# Accessible PowerPoint Checklist

## Compliance Checklist

The checklist below, a series of tables, is based on the content of the email. Acceptable answers are: Yes, No, or N/A. If ‘No’ is the answer to any item, then the document is not accessible. Visit [accessibility.its.uconn.edu/powerpoint/](https://accessibility.its.uconn.edu/powerpoint/) for more information on how to correct inaccessible elements.

### Section A: All Documents

These checks should be performed on all documents no matter what is present in the actual content.

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| A1 | Does the document file name not contain spaces and/or special characters? |  |
| A2 | Is the document file name concise, generally limited to 20–30 characters, and does it make the contents of the file clear? |  |
| A3 | Have the Document Properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied per HHS guidance? |  |
| A4 | Does the document utilize recommended fonts (i.e., Verdana, Arial, Tahoma, Helvetica, or Calibri)? |  |
| A5 | Have track changes been accepted or rejected and turned off? |  |
| A6 | Have comments been removed and formatting marks been turned off? |  |
| A7 | Does the document refrain from using flashing/flickering text and/or animated text? |  |
| A8 | Is the document free of background images or watermarks? |  |
| A9 | Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions? |  |
| A10 | Do complex images (i.e., charts and graphs) have descriptive text near the image (perhaps as a caption)? **Note:**  This may require an appendix or separate document explaining complex images. **Example: C**omplex images may include charts, graphs, systems, processes, etc. |  |
| A11 | Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it |  |
| A12 | Are all URLs linked to correct Web destinations? |  |
| A13 | Are e-mail links accessible? |  |
| A14 | Has a separate accessible version of the document been provided **when there is no other way to make the content accessible?** |  |
| A15 | If there are tables, are blank cells avoided? |  |
| A16 | Is all of the text easy to read in comparison to the background of the document (i.e., has a color-contrast ratio of D5:1)? Use the [Color Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) for determining the contrast levels of a specific foreground and background. |  |
| A17 | Has the document been reviewed in Print Preview for a final visual check? |  |

### Section B: General Layout and Formatting

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| B1 | Can all slide text be viewed in the Outline View? |  |
| B3 | Do all of the slides avoid using text boxes or graphics with text within them? |  |
| B4 | Is the list style being used as opposed to manually typed characters (e.g. Hyphens, numbers, or graphics)? |  |
| B5 | If multimedia is present, does it have captions? |  |
| B6 | Is the presentation free of SmartArt? Or, does all SmartArt have descriptive alternate text? |  |

### Section C: Document Images

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| C1 | Do all images conveying information have alt text that provides the same level of understanding a visual user would gain? |  |
| C2 | Do all decorative images have “ “ in the alt text field? |  |
| C3 | Are multiple associated images on the same page (e.g., boxes in an organizational chart) grouped as one object? |  |
| C4 | Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image? |  |
| C5 | Do images/graphics appear crisp and legible? |  |

### Section D: Document Tables

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| D1 | If the document (or a section of the document) has a tabular appearance, is the tabular structure made using the table option (as opposed to manual tabs and/or spaces)? |  |
| D2 | Do all tables have a logical reading order from left to right, top to bottom? |  |
| D3 | Do data tables have the entire first row designated as a ‘Header Row’ in table properties? |  |
| D4 | Is the table free of merged cells? |  |
| D5 | Are all tables described and labeled (where appropriate)? **Note:** In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference. |  |