



# Microsoft PowerPoint®

## Accessibility Quick Card

Follow these best practices to help make PowerPoint® presentations accessible.

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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 you have done this 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 your slides.

### Check slide reading order

Open **Review > Check Accessibility > Reading Order Pane** to verify the order of each slide's content. The reading order must follow the intended presentation order for the slide content. Items in the Reading Order pane will read from top to bottom. Alternatively, open **Home > Arrange > Selection Pane** to review reading order. Items in the Selection pane read from bottom to top.

### Give every slide a unique title

Slide titles are used for structure and navigation. Keep titles short (use 5–10 words maximum). Use the Selection pane to hide the slide title when appropriate.

### Add alt text to images and objects

Use informative and concise alt text descriptions for important graphics and objects. This includes photos, illustrations, charts and graphs, and infographics. Use the **Mark as decorative** checkbox for objects that are only used for visual design. Note: Any objects placed in the Slide Master (except for content placeholders) will be treated as decorative objects by assistive technology.

### 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 and layout. Always use header rows to provide context to the table data. Do not put the table title inside the table.

## 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 (for DHS, this standard is 7:1). Non-text elements and large text (a minimum of 14pt bold or 18pt) ratios are 3:1 (for DHS, this standard is 4.5:1). Preview slide designs in black and white or grayscale to test for colorblindness and low vision.

## Fill in document properties

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. However, it can't find everything. Do manual checks in addition to the automated accessibility checker.

## Consider sharing in alternate formats

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.



**WISCONSIN DEPARTMENT**  
*of* **HEALTH SERVICES**



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