

Accessibility Guide for Power Point

When developing PowerPoint presentations, consider the following accessibility guidelines.

If you plan to distribute the PowerPoint as a .pptx or PDF file

- Use templates to create slides in PowerPoint (use existing slide layouts or add slide layouts to the Slide Master)
- Do not use text boxes to add content.
- Avoid using the "Design Ideas" feature. Many of the layouts are not accessible.
- All [images](#) should have [appropriate, concise, alternative text](#). Include [longer descriptions](#) for more complex images. Do not use file names or rely on automatically generated descriptions for alt text.
- Text in images should be accessible as plain text
- Embed hyperlinks in text, do not paste an entire URL on a slide (unless it is extremely short).
- Hyperlinks should use meaningful text. Do not use phrases such as "click here" or "read more", etc.
- Slide titles should be unique. Avoid giving multiple slides the same title.
- Whenever possible, create tables within PowerPoint. Do not copy and paste images of tables.
- When saving files, use a meaningful file name. Check the document properties to ensure the correct language is selected.

Additional Tips

- Use dark text on a light background
- Font should be at least 22pt and preferably sans-serif
- Use clear, concise language and avoid cluttering slides with too much content
- Ensure all graphic elements have good contrast and clarity, not just slide text
- Do not incorporate flashing elements and reduce or eliminate the use of animations
- Moving elements (gifs, animations) should not start automatically when the slide is viewed
- All embedded videos should be captioned

Check Your Work

- Use built-in [accessibility checkers](#) to do a preliminary check (this will catch some, but not all accessibility errors).
- Check the reading order using the Reading Order tool.
- Use the Outline view to see what content is visible to screen readers.

When Presenting

- Speak clearly, at a regular pace, and encourage participants to do the same. Use a microphone if available
- Read all text included on the slide when presenting, do not assume all participants can see what is being presented
- When sharing your screen: share audio as well as video; avoid excessive scrolling; do not assume viewers will be able to read text on the screen; and, if using a cursor to indicate content, change the size and/or color to make it easier to see.