



Microsoft PowerPoint

Accessibility Quick Card

Follow these best practices to help make presentations accessible. For more information on PowerPoint accessibility and training, visit the [MNIT Office of Accessibility website](#).

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Use content placeholders

Start with an accessible template. Use View > Slide Master View to insert, edit and manage content placeholders. To check if this is done correctly, open View > Outline View. All text (except tables and objects with alt text) should display in this pane. This ensures all users have easier access to the text in the slides.

Check slide reading order

Open Review > Accessibility Check > Reading Order tool to verify the order of each slide's content. The reading order must follow the intended presentation order for the slide content. Note: Reading order may affect object layering.

Give each slide a unique title

Slide titles create structure and aid navigation, both essential accessibility components to meet state requirements. Keep titles short (use 5-10 words and keep to one line).

Add alt text to images and objects

Use informative and concise alt text descriptions for important graphics or non-text elements. For example, "Person in wheelchair on ramp" rather than "Smiling woman sitting in a green wheelchair posing on ramp." Use the "Mark as Decorative" checkbox as appropriate.

Name hyperlinks appropriately

Links should contain meaningful text that describes the link's destination or subject. Do not use generic language, such as "click here."



Use simple table structure

Avoid using nested tables, merged or split cells, or blank cells for formatting. Table header rows are essential to provide context to table data. Simple tables are easier to read and understand. If a complex layout is needed for data, contact an accessibility expert.

Include captions and audio descriptions

If using embedded audio or video components, caption the audio and describe the visuals.

Use high-contrast colors

Color contrast must meet standards throughout the presentation. High-contrast color schemes and texture variations in graphs improve readability. Normal text to background ratio is 4.5:1. Non-text elements and large text (a minimum of 14pt bold or 18pt) ratios are 3:1. Preview slide designs in black & white or grayscale.

Fill in Document Properties

Open File > Info > Properties and enter title, subject, and author in the document's properties.

Use the Accessibility Checker tool

This built-in tool in Review > Check Accessibility provides details on potential issues and gives suggestions to correct them. Perform manual checks in addition to the automated accessibility checker.

Consider alternate formats when sharing presentations

Consider the audience and the details to share. For example, exporting to Word can include presentation notes. A PDF can provide a simple copy of the slide deck. Make sure the alternate format is accessible.