Microsoft PowerPoint Checklist

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Accessible Presentation Checklist (Microsoft PowerPoint)

Tip: To use this document, click **File** > **Make a Copy** and save to your Drive. On the left-hand side of the screen, select the circular hamburger menu button to view an outline of section headings in this document.

- ☐ Every slide has a unique title; this is not the same as a plain text box.
- ☐ Every slide has a slide number (you can choose to skip the title page).
- ☐ Slides are styled with a "Theme", to ensure your presentation's style and layout stay consistent. (If you're unsure, click "Layout" in the Home toolbar — if the slide options are all blank white, you are probably not using a slide theme). For more help, check out our Theme Templates guide below.
- ☐ Alternative text is added to images, charts, and tables, unless they are part of the slide background (not clickable).
    - ☐ Visuals or graphics added purely for design purposes (offer no informative significance/meaning to the slide content) are marked as decorative.
- ☐ Background images are added via the slide background feature (not as regular images with Insert > Pictures or Copy/Pasting onto the slide).
- ☐ Fonts are easy to read from a distance, and a sans serif font is used for the main body text (e.g. Arial, Open Sans).
- ☐ Body text size is (at minimum) equivalent to Arial 16 pt. If you cannot fit the text content on one slide, try to avoid just shrinking the size until it all fits — instead, consider dividing the text across multiple slides.
    - ☐ Good practice: use lists instead of paragraphs, as lists are easier to read at a presentation level.
    - ☐ Set text language (usually English by default)
- ☐ Space between text and slide content is applied using built-in line and paragraph spacing rather than manually added using the enter/return key.
- ☐ Lists are added using built-in functions.
- ☐ Color contrast checked for text color and background colors of slides.

- ☐ Avoid relying on color alone to convey meaning.

- ☐ An inch of margin space is left open at the bottom of the slide (where closed captioning will appear in a video recording).
- ☐ Hyperlinks are embedded in meaningful text (rather than copy/pasting the full text of the URL), underlined, and a different color than surrounding text.
- ☐ Tables are used to display data/information, not for design layout purposes.
  - ☐ First row (with column titles) is marked as a header row.
- ☐ Reading order (the order in which elements on a slide will be read by a screen reader) has been checked. You can do so by clicking on the slide and then using the tab key to navigate through each element manually, or automatically with the Microsoft Accessibility Checker.
  - ☐ If the current order is not as you intended, you can change the reading order. It's easiest to do this once the slide content is final.
- ☐ Presentation title set in File Properties.
- ☐ Run the built-in Accessibility Checker to ensure that your slides are accessible.
- ☐ Presentation is saved and shared as read-only (protected file rather than as a PDF).
- ☐ Good to have: speaker's notes or comments; and share slides in advance to allow people who use assistive technologies time to prepare.

Accessible Template Resource

If you would like an accessible slide deck to start with, you can use our Accessible Slide Template (PPT) by clicking **File** > **Download** > **Microsoft PowerPoint (.pptx)**

If you have an **existing** slide deck already filled with content, but you want to use the Theme and template layouts of Accessible Slide Template (PPT) without starting from scratch, follow the steps in "How to Apply a Theme from Another Presentation."

