



Creating an Accessible Microsoft PowerPoint Presentation

This tip sheet will help you improve the accessibility of PowerPoint presentations for persons with disabilities.

This tip sheet is applicable to most versions of PowerPoint.

General Considerations

Use the built-in layouts provided in PowerPoint. These contain many accessibility features used by assistive technologies.

Good Presentation Design

Keep slide content uncluttered with a minimum of transitions or animation.

Minimize the number of bullet points on each slide with a maximum of 6. Ensure every slide has a unique title.

Using the Notes Pane

Where extra explanatory information is required to describe the contents of the presentation, add them in the notes pane. This allows disabled users to gain access to this extra material. If using non-standard or complex slide layouts, repeat the slide contents in the notes panel before the explanatory material.

Images, Graphs and Tables

For graphical information such as images, charts and tables, use the notes pane to describe the context of these objects. If describing structured charts, describe each element and their interactions.

Fonts and Colour

Use sans serif (non-fancy) fonts such as *“Verdana, Lucida Sans, or Arial”*. They should be of sufficient size, or larger if projected. Check that foreground

and background colour choices provide a high contrast ratio of at least 5:1 so that the foreground content and backgrounds are easily distinguished from each other.

Hyperlinks

Add a meaningful description to hyperlinks. Avoid giving vague instructions such as “click here”.

- **Insert** tab → **Hyperlink** (Ctrl or ⌘ + K).
- Additionally, you can use ScreenTip which provides a text description in a similar way to alt text.
- Hyperlinks are also an effective way of jumping to different slides within the presentation.
 - **Insert Hyperlink** → **This Document** tab → Select a place in this Document

Captioning and Transcription

Some content such as audio or video may need to be audibly described or transcribed to text to achieve full accessibility. Also ensure player controls are accessible using the keyboard.

Accessibility Checker (Windows)

Use the accessibility checker to validate the accessibility of your document before publishing.

- **File** → **Info** → Prepare for Sharing → **Check for Issues** button → **Check Accessibility** → Review the inspection results and make appropriate corrections.

Save as Accessible PDF (Windows)

Publishing to PDF can be effective in distributing accessible PowerPoint content. Ensure accessibility settings are enabled by:

- **File** → **Save as Adobe PDF** or **Create PDF** from Acrobat tab → **Options** → Check the following
 - Enable Accessibility and Reflow with Tagged Adobe PDF
 - Create Bookmarks
 - Convert Comments