



## Checklist for Accessible Slide Presentations

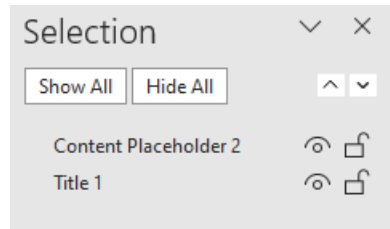
Creating accessible slides and considering accessibility during presentations enables full participation and engagement for all participants, including those with visual, auditory, cognitive, and mobility impairments, as well as learning disabilities, and mental health conditions.

This checklist is applicable to any presentation application, but the **step-by-step how-to's are provided for Microsoft PowerPoint**. For more detailed steps [refer to SBCTC's Accessible PowerPoint Resources](#).

### Essential Practices in Creating Presentations

- Use **Slide Layout** to format the slides.
- Use **20-22 pt** or larger **font size** for all text.  
(18 font should be the absolute minimum, including citations.)
- Strive for *30 words or less* per slide.
  - Tip: Use the **Notes** feature to remind yourself what you want to cover, instead of typing everything on the slide.
- Use concise wording and/or **bulleted** points instead of full sentences or paragraphs.
  - If you have a slide that has more than 5 bullets, consider breaking it into 2 different slides.
- Use simple sans-serif fonts. (Ex: Arial, Calibri, Helvetica)
- Include a unique **Title** on *every* slide.
  - If the title must repeat, then add a "Part 1", "Part 2", and so on, to each repeated title.
- Use high-contrast colors (dark backgrounds with light text, or light backgrounds with dark text)
  - Avoid gradient backgrounds or images as backgrounds if they do not provide enough contrast.
- Bold text for emphasis. (Without overdoing it.)
- Add **Alternative Text (alt text)** to images that are not simply decorative.
  - Mark decorative images where applicable
  - Provide descriptive alt text, not just vague descriptions. For example, if an image is a plot with data, include the data, or at least contextually describe the points you want them to know in the alt text.
  - Avoid the use of "Image of", "Graphic of", etc. In alt text.
- Use descriptive links or short URLs. Good URL examples:
  - Descriptive: [LWTech Global Accessibility Awareness Day](#)
  - Short: [LWTech.edu/GAAD](#)

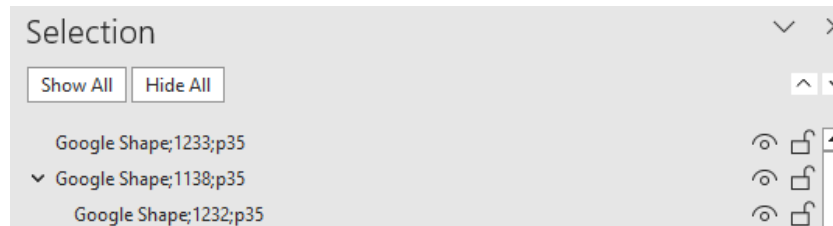
- Remove prefixes like http://, https://, www.
- Avoid vague words and phrases such as “Here” “Click Here” or “Click This Link”, “Learn more”, “website.”
- ☐ Use full words of acronyms in first use. Spell out abbreviations.
- ☐ Check the **Order of Slide Elements** under **Home > Arrange Selection Pane**. This assists those that use assistive technology to have items presented in the correct order.
  - Title should be on the bottom, as the elements stack up in order of presentation.



- ☐ Run the **Accessibility Checker** to verify no errors or resolve outstanding errors.
  - However, do not depend *only* on the checker to ensure the slides are accessible. The checker does not catch everything.

## Poor Practices to Avoid

- ☐ Avoid cluttered, busy slides.
- ☐ Avoid use of the **Designer** feature or other templates. These create unnecessary elements that become burdensome for those that use assistive technology. (See image below as an example of unnecessary elements created by Designer.)
  - Tip: If you want to use **Designer**, first create a simple and accessible version of the file. Save as accessible version. Next, create a copy of it to add Design features. Share both versions.



- ☐ Avoid images, charts, graphs that are too busy.
- ☐ Avoid transitions or animations that are too busy.
- ☐ Avoid using underlines (except for URLs).
- ☐ Avoid using ALL CAPS in excess. Avoid using *italics* in excess.
- ☐ Avoid highlighting text with color for emphasis.
- ☐ Avoid embedded videos if they do not have captions.
- ☐ Avoid long URLs that are not easy to read or are not descriptive.
  - Use bit.ly or another shortcut URL generator if needed.