



Tips for a More Accessible PowerPoint Presentation

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Use Unique Slide Titles

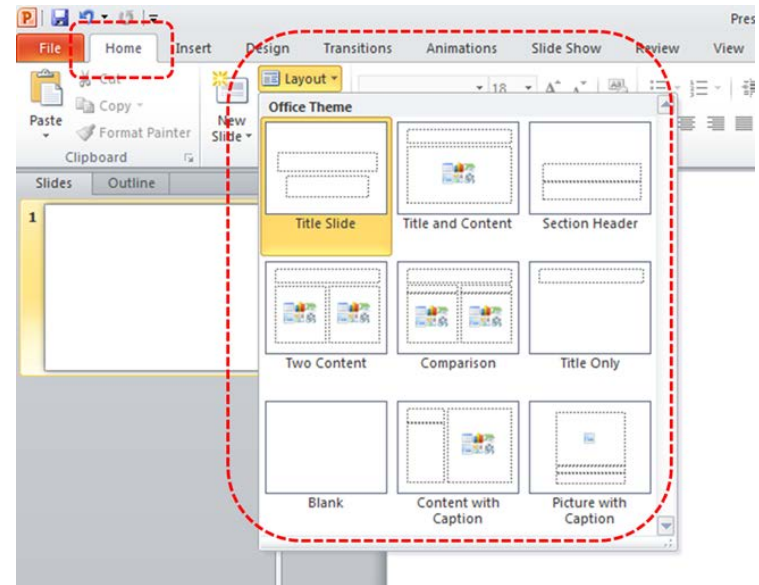


- Give each slide a unique title
- Use built-in templates and layouts
- Add alternative text descriptions to images
- Use bulleted and numbered lists
- Avoid the use of text boxes (instead use content placeholders on template layouts)
- Avoid using blank lines to add white space
- Use paragraph spacing to adjust white space

Use Templates and Layouts

Use built-in Layouts

- Go to Home Ribbon
- Click on Layout or New Slide



Format Text



- Use standard fonts with clear spacing.
- Sans serif fonts (ex. Arial, Verdana, Calibri) are generally easier to read in the body text than are serif fonts .
- Avoid large amounts of text set all in caps, italic or underlined.
- Text - Always place text on a plain or solid background, not over an image.
- Colors and contrast - text color should provide enough contrast with background color that text can more easily be read.

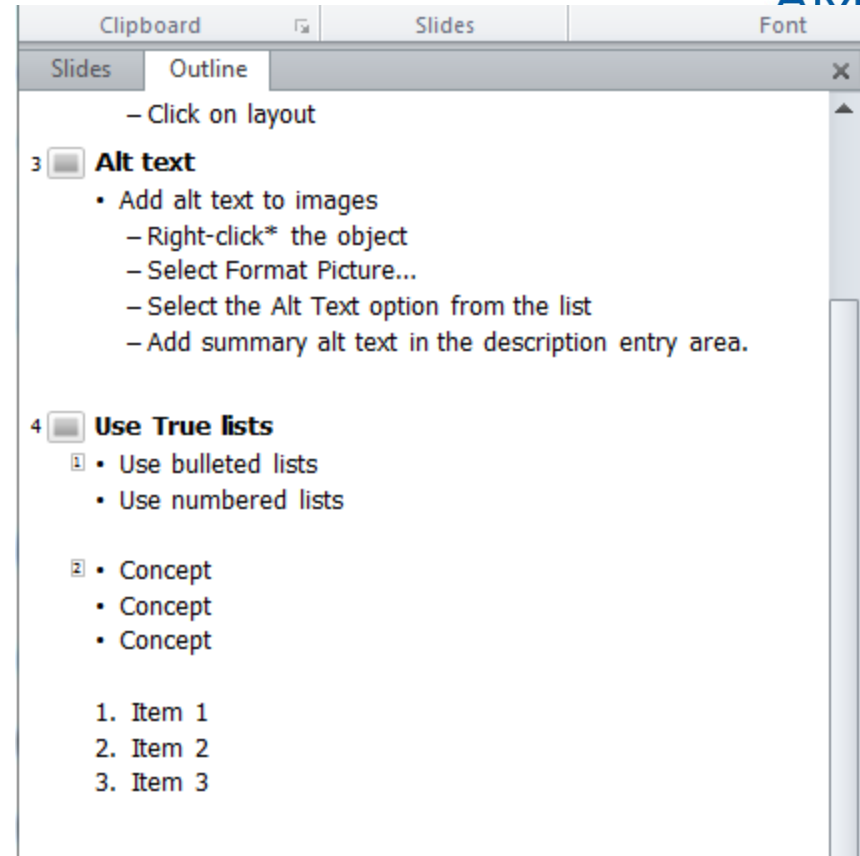
Set order for floating objects



- Go to menu item: **Home**
- In the **Drawing** section, select **Arrange > Selection Pane...**
- In the **Selection and Visibility** pane, all the elements on the slide are listed in reverse chronological order under **Shapes on this Slide**
- Elements can be re-ordered using the Re-order buttons located at the bottom of the Selection and Visibility pane
- Note: The tab order of elements begins at the bottom of the list and tabs upwards.

Outline View

- Check text in the Outline View.
- If content placeholders have been used, the text will be viewable in the outline view. If text boxes were used on the slides, the slide text will not be viewable in the outline view.



Use the Accessibility Checker

To access the Accessibility Checker, go to File > Prepare for Sharing and click **Check for Issues**

From the context menu, choose **Check Accessibility**