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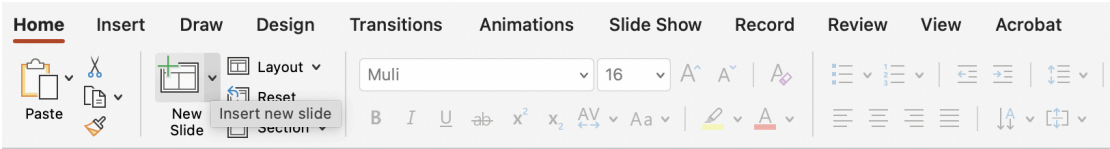
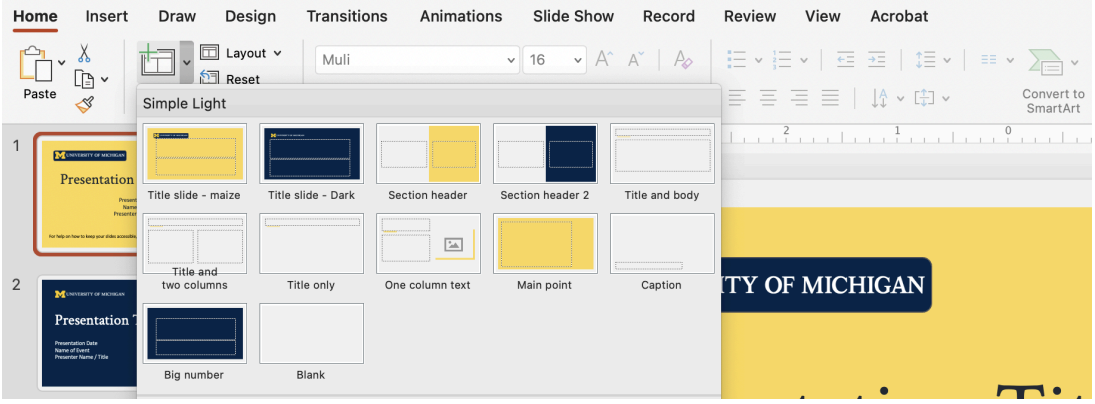
How do I add new slides?

1. Click the dropdown arrow next to the **New Slide** option in the **Home** toolbar.



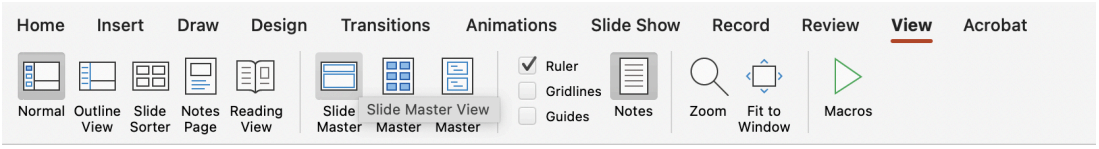
2. Choose the layout for the slide.



3. If you do not see a layout that matches your needs for the slide design, check out our guide for how to add a new one in "How to Customize the Theme for your Presentation".

How do I add my departmental logo?

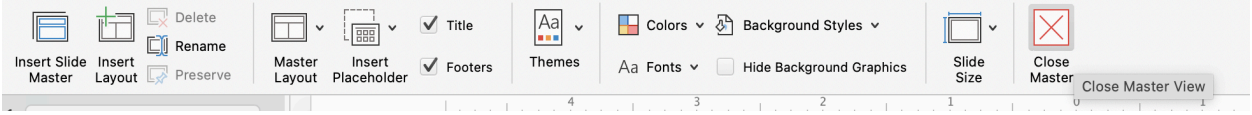
1. Click **View** > **Slide Master.**



2. Delete the default University of Michigan logo currently in the slide deck.

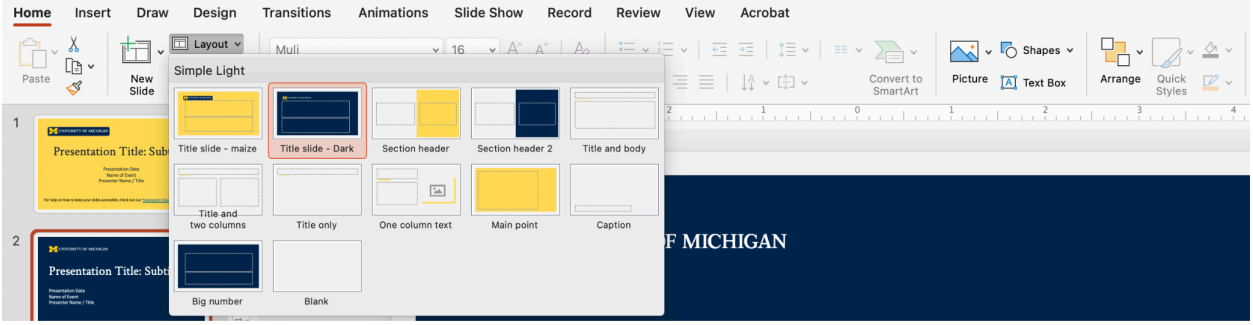
3. **Copy/paste** (or **Insert** > **Pictures**) your departmental logo into the slide layouts wherever you like.

