

Checklist for creating accessible PowerPoint presentations

This checklist contains the most important tips for creating accessible PowerPoint presentations. Follow these initial steps to make your presentation more accessible.

- The text is consistently designed using a sans-serif font.
- There is a high contrast between the font color and the background color.
- Structural elements, such as headings, lists and tables, are correctly formatted.
- Blank lines or spaces are not used to structure the slides.
- Headings are visible in the outline view of the slides.
- Images are either provided with alternative text or marked as decorative.
- Visuals composed of individual elements are grouped together and provided with alternative text.
- Embedded videos include alternative text.
- Tables also include alternative text.
- Information is not conveyed solely through color (e.g. red or green).
- Links are displayed as hyperlinks rather than URLs.
- Content-relevant information is not placed in the footer.
- The presentation includes a document title.
- The language of the document is correctly defined.
- An accessibility check is performed, and errors are corrected if necessary.