CREATING ACCESSIBLE POWERPOINT DOCUMENTS

A list of "Do and Don't" when creating PowerPoint documents. This is not an exhaustive list, but the most common mistakes that create barriers.
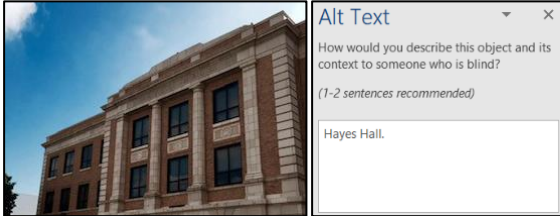
DO ✔

DON'T 🛑

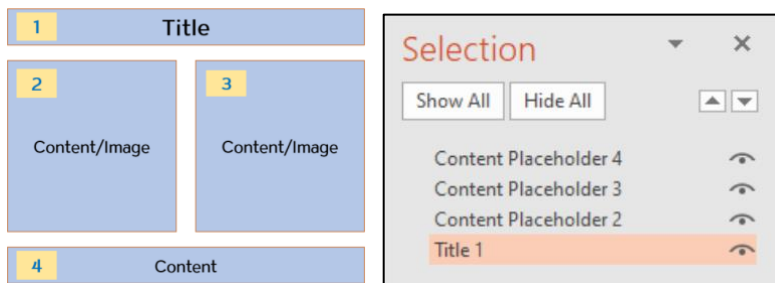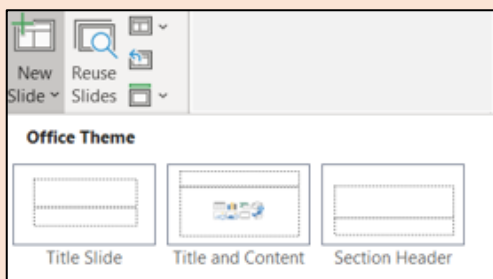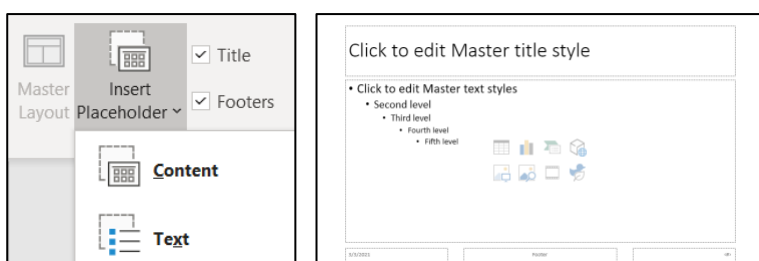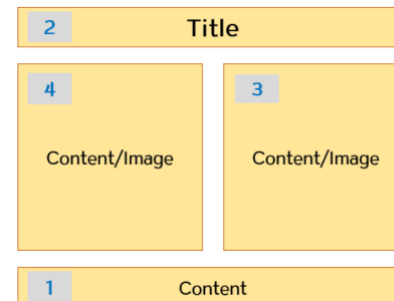| DO ✔	DON'T 🛑
Do provide unique and meaningful slide titles. Add "1 of 2," etc., if several slides pertain to the same topic.	Don't use the same title for multiple sides.
Do use a maximum of six to eight lines of text per slide.	Don't place an excessive amount of text on any slide.
Do ensure that the minimum text size of 24 points.	Don't use small, hard-to-read font sizes below 24 points.
Do provide alternative text, or Alt Text, for all images or mark them as decorative. Provide a concise description for images and consider the purpose and importance—limit the description to under 200 characters. Do not include hyperlinks in descriptions. *Hayes Hall on a clear day*	Don't use images with embedded text. Screen readers cannot recognize that text. Don't use the image name as Alt Text. Don't leave Alt Text blank. Don't use "Image of..." or "Photo of..." to begin the image description.
Do try to avoid transitions and animations.	Don't use an excessive number of transitions and animations.
Do use color and descriptions to convey meaning if you must use color.	Don't use color alone to convey meaning.
Do ensure sufficient color contrast ratio. If unsure, use a color contrast checker from WebAIM.	Don't use insufficient color contrast.
Do ensure correct slide reading order. To check or fix the reading order select, Home > Arrange > Selection Pane. Note reverse order of items in Selection Pane.	Don't place content placeholders that violate the reading order.
Do use fonts more suited to electronic format such as Sans-Serif fonts (e.g., Arial, Calibri, Verdana, or Franklin Gothic Book).	Don't use Serif fonts such as Times New Roman.
Do use simple themes and pre-defined slide layout templates. Avoid themes using drop shadows. Use Microsoft Accessible Templates for PowerPoint.	Don't use text boxes, which are inaccessible.
Do use bulleted or numbered list formatting tools.	Don't type numbers/bullets yourself to create lists. - Lorem - Ipsum
Do use built-in slide layouts (Home > New Slide > Office Theme).	Don't place your content in text boxes.
Do use **Slide Master** to add extra placeholders for your content.	Don't add text boxes in place of the place of content holders.
Do use **Outline View** for a quick check of text accessibility and the reading order in an entire slideshow. The outline provides text accessibility when someone needs alternate formats such as braille or large print.	Don't use text boxes that may not be read by screen readers. Text placed in text boxes or Notes will not appear in the Outline View.
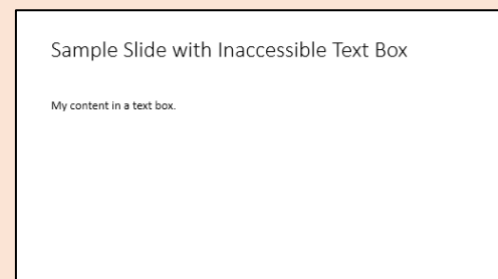
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