

Accessible PowerPoint Cheat Sheet

Themes

- Use a theme with a contrast ratio of 4.5 to 1 for text color to background color.
- Several built-in themes provided under **Design > Themes** have sufficient contrast availability: Office Theme, Integral, Organic, Retrospect, Wisp, Parallax or Slate.
- Use Colour Contrast Analyzer or another contrast checker to test color schemes on master slides.
- Test master slides *before* creating new slides.

Slide Creation

- Use the slide layouts provided under **Home>New Slide** to help structure content appropriately.
- Avoid adding text boxes or other content outside the Layout when possible.
- Use ordered and unordered lists and tables to organize data.

Outline Panel

Once created, use the **Outline Panel** under **View>Outline View** to review the contents.

- Every slide should have a title
- The reading order should make sense

Links

- Provide complete URLs.
- Assign link names that make sense out of context
- Edit text associated with hyperlinks by selecting the hyperlink, right clicking and selecting Edit Hyperlink. Then edit Text to Display.

Tables

- Use tables to present tabular data but keep them simple with clear headers. There is no way to mark table headers for screen readers in PowerPoint.
- For more complex tables, consider using a correctly marked PDF or web page to present the data.

Arrange Tool

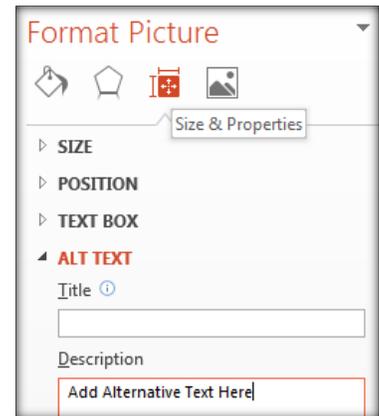
Use the **Arrange Tool** on the **Home** tab to fix issues. Click on Selection Pane.

- Jaws reads from the bottom of the list up.
- Reorder the list so the text will make sense in the order read.

Images

- Whenever possible, use text rather than images of text.
- Add useful alternative text to images that convey content.

1. Right-click on the image and choose **Format Picture...**
2. Click on the **Size & Properties** icon and then on **Alt Text**
3. Enter useful alternative text in the **Description** field (not the title field).



- Do not add alternative text to images that are purely decorative or are repetitive of text on the slide.
- When appropriate, merge or group composite images

Accessibility Checker

- Use the accessibility checker to verify your work by selecting **File>Info>Check for Issues**.
- The accessibility checker shows errors, warnings, and tips along with suggestions to fix issues.
- Decorative images that you intentionally left blank will show up as errors but should not be fixed.

More Tips

- The notes panel is not accessible to all screen readers so shouldn't be used to present alternative text.
- Use at least 12 pt. font size for slides that will be read and larger for presentations on a projector.
- Do not use color alone to convey information.
- Provide sufficient color contrast.
- Avoid automatic slide transitions and simplify/avoid slide transitions and other animation. Motion can distract from content.
- Caption videos and provide a transcript for any audio.
- Simplify the language and ensure it is appropriate to the audience.
- Use no more than 3 different fonts and avoid using ALL CAPS.