4. Click **Close Master** to exit the Slide Master view when you are done editing.



5. **Tip**: If the existing slides in your deck still have the old logo, you may need to select the slide, click **Layout** and re-select the layout you made changes to in the

Slide Master. The slide should now update to match the new slide layout. Any new slides created after making a change to the layout in Slide Master will automatically be up-to-date.

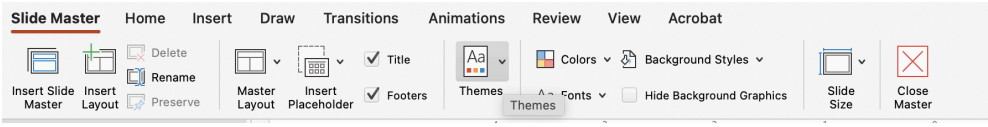


Theme Templates

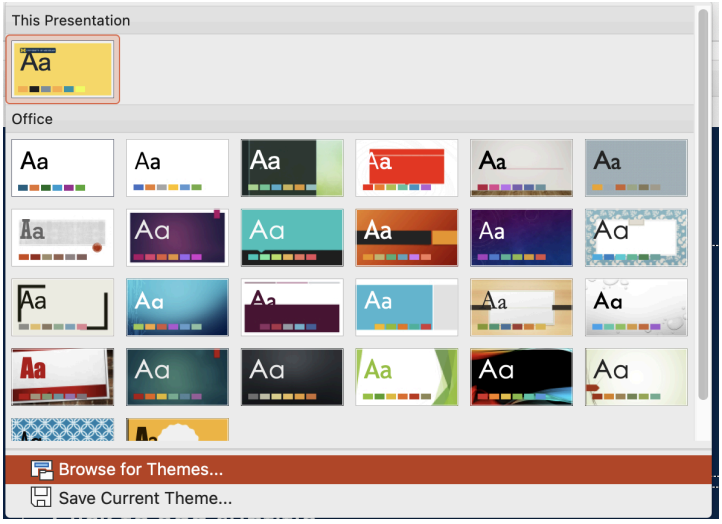
How to Apply a Theme to Existing Slides

If you already started creating your slides and want to add a theme from a different PPT presentation (like our Accessible Slide Template) that you have downloaded — you can do it one of two ways:

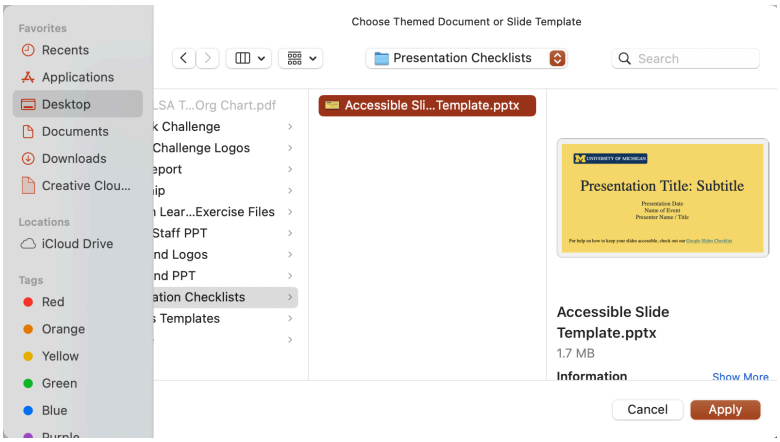
1. Follow the steps to "copy and paste a slide master from one presentation to another."
2. Or you can import it directly:
    a. Click **View** > **Slide Master.**
    b. Click **Themes.**



