



# Microsoft PowerPoint®

## Accessibility Quick Card

Follow these best practices to help ensure your presentations are accessible. For more information on PowerPoint® accessibility, visit [mn.gov/mnit/accessibility](https://mn.gov/mnit/accessibility)

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- **Add alt-text to images and objects**

This includes pictures, clip art, tables, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, “Person in wheelchair on ramp” may suffice rather than “Smiling woman in wheelchair posing on ramp.”

- **Set column header rows in tables**

Clear column headings provide context and assist navigation of the table contents.

- **Ensure each slide has a unique title**

Slide titles are used for navigation and selection by people who are not able to view the slide.

- **Check slide reading order**

People who cannot view the slide will hear slide text, shapes and content read back in a specific order. Items in the selection pane read from the bottom up.

- **Name your hyperlinks appropriately**

Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying “click here.”

- **Use simple table structure**

Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Include captions and audio descriptions**

If you use audio or video components, ensure that all audio is captioned and any visuals are audio-described.

- **Use color carefully**

High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

- **Fill in document properties**

In advanced document properties, enter title, subject, and author.



The Office of  
**Accessibility**  
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