



Division Accessibility

UofA
DIVISION OF AGRICULTURE
RESEARCH & EXTENSION
University of Arkansas System

PowerPoint Accessibility Cheat Sheet

1. Display

I haven't included animations, slide transitions, or moving graphics.
The text boxes in my PowerPoint are only used to display text.

2. Color and Color Contrast

The colors in my PowerPoint contrast enough that viewers can easily understand what is being displayed.

3. Reading Order and Slide Titles

I have checked the reading order of my PowerPoint to make sure everything is displayed the way I intended it to be and have given all the slides in my PowerPoint a unique title.

4. Alternative Text and Images

All my images have alt text or have been labeled as 'decorative'.

5. Links

All the links I have put in my PowerPoint are clear and descriptive.

6. Text

The color of my text contrasts with its background enough that it is easily readable and I have limited decorative fonts.