Checklist for Accessible PowerPoint

1. All slides start with a Slide Master (set fields and styles)
   a. To create custom Slide Master: Under View, Slide Master, copy/paste an existing slide master to a new slide and add additional placeholders.
2. Add alt text to all images, charts and graphs
3. Color: sufficient contrast and never used as a single identifier
4. Tables – Insert/Table and Table Design/Set Header Row [tables are used only for data]
5. Set proper tab/reading order. Microsoft Support
6. Run "Accessibility Check" – resolve reported issues
7. View, Outline View – confirm that all text visible on the slide is present in the outline