

# Basic Accessibility Checklist for PowerPoint

- Document Title
- Accessible Font (Arial, Calibri, Verdana)
- Alt Text for images (verify auto generated alt text)
- Descriptive Hyperlinks
- True Tables
- Adequate color contrast
- Give every slide a unique title (H1)
- Ensure the read order is accurate
- Avoid animations & automatic slide transitions
- Captions for Live Presentations or Embedded Video/Audio
- Accessibility Checkers