

## Accessible Presentations Checklist

<b>PowerPoint Presentations</b>			
<b>Keep the design simple</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
A simple, uncluttered design template is used	<input type="checkbox"/>	<input type="checkbox"/>	
Easily read fonts such as Verdana, Arial, Tahoma, Calibri, Helvetica, Myriad, or APFont are used, in 24-point size or greater	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-defined boxes already incorporated into templates are used	<input type="checkbox"/>	<input type="checkbox"/>	
There are limited bullet points and text per slide. If the audience is largely made up of people with learning disability, only 2 to 3 bullets per slide are used.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Images and Links</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Hyperlinks have meaningful descriptions and do not only say "click here"	<input type="checkbox"/>	<input type="checkbox"/>	
All images have alternative text descriptions	<input type="checkbox"/>	<input type="checkbox"/>	
If there is a link to inaccessible content, a description of the linked content is provided	<input type="checkbox"/>	<input type="checkbox"/>	

<b>PowerPoint Presentations</b>			
<b>Slide Transitions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
There are few slide transitions	<input type="checkbox"/>	<input type="checkbox"/>	
Presenters have been asked to describe visual info and announce slide transitions	<input type="checkbox"/>	<input type="checkbox"/>	
Audible slide transitions have been used	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic slide transitions are disabled, and slides change on click	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Check for Accessibility</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<a href="#">PowerPoint's Document Accessibility Checker</a> has been used to check for accessibility issues	<input type="checkbox"/>	<input type="checkbox"/>	

\*The Document Accessibility Checker is used to check for accessibility issues that might limit how many people can access and understand your file. This tool scans for elements that are missing descriptive text, elements that have no assigned order for adaptive technologies, slides that have no assigned titles, and other issues.



<b>Handouts</b>			
<b>Font</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1.5 line spacing is used instead of Word's default 1.0	<input type="checkbox"/>	<input type="checkbox"/>	
Font is at least 14, in easy-to-read styles such as Verdana, Arial, Tahoma, Calibri, Helvetica, or Myriad	<input type="checkbox"/>	<input type="checkbox"/>	
There is limited use of italics and underlining	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Words</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Plain English is used when possible	<input type="checkbox"/>	<input type="checkbox"/>	
Acronyms are not used or are clearly explained	<input type="checkbox"/>	<input type="checkbox"/>	
Words do not start on one line and finish on another	<input type="checkbox"/>	<input type="checkbox"/>	
Digits (1) are used instead of spelled numbers (one)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Organization</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Pages are numbered	<input type="checkbox"/>	<input type="checkbox"/>	
There is white space between images and text	<input type="checkbox"/>	<input type="checkbox"/>	
Copies are provided at least a day ahead of time	<input type="checkbox"/>	<input type="checkbox"/>	



<b>Speech and Video</b>			
<b>Speaking</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
A loud, clear voice is used by the presenter	<input type="checkbox"/>	<input type="checkbox"/>	
The presenter speaks slowly and repeats key points	<input type="checkbox"/>	<input type="checkbox"/>	
There is a pause between transitions	<input type="checkbox"/>	<input type="checkbox"/>	
Sign language interpretation has been arranged as needed	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Video</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Captions videos are used	<input type="checkbox"/>	<input type="checkbox"/>	
A transcript of the video is available	<input type="checkbox"/>	<input type="checkbox"/>	