Microsoft PowerPoint®

Follow these best practices to help ensure your presentations are accessible. For more information on PowerPoint® accessibility, visit mdod.maryland.gov

- **Add alt text to images and objects**

  This includes pictures, clip art, charts, shapes, SmartArt graphics and embedded objects. Use clear, concise terms. For example, "Person in wheelchair on ramp" may suffice rather than "Smiling woman in wheelchair posing on ramp."

- **Use simple (not complex) tables**

  These are easier for all to read, including people using screen readers and people sitting at the back of the room. Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Ensure each slide has a unique title**

  Slide titles are used for navigation and selection by people who are not able to view the slide.

- **Check slide reading order**

  People who cannot view the slide will hear slide text and content read back in a specific order. Items in the Selection pane read from the bottom up. If your PowerPoint version has the Reading Order pane, arrange items so they read from the top down.

- **Fill in document properties**

  In advanced document properties, enter title, subject, and author.

- **Name your hyperlinks appropriately**

  Your link should contain meaningful text that reflects the link destination or subject, rather than simply saying "click here."

- **Include captions and audio descriptions**

  If you use audio or video components, ensure that all audio is captioned and any visuals are audio-described.

- **Use color carefully**

  High contrast color schemes and texture variations in graphs improve readability. Test your designs by printing in black & white.

- **Use content placeholders, not text boxes**

  To check if you have done this correctly, open View – Outline View. All text (except tables and alt text) should display in this pane. This ensures all readers have access to the text in your slides.

- **Notes may not be read**

  Some users of assistive technology cannot easily access your notes from your presentation. Consider adding them into a slide or sharing them in another format.

- **Sharing accessible presentations**

  When sharing electronically with your audience or on the web, consider converting to an accessible PDF.

Learn More

mdod.maryland.gov/news/

Pages/Web-Accessibility.aspx

or contact us directly at:
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