This tip sheet will help you improve the accessibility of PowerPoint for persons with disabilities.

Tip sheet is applicable to PowerPoint versions 2010, 2013, and 2016. For video tutorials, please watch Microsoft's videos on creating accessible content in Office.

General Considerations

Use the built-in layouts provided in PowerPoint. These contain many accessibility features used by assistive technologies.

Good Presentation Design

Keep slide content uncluttered with a minimum of transitions or animations. Maximize the number of bullet points on each slide with a maximum of 6. Ensure every side has a unique title.

Use the Notes Pane

Where extra explanatory information is required to describe the contents of the presentation, add them in the notes pane. This allows users to gain access to this extra material. If using non-standard or complex slide layouts, repeat the slide contents in the notes panel before the explanatory material.

Images, Graphs and Tables

For graphical information such as images, charts and tables, use the notes pane to describe the context of these objects. If describing structured charts, describe each element and their interactions.

Fonts

Use sans serif (non-fancy) fonts such as Verdana, Lucida Sans or Arial. They should be of sufficient size, or larger if projected.

Colours and Contrast

Check that foreground and background colour choices provide a high contrast ratio of at least 5:1 so that the text is easily distinguishable. Keep in mind the size of the room, lighting, and projector quality.

Colour should not be the only means of conveying information. Use a combination of shapes, colour, text and labels to ensure charts or graphs can be easily interpreted. To get an idea how your slides might look to someone who's colorblind, select **View** > **Grayscale.**

Hyperlinks

Add a meaningful description to hyperlinks. Avoid giving vague instructions such as "click here". Go to the **Insert** tab, click **Hyperlink** (Ctrl or Command + K). Additionally you can use ScreenTip which provides a text description.

Hyperlinks are also an effective way of jumping to different slides within a presentation. Go to **Insert Hyperlink,** then select **This Document** tab, then **Select a place in this document.**

Captioning and Transcription

Any embedded audio or video content may need to be audibly described or transcript to text to achieve full accessibility.

Accessibility Checker

Use the accessibility checker to validate the accessibility of your document before publishing. Go to **File → Info → Prepare for Sharing → Check for Issues** button. Then click **Check Accessibility.** Review the inspection results and make appropriate corrections.

Save as accessible PDF

Publishing to PDF can be effective in distributing accessible PowerPoint content. Ensure accessibility settings are enabled by: **File → Save as Adobe PDF** or **Create PDF** from Acrobat tab, then **Options**. Check the following options:

- Enable Accessibility and Reflow with Tagged Adobe PDF
- Create Bookmarks
- Convert Comments