Microsoft PowerPoint®

Follow these best practices to ensure your PowerPoint® presentations are accessible.

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

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

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

  This includes pictures, clip art, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms.

- **Use simple tables.**

  These are easier for all to read and interpret. Avoid using nested tables, merged or split cells, or blank cells for formatting and layout.

- **Name your hyperlinks appropriately.**

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

- **Use color carefully.**

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

- **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 content placeholders, not text boxes.**

  To check if you have done this correctly, open View → Outline View. All text (except tables and alt text) should display in this pane. This ensures all readers have access to the text in your slides.

- **Check reading order.**

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

- **Realize that notes may not be read.**

  Some users of assistive technology cannot easily access your notes from your presentation. Consider adding them to a slide or sharing them in another format.

- **Fill in document properties.**

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

- **Share accessible presentations.**

  When sharing electronically with your audience or on the web, consider converting to an accessible PDF.

WisTech

Assistive Technology Program

WISCONSIN DEPARTMENT *of* **HEALTH SERVICES**