Checklist: Creating Accessible Presentations

Follow this checklist to create accessible presentations!

# Getting Started

* Begin with an accessible template.
* Ensure that your slides use pre-formatted layouts and have an accessible structure.
* Your presentation should have high colour-contrast ratios between slide elements.
* Don’t use only colour to convey meaning.
* Use an accessible font and font attributes.
* Ensure that your text is readable and understandable by everyone.
* Use lists to organize your information.
* Define the language of your text (the full presentation and/or chunks of text in a different language).
* Ensure that your hyperlinks are informative.

# Feature and Tools

* Avoid using tables, transitions, animations, drawings, and annotations.
* Use captions and subtitles during your presentation.
* If you use presentation notes and comments, make them as accessible as possible.
* Create accessible handouts/versions of your presentation and ensure they are available beforehand.
* Use the PowerPoint Accessibility Checker.

# Images, Graphics, and Videos

* Use quality media in your presentation.
* Describe your images, graphics, charts, graphs, maps, and tables.
* Provide long descriptions for complex images (graphics, charts, graphs, maps, and tables).
* Add captions/subtitles to any audio-visual media.
* Create audio descriptions for any undescribed visual information in your videos.
* Include transcripts of your videos.