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