Creating Accessible PowerPoint Presentations

*PowerPoint presentations are an inherently visual experience, but there are steps that can be taken to make the content more accessible to those with limited vision.*

**Use built-in slide layouts**

Using the built-in slide layouts ensures that screen readers read each element in a logical order.

**Add alternative text to images and other objects**

Adding alternative text will help make images and other embedded objects within your presentation accessible. This includes pictures, charts, tables, SmartArt, and shapes. Follow these steps:
Verify reading order

If choosing not to use built-in layouts or elements in addition to those layouts, verify that slide elements will be read by a screen reader in a logical order.

In the Drawing group on the ribbon, click on Arrange and then Selection Pane in the menu.

The Selection Pane shows the order of items from bottom to top (in the example above the title would be read first). Verify that order is correct or make changes.

Other tips and considerations for accessibility:

- Give every slide a unique title
- Use larger font size
- Avoid using color to create meaning
- Designate table headers
- Use simple slide transitions
- Use sufficiently contrasting colors
- Include meaningful text in hyperlinks

For additional help with PowerPoint accessibility contact Leslie Barton: lb261@evansville.edu