

Use these items to check your presentation for accessibility	Yes	No
Does every slide have a unique title?		
Did you use built-in slide designs?		
Is the color contrast between the background and text sufficient (e.g. dark background/light text)?		
Is information conveyed in multiple ways (not just using color)?		
Is font size at least 18 pt?		
Did you use an accessible font? (see accessible fonts document for more information)		
Did you include meaningful text description for hyperlinks?		
Did you use Paragraph styles or columns to control spacing and layout? (spaces, lines, tabs, etc should not be used)		
If images, videos, or other non-text visual content is included, do they contain alt text?		
If images are present, do they contain equivalent alt text (correctly conveys the image's purpose and message)?		
If videos are included, do they include captions and/or transcripts? (see Accessible Videos Checklist)		
Will audio description be needed if a student requests this accommodation? (if yes, an accessible alternative plan will need to be prepared)		
If audio recordings are included, are they captioned?		
If tables are included, are they accessible (including column header) and used for data only? (if no, an accessible alternative will need to be available)		
Do all slides have appropriate, logical reading order?		
Did you use an Accessibility Checker to find potential accessibility issues and errors?		