklist for Tables.
3. Links to step-by-step resources are included if you have questions.
4. For additional assistance, contact Nicolás Crisosto, extension 4823.

PowerPoint Checklist

For PowerPoint Documents	Yes
Did you use a PowerPoint template and apply layouts from a slide master such as "Title Slide" and "Slide with a Table"? [Use Slide Templates](#) [Use Slide Masters](#)	
Did you give each slide a unique title?	
Did you use a legible font size like Verdana 24 point for a presentation meant to be projected on a screen? [Font Size](#)	
Did you use PowerPoint tables instead of screen shots of tables? [Insert a Table into a PowerPoint Slide](#)	
Did you look at the Arrange: Selection Pane (Windows) or Reorder Objects (Mac) view on each slide to make sure all items on the slide are in the correct reading order? [Use the Selection Pane](#)	
Did you avoid using flashing/flickering text, animations, and slide transitions in the document?	
Windows and macOS: Did you run the Accessibility Checker? [Run the Accessibility Checker](#)	

General Checklist for All Documents

For All Documents	Yes
Did you use a legible font like Verdana 12 point for the text? Fonts for the Web and Electronic Documents	
Did you use the built-in styles (Heading 1, Heading 2, etc.) instead of changing font sizes and styles (bold, color, etc.) individually? Add Heading Styles in Microsoft Office	

Did you use the built-in bulleted and numbered list tools instead of making them individually?
    Make Lists in Microsoft Office
    Working with Lists in Microsoft Word	

Do all images that communicate information have meaningful alternative text descriptions?
    Add Alternative Text Descriptions in Microsoft Office
    Create Meaningful Descriptions of Graphs and Charts	

Did you avoid using color as the only way to communicate information? Tips to Not Rely on Color Alone	
Does all text have high contrast with the background? Download an App to Check the Colors You Use for Good Contrast	

Did you change the display text for all links to ordinary language, describing the destination or purpose of the links?
    Ten Tips for Writing Meaningful Link Text
    Create Accessible Links	

Did you use underlining only for links? Underlining of Links	

General Checklist for Tables in All Documents

For All Tables	Yes
Did you consider using columns to display side-by-side information instead of tables? Creating Columns in Word	
Did you consider using headings and lists to organize information instead of tables? Add Heading Styles in Microsoft Office Make Lists in Microsoft Office	
Did you avoid merging or splitting cells? Create Accessible Tables in Word	
Did you avoid creating empty cells in data tables?	
Do all table cells contain only text and not images or lists?	
Do all tables have a title row, caption, or alternative text description?	
Is the first row in all tables with data marked as the header row? Mark a Table Row as the Header Row in Microsoft Office	
Is the header row repeated if the table spans multiple pages? Repeat Table Header Rows in Microsoft Office	