

# MS PowerPoint: Accessibility Best Practices

## Use Default Slide Layouts

1. From the Home tab, choose the New Slide dropdown menu.
2. Select a slide template (do not use Blank slide template).
3. Avoid using Text Boxes to create or arrange slide content (screen readers will always read Text Boxes last).

## Keep Slide Content Clear, Concise, and Readable

- Use concise, non-figurative, and accurate language.
- Slides should appear clean and uncluttered with adequate foreground-background color contrast.
- Use standard fonts. For readability, sans-serif fonts, such as Arial, Verdana, and Helvetica are preferable.

## Use Unique Slide Titles

1. Create slide titles with the Title placeholder visible in default slide layouts. Do not use text boxes for titles.
2. Use a unique slide title for each slide. If you have multiple slides that continue a topic, you can label them in the following way: "[TITLE OF SLIDE], 1 of 4," "[TITLE OF SLIDE], 2 of 4," etc.
3. Check titles and document structure: from the **View** tab, select **Presentation Views** and click **Outline View**.

## Insert Charts and Graphs with Data Tables

1. Go Insert and select Chart. The PowerPoint datasheet view appears for you to enter your table data.
2. Add values to the PowerPoint datasheet by selecting a cell and typing in the value. Remember to add labels for the rows and columns. Close the datasheet window by selecting ESC from your keyboard.
3. Display the corresponding data table. Design > Charts Design > Quick Layout (or Add Chart Element)> Layout 5 (or Select Data Table)

## Keep Lists Readable

- Avoid presenting more than six points per slide at default font size.
- Use one line of text, ideally, and no more than two per point.

## Use Alt Text for Informative Images

1. Right click on the image, and select **Format Picture**, then **Alt Text**.
2. Fill in the **Description** field (not the Title field).

## Use Meaningful Text for Links

1. Type out text that describes the link's destination (e.g., "FSI 2022 Conference"). Avoid text like "Click here."
2. Select the text, right click on it, and choose **Hyperlink** from the menu.
3. In the **Insert Hyperlink** window, enter a URL address in the Address field.
4. Click the **OK** button to save the link.

## Organize/Re-organize the reading order

1. Click **Arrange > Selection Pane**
2. Arrange slide contents in the order you wish (\*\*Note: The item in the bottom of a list will be read first in screen reader. Therefore, the items should be arranged from in reverse order, from bottom to top.)  
You can also arrange the reading order in the **Accessibility Checker**.



## Document Properties: Identify the Title and Author

1. In Windows, click **File**, then expand the pull down menu for **Info** and select the **Properties** on the right-hand side. On a Mac, click **File**, then select **Properties**, and then select the **Summary** tab.
2. From the **Summary** tab of the **Properties** dialog, add or change the **Title** and the **Author**.

## Additional Resources

- [Creating a title slide](#)
- [Creating and modifying alt text](#)
- [Creating charts and graphs](#)
- [Adding a data table to a chart](#)
- [Changing the Reading Order on Slides](#)
- [Adding live caption when presenting with PowerPoint](#)
- [More resources for accessibility](#)

