

Project Details

Title: _____

Authors: _____

Start Date: _____

Slide Structure

- ☐ Use **built-in slide layouts** to ensure proper reading order and structure.
- ☐ Maintain a **consistent layout** and design across all slides.
- ☐ Use **unique slide titles** for each slide to aid navigation.

Text and Formatting

- ☐ Use **sans-serif fonts** (e.g., Arial, Calibri, Verdana) for readability.
- ☐ Ensure **font size** is at least 18pt for body text and larger for headings.
- ☐ Avoid using **color alone** to convey meaning.
- ☐ Maintain **high contrast** between text and background (minimum 4.5:1).
- ☐ Use **bold** or **italic** for emphasis, not underlining (except for links).

Images and Graphics

- ☐ Provide **alt text** for all meaningful images, icons, and charts.
- ☐ Mark decorative images as **decorative** (if using PowerPoint 365 or later).
- ☐ Avoid using **text within images**; if necessary, repeat the text in the slide content.

Charts and Graphs

- ☐ Include **alt text** that summarizes the key message of the chart.
- ☐ Use **data labels** and **legends** to clarify information.
- ☐ Ensure **color choices in charts are distinguishable** by users with color blindness.

Multimedia

- ☐ Provide **captions or transcripts** for all audio and video content.
- ☐ Avoid **autoplay** for multimedia elements.
- ☐ Ensure **videos do not flash** more than three times per second (to avoid seizures).

Reading Order

- ☐ Check and correct the **reading order** of slide elements (Home > Arrange > Selection Pane).
- ☐ Ensure **logical tab order** for keyboard navigation.

Hyperlinks

- ☐ Use **descriptive link text** (e.g., "Company Website" instead of "Click here").
- ☐ Ensure links are **underlined** and clearly distinguishable from other text.

Language and Readability

- ☐ Set the **slide language** (Review > Language > Set Proofing Language).
- ☐ Use **plain language** and avoid jargon or complex sentence structures.
- ☐ Use **spell check** to correct typos and grammar issues.

Animations and Transitions

- ☐ Use **simple, subtle animations** (e.g., "Fade" or "Appear") and avoid distracting effects.
- ☐ Avoid **auto-playing animations**; allow users time to process content.
- ☐ Do **not use flashing or blinking effects** that exceed three flashes per second.
- ☐ Ensure animated elements follow a **logical reading order**.
- ☐ Provide **textual descriptions or speaker notes** for animations that convey meaning.
- ☐ Use **simple transitions** between slides and avoid disorienting effects or sound.

Accessibility Checker

- ☐ Run the built-in **Accessibility Checker** (Review > Check Accessibility).
- ☐ Address all issues and suggestions provided by the checker.

Presentation Delivery

- ☐ Provide the presentation in **multiple formats** (e.g., PDF, accessible HTML).
- ☐ Share **speaker notes or transcripts** for live presentations.
- ☐ Ensure **keyboard accessibility** for interactive elements.