

Accessibility Checklist for PowerPoint and PDF

PowerPoint Accessibility Checklist

- Use Built-in Accessibility Checker: Go to Review → Check Accessibility; Review and fix issues flagged under categories like Missing Alt Text, Reading Order, and Contrast.
- Add Alternative Text (Alt Text): Right-click on images, charts, or graphics → Edit Alt Text; Provide concise descriptions of the visual content.
- Ensure Proper Reading Order: Go to Home → Arrange → Selection Pane; Verify that objects are listed in logical reading order for screen readers.
- Use Accessible Slide Layouts: Use built-in templates rather than manually placing text boxes; Avoid complex layouts that disrupt reading order.
- Check Color Contrast: Ensure text has sufficient contrast against background; Use Accessibility Checker or external tools for contrast ratios.
- Add Descriptive Hyperlinks: Use meaningful link text (e.g., 'Download Report' instead of 'Click Here'); Right-click hyperlink → Edit Hyperlink → Change text.
- Provide Closed Captions for Multimedia: For videos, add captions or provide a transcript; Use Insert → Video → Playback → Captions.

Adobe Acrobat (PDF) Accessibility Checklist

- Run Accessibility Check: Go to Tools → Accessibility → Full Check; Review results for issues like Tags, Alt Text, and Reading Order.
- Add Document Tags: Use Tools → Accessibility → Autotag Document; Tags define structure for screen readers (headings, paragraphs, lists).
- Set Reading Order: Go to Tools → Accessibility → Reading Order; Drag and assign correct order for text, images, and tables.
- Add Alternative Text to Images: Right-click image → Edit Alt Text in the Tags panel; Provide clear descriptions for non-text elements.
- Check Color Contrast: Use Accessibility → Full Check or external tools to verify contrast.
- Add Bookmarks for Navigation: Go to View → Show/Hide → Navigation Panes → Bookmarks; Add bookmarks for major sections.

- Ensure Forms Are Accessible: Use Prepare Form tool; Add labels and tooltips for form fields.
- Verify Language Settings: Go to File → Properties → Advanced → Language; Set the document language for screen readers.