NIC PowerPoint Accessibility Checklist

Web Content Accessibility Guidelines (WCAG) version 2.1 applies.

1. **Ensure Text Contrast is Sufficient**

* **Why**: Improves readability for users with visual impairments.
* **How**: Use color contrast ratios of at least **4.5:1** for normal text and **3:1** for large text.
* **WCAG Criterion**: [1.4.3 Contrast (Minimum)](https://www.w3.org/TR/WCAG21/#contrast-minimum)
* **Helpful Tip**: Creating a new PowerPoint from a template using the keyword “accessible” will provide you with a default colors of adequate contrast.
* **Helpful Tool**: [**Color Contrast Analyser**](https://www.tpgi.com/color-contrast-checker/)  
  Download URL: https://www.tpgi.com/color-contrast-checker/

1. **Use Meaningful Slide Titles**

* **Why**: Helps screen reader users navigate content more effectively.
* **How**: Ensure every slide has a unique and descriptive title in the title placeholder.
* **WCAG Criterion**: [2.4.2 Page Titled](https://www.w3.org/TR/WCAG21/#page-titled)

1. **Provide Alternative Text for Images**

* **Why**: Makes images understandable for people using assistive technologies.
* **How**: Add meaningful alt text to images via the "Alt Text" option in the right-click menu.
* **When to Add Alt Text**: If the image conveys information critical to the content, describe its purpose and meaning.
* **When to Mark Images as Decorative**: If the image is purely decorative (e.g., background patterns, visual embellishments) and adds no meaningful context, mark it as decorative. This ensures it is skipped by assistive technologies.
* **WCAG Criterion**: [1.1.1 Non-text Content](https://www.w3.org/TR/WCAG21/#non-text-content)
* **Helpful Tool:** [**Alt Text Generator from ASUEdPlus**](https://asuo-ai-labs.streamlit.app/Image_Accessibility)URL: https://asuo-ai-labs.streamlit.app/Image\_Accessibility

1. **Avoid Using Color Alone to Convey Meaning**

* **Examples**:
  + **Bad**: Milestone 1 Status: 🔴 | Milestone 2 Status: Green Light Emoji
  + **Good**: Milestone 1 Status: ❌ | Milestone 2 Status: ✅
* **Why**: Helps colorblind users and those relying on screen readers.
* **How**: Add text labels, patterns, or other visual indicators to supplement color coding.
* **WCAG Criterion**: [1.4.1 Use of Color](https://www.w3.org/TR/WCAG21/#use-of-color)
* **Helpful Tip:** [Apply Texture Fills to Plot Area of Charts in PowerPoint](https://www.indezine.com/products/powerpoint/learn/chartsdiagrams/2013/apply-texture-fills-to-chart-plot-area-ppt.html)  
  URL: https://www.indezine.com/products/powerpoint/learn/chartsdiagrams/2013/apply-texture-fills-to-chart-plot-area-ppt.html

1. **Use Descriptive Hyperlink Text**

* **Why**: Provides context for links without requiring surrounding content.
* **How**: Replace "Click here" or "Learn more" with descriptive text like "Visit our Accessibility Resources."
* **WCAG Criterion**: [2.4.4 Link Purpose (In Context)](https://www.w3.org/TR/WCAG21/#link-purpose-in-context)

1. **Structure Content with Built-in Layouts**

* **Why**: Helps assistive technologies understand content hierarchy.
* **How**: Use PowerPoint’s built-in slide layouts instead of adding text boxes manually.
* **WCAG Criterion**: [1.3.1 Info and Relationships](https://www.w3.org/TR/WCAG21/#info-and-relationships)

1. **Enable Logical Reading Order**

* **Why**: Ensures screen readers present content in the intended sequence.
* **How**: Check the "Selection Pane" in PowerPoint to verify and adjust reading order.
* **WCAG Criterion**: [1.3.2 Meaningful Sequence](https://www.w3.org/TR/WCAG21/#meaningful-sequence)

1. **Provide Captions or Transcripts for Multimedia**

* **Why**: Ensures accessibility for users who are deaf or hard of hearing.
* **How**: Use closed captions for videos and provide transcripts for audio-only content.
* **WCAG Criterion**: [1.2.2 Captions (Prerecorded)](https://www.w3.org/TR/WCAG21/#captions-prerecorded)

1. **Ensure Keyboard Navigation**

* **Why**: Supports users who cannot use a mouse.
* **How**: Test navigation using only the keyboard and avoid using interactive content that requires a mouse.
* **WCAG Criterion**: [2.1.1 Keyboard](https://www.w3.org/TR/WCAG21/#keyboard)

1. **Use Simple, Understandable Language**

* **Why**: Makes content easier to comprehend for all users, including those with cognitive disabilities.
* **How**: Avoid jargon, use clear headings, and include concise text.
* **WCAG Criterion**: [3.1.5 Reading Level](https://www.w3.org/TR/WCAG21/#reading-level)

1. **Add Speaker Notes for Context**

* **Why**: Helps users understand the purpose of the slide content.
* **How**: Use the Notes section to explain visuals or graphs.
* **WCAG Criterion**: [1.3.3 Sensory Characteristics](https://www.w3.org/TR/WCAG21/#sensory-characteristics)

1. **Test Using Accessibility Checkers**

* **Why**: Identifies potential issues and ensures compliance.
* **How**:
* Use PowerPoint’s built-in Accessibility Checker under the ***Tools***menu to flag errors and warnings.
* Use a screen reader to ensure your presentation information is being accurately read aloud by this software:
  + Windows: NVDA from nvaccess.org
  + Mac: VoiceOver can be turned on/off by pressing ⌘+F5
* **WCAG Criterion**: [4.1.2 Name, Role, Value](https://www.w3.org/TR/WCAG21/#name-role-value)