PowerPoint Best Practices Checklist

- ✓ Save your slideshow file with logical, purposeful Document Properties.

- ✓ Save the file without printing, copying or other restrictions (IRM – Information Rights Management).

- ✓ Use an Accessible Template and only edit content using placeholders from template's layouts.

- ✓ If no layout is appropriate for a slide's content, create a new accessible layout in the Slide Master View.
    - o Always include a title placeholder (from the Master layout toolbar group) and slide number.

- ✓ Things to avoid:
    - o NO Slide transitions and animations; these can't be controlled by the person viewing your slideshow which violates accessibility principles.
    - o NO SmartArt or other grouped objects; these do not allow the accessible reading order to be controlled. (You can create SmartArt, but then "save as picture" before using its image in place of the original object.)
    - o NO use of "color alone" to convey meaning, including emphasizing text or differentiating elements of non-text media, such as a bar chart. Consider additional formatting options.
    - o TRY to avoid small font sizes. Aim to have all text be at least 12 point; no less than 10 point.
    - o TRY to avoid text in images. If you *must* use an image that contains important text, provide the same information through alternative text, a caption, or in a separate text box.

- ✓ Things to verify:
    - o All slides must have a unique title (inserted in the title placeholder).
    - o The reading order (selection pane) on a slide must be logical and checked with each edit.
    - o All hyperlinks must have meaningful text that indicates where the navigation will take us.
    - o There must be succinct and appropriate alt (alternative) text on all non-decorative images and other inserted media to convey the content of the object to assistive technologies.
    - o Color contrast ratios must be at least 4.5 to 1 for foreground to background objects (including text over a picture or a solid color background). This also applies to adjacent objects like regions on a map. Switch the color/grayscale mode in the View menu as a quick check.
    - o Tables must have:
        - ▪ the "Header Row" style applied;
        - ▪ logical text describing the column categories in the header row;
        - ▪ no empty, merged nor split cells (except if necessary);
        - ▪ visible cell borders;
        - ▪ sufficient color contrast between the text and any cell or row shading/fill; and
        - ▪ alternative text or a caption with a summary for complex tables.

- ✓ Repeat any important text or alt text (for background logos, etc.) contained in the master slide layout in the design (Normal) view or file information. The master slide layouts' content is not read by assistive technologies.

- ✓ Try to have links to the original source data elements (charts, graphs, tables) instead of images of their display. If you use data visualizations from online sources, be sure to provide the reference.

- ✓ When providing citations or source information, include a DOI (digital object identifier) when available.

- ✓ Inspect the document with the built-in "Accessibility Checker".