

Simple Rules to PowerPoint Accessibility

To help you prepare a better and more accessible PowerPoint presentation for your lectures and presentations, we have put together these guidelines. These guidelines are based on the [Health and Human Services Department Checklist](#) for accessibility.

Layout and Formatting

- Use Microsoft PowerPoint standard layouts provided with the application
- Do not use “busy” backgrounds
- Use high contrast background and foreground colors
- Accept or cancel all track changes
- Make sure all slides can be viewed in Outline View

Text and Fonts

- Use recommended fonts: Times New Roman, Verdana, Arial, Tahoma, Helvetica
- Use readable font sizes: no fonts smaller than 12 points
- Avoid using flashing or animated text
- Avoid using text boxes or graphics that contain text
- Make sure that all hyperlinks have clear descriptions and are active
[How to Create Hyperlinks](#)

Images

- Add Alternative Text to all your meaningful images
[How to Add Alternative Text](#)
- Group associated images (ie, boxes in an organizational chart)
- If a slide contains multi-layered objects, flatten the image and add alternative text
How to Work with Images
- For complex images, include descriptive text immediately after the image

Tables and Charts

- Make sure all of your charts have a Title, Legend, and the X and Y Axis labeled
- Name and number (if applicable) all data tables in your presentation
- Create your tables in PowerPoint
- Give your table rows and columns headers, and have a logical order (top left, to bottom right)

Audio and Video

- All audio and video used in your presentation should have captions or text descriptions
How to Create Captions