



Accessible Slide Deck Checklist

Slide Layouts (Animations and Order)

- Choose from the preset slide “layout” options.
- Use the preset title and content text boxes (avoid adding custom text boxes).
- Use simple slide animations (e.g., “appear” or “fade”), only if necessary.
- Present information using lists with appropriate spacing between lines of text.

Fonts

- Keep text large and consider how the audience will be viewing your slide deck.
- Use a consistent sans-serif font (e.g., Gill Sans, Arial or Verdana).
- Use **bold** to emphasize important information (avoid the use of all caps, italics or underline).

Contrast and Colours

- Ensure strong contrast ratios between text and background colours.
- Ensure all information conveyed with colour can also be understood without colour.
- Ensure the hyperlink text colour is clearly distinguishable from the body text colour.

Images, Tables and Charts

- Add alternative text (alt text) to all images and other non-text elements.
- Ensure any background images do not affect the readability of the foreground text.
- Use the built-in “table” or “chart” tools to present information as tables or charts.

Audio and Video

- Ensure any videos or audio content have captions (for videos) or transcripts (for audio).
- Refer to the [Accessible Content Core Skills](#) to make audio and video more accessible.