

## **PowerPoint Accessibility Tips**

PowerPoint has some limitations as far as how accessible its documents can be, but here are the basic things to do for accessibility:

1. Always use one of the built-in templates and color themes. These can be modified for your desired look.
  - a. Ensure that color contrast is sufficient for all viewers.
  - b. Orange on white text (and the reverse) cannot be made accessible unless the font in question is at least 16 pixels in size (printed); larger for projection.
2. Be certain to supply a title for the presentation.
3. Supply a descriptive title for each slide.
  - a. If a slide is a continuation of the previous one, add some indication of this.
4. Use bulleted and number lists as appropriate to group information.
5. Ensure that tables have headings.
6. Assign alternative text to images.
  - a. Right-click on the image and select "Edit Alt text..."
  - b. Decorative images should be marked by checking "Mark as decorative."
7. Page transitions may be used, but keep in mind that they can increase cognitive load for viewers.
  - a. Avoid transitions that are overly flashy or busy.
8. Object animations may be used, but keep in mind that, for screen reader users, each bullet will be announced individually. It is essential that descriptive slide titles be present so users who are blind will be aware when they have progressed to the next slide.
9. When possible, use the default slide order for object in a slide. When this is not possible, ensure the reading order is logical by adjusting the slide reading order as necessary (Home > Arrange > Selection Pane).
10. Use the Accessibility Checker to catch things that you may have missed.

Check out the WebAIM website's [PowerPoint](#) reference for more information.