

# PowerPoint Best Practices Checklist

---

- ✓ Save file with logical, purposeful Document Properties
- ✓ Save file without printing, copying or other restrictions
- ✓ 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
  - All slides should have a title and slide numbers
- ✓ Verify all slides have a unique title
- ✓ Verify reading order (selection pane) with each new edit
- ✓ Verify Tables have:
  - the "Header Row" style
  - descriptive text and no empty cells in the header row
  - no empty, merged nor split cells (except if necessary)
  - visible cell borders
  - sufficient contrast between text and shading/fill
  - alternative text or caption with summary for complex tables
- ✓ Try to have original source data elements (charts, graphs, tables) instead of images of their display
- ✓ When providing citations or source information, include DOI (digital object identifier) when available
- ✓ Verify all hyperlinks have meaningful text
- ✓ Use succinct and appropriate alternative text on all images and other objects that aren't purely text to convey the content of the object
  - Try to avoid text in images
  - Background images in a template that require alt text should have this content repeated in the design (Normal) view
- ✓ Verify that color alone is not used to convey meaning
- ✓ Verify color contrast ratios are at least 4.5 to 1 and view presentation in grayscale
- ✓ Try to have all text elements be at least 12 point; no less than 10 pt
- ✓ Avoid all slide transitions and animations
- ✓ Inspect the document with the "Check Accessibility" tool ([See Microsoft's site for details](#))
- ✓ Again: Verify reading order