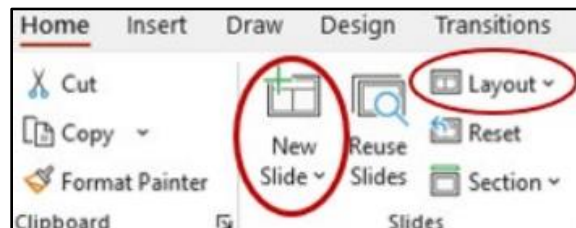


Accessible PowerPoint Presentations

This quick guide highlights common accessibility practices in Word but is not a complete compliance checklist. For full guidance, consult the [Web Content Accessibility Guidelines \(WCAG\)](#). Mac and PC versions of PPT may look slightly different, but the overall process for accessing and using accessibility features is similar.

Layouts

Use slide layouts PowerPoint provides. Correctly structured headings, lists, and reading order help ensure accessibility. Avoid using Draw Text Box to recreate elements that PowerPoint's built-in layouts already provide, such as titles, headings, and content areas.



1. To add a new slide, select **Home > New Slide** and choose a built-in layout.
2. To change the layout of an existing slide, select the slide, then choose **Home > Layout**.

Unique Slide Titles

Use a clear, unique title on every slide. Titles help screen reader users navigate the presentation and make slides easier for everyone to find and review. Avoid duplicate slide titles.

Example

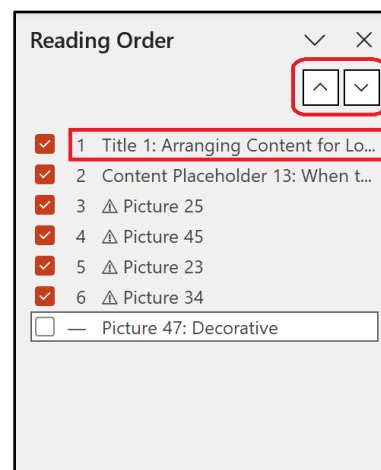
Instead of repeating the title “Course Accessibility” on two slides, try:

- Course Accessibility – 1
- Course Accessibility – 2
- Course Accessibility – 3

Reading Order

Reading order controls the sequence in which a screen reader reads content on a slide. Make sure titles, text, images, and other objects are read in a logical order. Use **Review > Check Accessibility > Reading Order Pane** to review and adjust the order as needed. Content can be moved up or down for accurate reading order. Reading order follows the list from top to bottom. In the example to the right, a screen reader will read Title 1: Arranging Content, first, Content Placeholder 13 second, and continue down the list in that order.

For additional guidance, see [Microsoft's instructions for creating slides with accessible reading order](#).



Alternative Text, Meaningful Links, and Tables

Whether you are creating a Word document or PowerPoint presentation, the same accessibility standards apply. Add meaningful alt text to images, use descriptive link text for URLs, create accessible tables, and structure content clearly. Refer to the **Accessible Microsoft Word Documents** guide for more detailed explanations and examples of these practices.

For a quick refresher:

- **Alternative Text:** [Add alternative text to a shape, picture, chart, SmartArt graphic, or other object](#)
- **Meaningful Links:** Use descriptive link text instead of pasting a full URL or using generic phrases such as “Click Here”. For example:
 - **Copy and Pasted URL (inaccessible):** <https://support.microsoft.com/en-US/Word/create-or-edit-a-hyperlink>
 - **Needs improvement:** [Click Here.](#)
 - **Hyperlink with meaningful text:** [How to create or edit a hyperlink in Word.](#)
- **Tables:** Use tables only to organize data, not to create page layouts. Keep them simple and make sure the first row is identified as a header row so screen readers can understand the information.

Also Be Mindful With

- Sufficient font size, especially if viewed on a projector.
- Captioning/transcripts for embedded videos.
- Transcripts for embedded audio.
- Avoid automatic slide transitions.
- Use plain, simple language when possible.
- Be aware of color contrast. Black font on a white background is always a safe practice.