

# Create an Accessible PowerPoint Presentation

## Basics

- Use a **sans serif font** (e.g. Verdana, Tahoma, APFont, Antique Olive, Arial).  
Change the font under Design tab and under Variants
- Font size should be a minimum of **24pt for text, 32pt for headings, and 30pt** for subheadings. Change the font size by going to the View tab and selecting Slide Master. When done changing slides, close the master view under the slide master tab. Slide Title: 48-64pt; Bullets & text: level 1: 32pt bold, level 2: 28pt bold, level 3, 4, 5: 24pt bold
- Create **good contrast** between text and background color. (e.g. dark green/white, yellow/violet, dark blue/yellow, black/yellow, pink/black, dark red/white, violet/white, black/white, dark blue/white)
- Save PowerPoint Presentation (.pptx) with a **descriptive filename**.

## Slide Basics

- Use **built-in slide designs** to create slides. If you create your own design, do so in the master slide and be sure to check the slide reading order.
- Check reading order** by going to Outline view.
  - To arrange reading order of all slide elements, go the Selection Pane which can be found under Arrange in the Home tab. The screen reader will read from the bottom up.
  - Use the following order (order appears reversed):
    - slide number
    - slide title
    - slide content
    - graphical content
    - text boxes
- Give every slide a **unique title**.
- Each slide has no more than 3 blocks of information, and **no more than 6 lines of information** per block.
- balance words and pictures** instead of text alone.

## Important Things to Avoid

- Avoid using all capital letters, shadow text and excessive italics or underlines.**
- Avoid using graphical background**, or a blue color background.
- For text and background, **avoid using the color gray**
- Avoid using grayscale** for photos, graphics, graphs, maps or charts.
- Except for bulleted lists, **avoid placing information in columns**
- Avoid using text boxes**
- Avoid using automatic slide transitions**, or transitions that are not low-vision friendly
- Exclude flashing or animated text and objects**

## Slide Structure

- Use list and bullet styles** instead of manually typed characters.
- If using a table, **use the table option** instead of manual tabs and spaces
  - Use simple tables and specified column header in data tables
- Create **descriptive hyperlinks** and screen tips

## Visuals, Color and Background

- Use **alt text** to create accessible images and other objects
- Add text to ensure that **color is not the only way to convey meaning.**
- Create **accessible multimedia files.**

## Final Step

- When finished, run accessibility checker in Review tab. Fix any warnings.