    c. Click **Browse for Themes.**



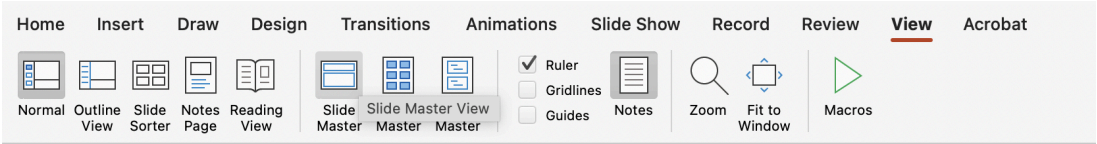
d. Select the Powerpoint presentation with the Theme that you would like to apply to your own presentation.



How to Customize the Theme for your Presentation

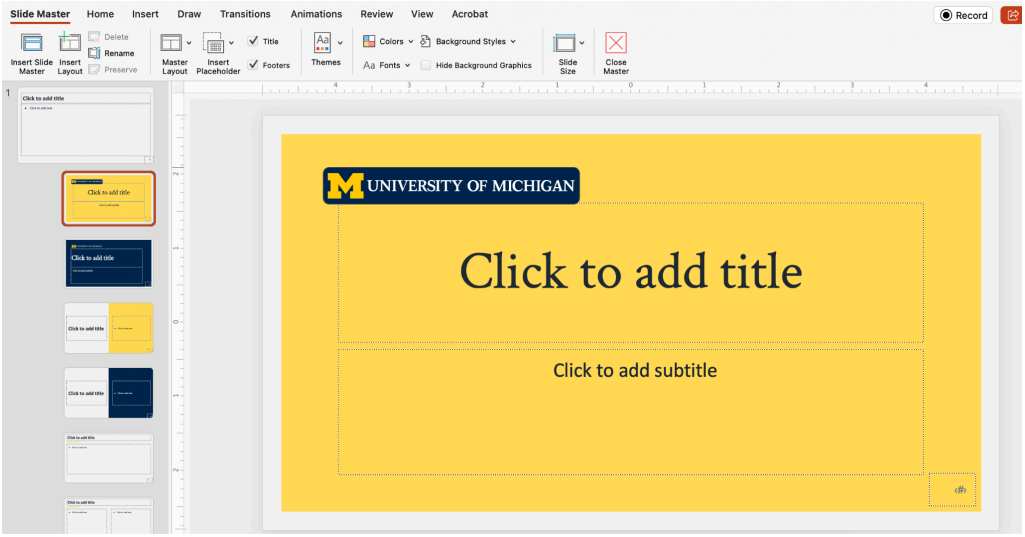
If you want to modify the theme layout for your slides (add new layout options, customize design elements) or create an entirely custom theme design, here is how to do so:

