In Windows: Make Accessible PowerPoint Presentations

It is essential to embed certain formatting and structure within a PowerPoint presentation so that assistive technology can follow the structure clearly and provide the information in a logical order to the disabled user. Proper structure also ensures that if the PowerPoint file is converted to a PDF, it will continue to be accessible. The basic steps are provided below for PowerPoint 2010 and above for PCs. See the [UC Electronic Accessibility website](#) for more detailed information.

1. **Images and Visuals**
   Alt text, or a short description, helps people who can't see the screen to understand what's important in images and other visuals. Provide alt text for each chart, image, shape, SmartArt graphic, and table.

2. **Links**
   Use link text that has meaning, such as "instructions for making an accessible PowerPoint presentation," instead of "click here" or "learn more." People who use screen readers sometimes scan a list of links, so links should convey clear and accurate information about the destination.

3. **Tables**
   Use a simple table structure, and add column header information. Screen readers use header information to identify rows and columns.

   Ensure that tables don't contain split cells, merged cells, nested tables, or completely blank rows or columns. Screen readers keep track of their location in a table by counting table cells, so split cells, merged cells, and nested tables make the screen reader software lose its place.

4. **Layouts**
   PowerPoint contains built-in slide layouts. When you use them with a new slide, the layouts automatically make sure that the reading order is the same for people who see and people who use technology such as screen readers.

5. **Slides**
   Give all slides unique titles. People who are blind, have low vision, or a reading disability rely on slide titles to navigate. Use the Selection Pane to make titles visible or invisible.

6. **Font**
   Use a larger font size (18pt or larger), sans serif fonts (Arial or Calibri), and sufficient white space. For people who have dyslexia or have low vision, this reduces the reading load. Avoid using all capital letters and excessive italics or underlines. Include ample white space between sentences and paragraphs.

7. *Color*

Use sufficient contrast for text and background colors.

Make sure there is strong contrast between text and background, so people with low vision can see it well.

Ensure that color is not the only means of conveying information. People who are blind, have low vision, or are colorblind might miss out on the meaning conveyed by particular colors.

Add an underline to color-coded hyperlink text so that people who are colorblind know that the text is linked even if they can't see the color.

8. *Videos and Multimedia*

Make videos accessible to visually impaired and hearing-impaired users by adding subtitles, closed captions, and/or video descriptions for any embedded videos.

9. *Check*

Test your PowerPoint presentation for accessibility. Go to File, then Info, then Check for Issues, and then Check Accessibility.

10. *Convert*

Convert your accessible PowerPoint presentation into an accessible PDF: Go to File, then Save as Adobe PDF.