



**SIMPLE  
CONCEPTS**  
Video | Design | Events

**Keep it simple.  
Make it extraordinary.**

## PowerPoint Formatting – Fit & Finish and Accessibility Compliance

Every presentation needs to look its best. For those in need of only a "light touch", Simple Concepts offers the two basic services most presentations require: *Fit and Finish*, and *Accessibility Review*.



### Fit and finish

- Adjust all slides to adhere to appropriate template
- Ensure fonts are colored, sized, and spaced correctly
- Align all titles/slide elements vertically and horizontally for consistency
- Check to make sure punctuation (dashes, colons, commas, periods) are consistent throughout
- Confirm all URLs are active and visible
- Check and note missing content (broken URLs, text that appears to be missing from a copy/paste error, etc.) for client to review
- Advise on any *potential* copyrighted graphics that may need to be removed or replaced
- Advise on broken animations and mismatched icons\*



### Accessibility

- Add alt text to graphics that require it
- Replace missing slide titles
- Check and fix the reading order on each slide for compatibility with screen reading software
- Ensure all text is colored to meet the minimum 4.5:1 contrast ratio
- Adjust instances where small text is non-legible (>9pt font)
- Advise on any subtitle files missing from embedded videos (without *baked-in* captions)

*\*Addressing these graphic design issues is not included in "Fit and Finish," but can be addressed on individual engagements.*

**Get started on your next design, video, or event project with Simple Concepts.  
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