1. Click **View** > **Slide Master.**

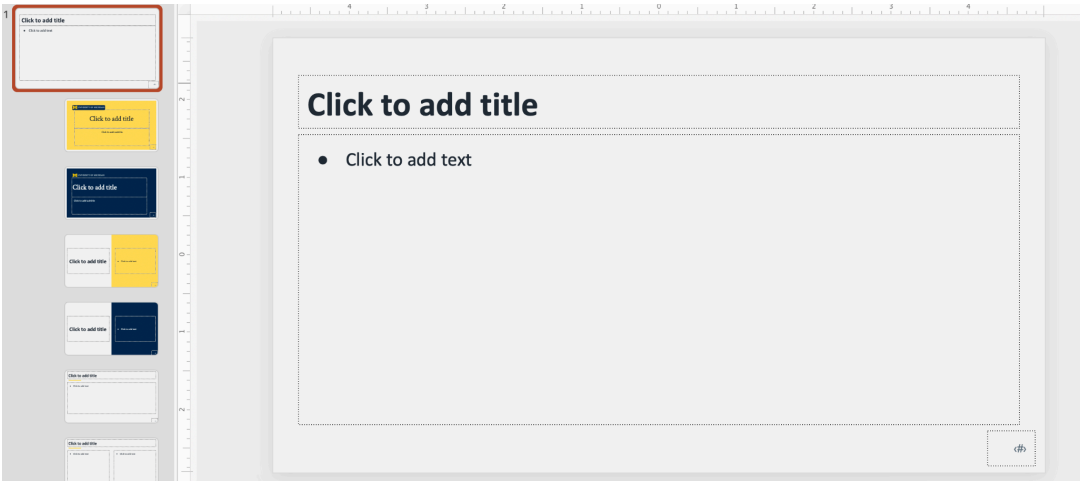


2. This will open the “Slide Master.” Any edits you make to the design layout of the slides in the Slide Master will **change the design of new slides** added to your

slide deck.

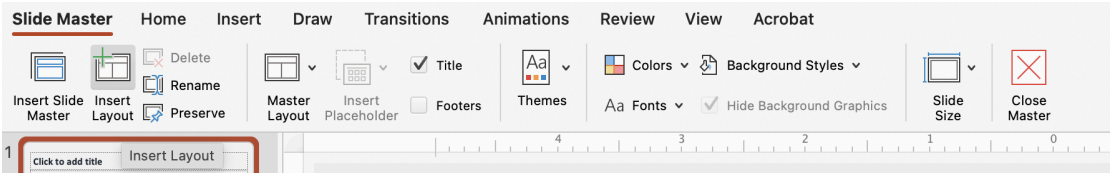


3. Use the top slide to make font and color scheme choices for the **entire slide deck**. The other slides listed underneath it are layouts in your Slide Theme that can be customized individually.



   a. Accessibility Tip: This is a great way to easily set an accessible font and text size for the slide deck without modifying every single slide by hand.

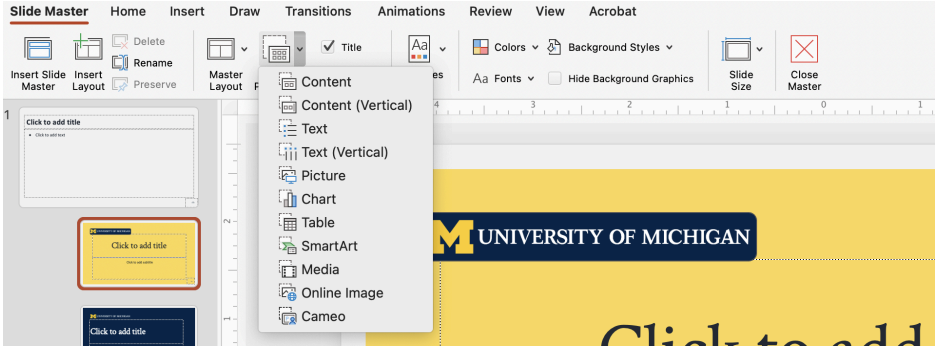
4. To add a new layout option, click **Insert Layout.**



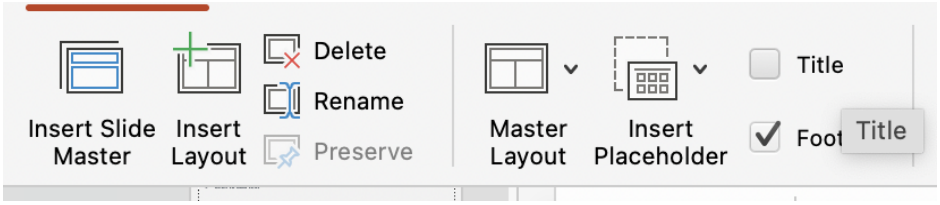
5. The Slide Master is **not intended for adding content** to the slides, only design elements. If you would like to add a placeholder for where content will eventually go, you can do so:

    a. Select the slide layout from the list.

    b. Click **Insert Placeholder** > Choose your content placeholder.



    c. To add a Title placeholder, click the **Title** checkbox in the toolbar.



    d. Click **Close Master** to exit the Slide Master view when you are finished making changes.

e. When a new slide with that layout is created, the placeholder will inform the user of what type of content to add: