

ACCESSIBILITY GUIDELINES CHECKLIST



Microsoft PowerPoint

Component

Accessibility Guidelines

TEXT, FONT AND COLOR

- Font size is at least 12 point.
If presentation will be viewed on a projector, font size may need to be even larger.
- Provide enough contrast to ensure all text is legible. If presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced
- Font color alone is not used to convey meaning. Example: Using red text as a **warning**.
- Text is either in bold or italics to emphasize significance, not merely underlined or colored. Text is underlined and/or colored in conjunction with bold and/or italics to emphasize significance. Example: You have *one* attempt to take the exam.

TRANSITIONS

- Avoid automatic slide transitions.
- Simple slide transitions are used when possible. Note: Complex transitions can be distracting.

READING ORDER

- Check reading order of text boxes that are not part of the native slide layout. They are usually the last thing read by a screen reader.

MEDIA

- If there is an embedded video, ensure that the video is captioned, and that the player controls are accessible.
- If there is embedded audio, a transcript is provided.

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Accessibility Guideline Practices

ANIMATIONS

- If slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

IMAGES

- Alt-text is provided for all content relevant images found in the presentation.

HYPERLINKS

- Active hyperlinks are available for all URLs in the course.
- Hyperlink text provides a clear description of the link destination, rather than only providing the URL or using the phrase “click here.”

For more information:
View the OnDemand Training - Designing Accessible Content section at sanjac.edu/innovate