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| --- | --- | --- | --- |
| **PowerPoint Presentations** |  |  |  |
| Keep the design simple | Yes | No | Comments |
| A simple, uncluttered design template​ is used | ☐ | ☐ |  |
| Easily read fonts such as Verdana, Arial, Tahoma, Calibri, Helvetica, Myriad, or APHont are used, in 24-point size or greater | ☐ | ☐ |  |
| Pre-defined boxes already incorporated into templates are used | ☐ | ☐ |  |
| 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. | ☐ | ☐ |  |
| Images and Links | Yes | No | Comments |
| Hyperlinks have meaningful descriptions and do not only say “click here” | ☐ | ☐ |  |
| All images have alternative text descriptions | ☐ | ☐ |  |
| If there is a link to inaccessible content, a description of the linked content is provided | ☐ | ☐ |  |

Accessible Presentations Checklist

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| --- | --- | --- | --- |
| **PowerPoint Presentations** |  |  |  |
| Slide Transitions | Yes | No | Comments |
| There are few slide transitions | ☐ | ☐ |  |
| Presenters have been asked to describe visual info and announce slide transitions | ☐ | ☐ |  |
| Audible slide transitions have been used | ☐ | ☐ |  |
| Automatic slide transitions are disabled, and slides change on click | ☐ | ☐ |  |
| Check for Accessibility | Yes | No | Comments |
| [PowerPoint’s Document Accessibility Checker](https://support.office.com/en-us/article/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f#picktab=windows) has been used to check for accessibility issues | ☐ | ☐ |  |

\*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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Speech and Video** |  |  |  |
| Speaking | Yes | No | Comments |
| A loud, clear voice is used by the presenter | ☐ | ☐ |  |
| The presenter speaks slowly and repeats key points | ☐ | ☐ |  |
| There is a pause between transitions | ☐ | ☐ |  |
| Sign language interpretation has been arranged as needed | ☐ | ☐ |  |
| Video | Yes | No | Comments |
| Captions videos are used | ☐ | ☐ |  |
| A transcript of the video is available | ☐ | ☐ |  |