# PowerPoint Accessibility Checklist

**May 2021**

Document title or filename: ASSA\_Basic.pptx

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**Notes**:

* This checklist is not all-inclusive. It includes the most common errors and/or those likely to present the biggest barriers for users.
* Refer to the "[PowerPoint Accessibility Guidelines](http://doeintranet/sites/default/files/DOEcomms/PowerPointAccessibilityGuidelines.docx?503) " document for detailed explanations and instructions for all checklist items.
* Additional resources can be found in the "[Digital Accessibility](http://doeintranet/node/546)" section on the intranet.

Formatting

| Statement | Check if True(add an "X" or ✓) |
| --- | --- |
| 1. All text is appropriately sized for the context. | x |
| 2. Underlines are only used for links. | x |
| 3. All caps is only used for acronyms. | x |
| 4. Italics are only used for single words or short phrases. | x |
| 5. There are no extra spaces, tabs, or returns. | x |
| 6. Slide transitions and animations are simple and used sparingly. | x |

Structure/Content

| Statement | Check if True(add an "X" or ✓) |
| --- | --- |
| 1. The title and author are set in File:Info:Properties. | x |
| 2. Each slide has a unique and descriptive title. | x |
| 3. Large paragraphs of text are broken up onto multiple slides. | x |
| 4. Color alone is not used to convey meaning. | x |
| 5. Link text is appropriate for the presentation's use. | x |
| 6. Videos are captioned and the captions are accurate. | x |

Images

| Statement | Check if True(add an "X" or ✓) |
| --- | --- |
| 1. Decorative images are used sparingly and are marked as decorative. | x |
| 2. All non-decorative images have alt text. This includes SmartArt and graphs. | x |

Data Tables

| Statement | Check if True(add an "X" or ✓) |
| --- | --- |
| 1. Tables are not used for layout purposes. | x |
| 2. There are no merged cells within a table. | x |
| 3. There are no blank cells in tables. | x |

Other

| Statement | Check if True(add an "X" or ✓) |
| --- | --- |
| 1. The accessibility checker was run and all issues addressed. | x |

## Notes/Comments

{e.g., if you were unable to address all of the issues that the accessibility checker flagged, note that information here.}