# Instructions for Making a PowerPoint Presentation Accessible

**1. PowerPoint Presentation Design**

**a. Click the Design tab**

**b. Click the desired template for the PowerPoint Presentation.**

**1. Select a template with:**

**a. Readable Font Style—Arial or Verdana**

**b. Readable Font size—12 or larger**

**c. Contrast—Black text on White background**

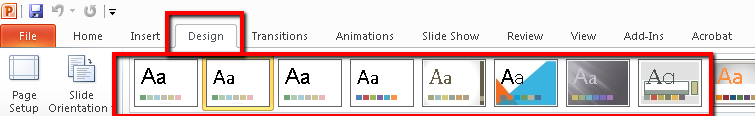
**d. Color**

**1. Not used alone for emphasis**

**a. Color**

**b. Bold**

**2. Limited use of color**

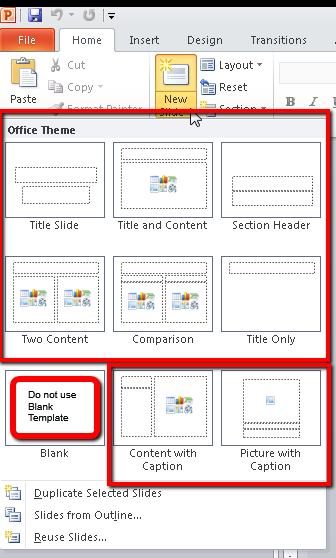


**2. Slide Theme**

**a. Click “New Slide” to add slides to the presentation.**

**b. Do NOT use the Blank template**

**c. Do NOT add text boxes to a slide. (They cannot be read by a screen reader.)**

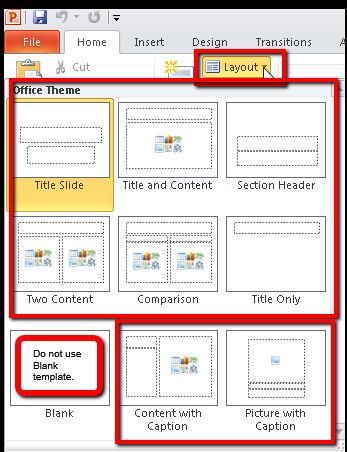
****

**3. Slide Layout**

**a. Click Layout to change the Layout of a slide**

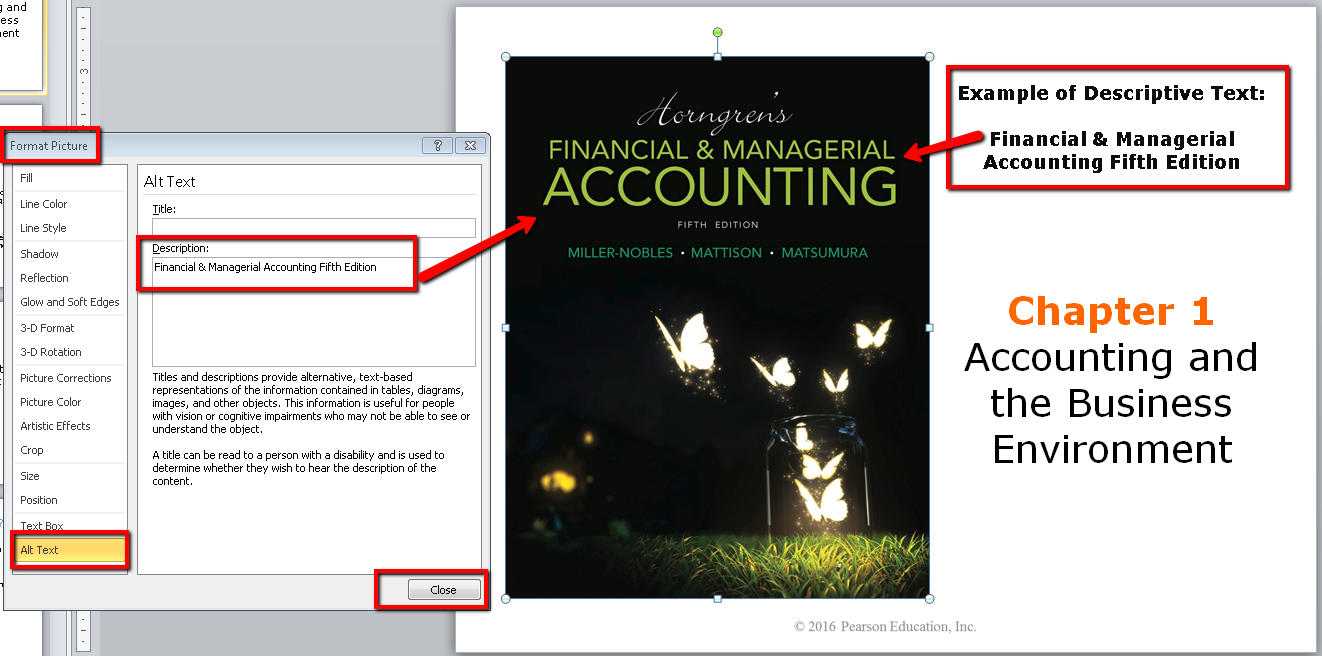
**b. Do NOT use the Blank template**

**c. Do NOT add text boxes to a slide. (They cannot be read by a screen reader.)**

****

**4. Images, Charts, and Graphs in PowerPoint Presentations**

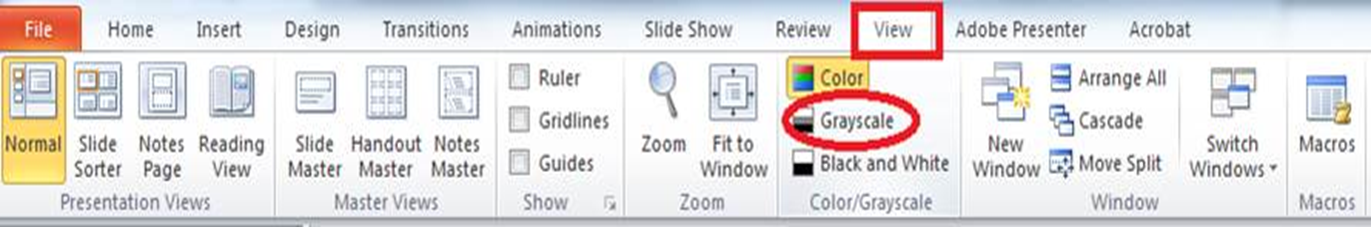
|  |  |
| --- | --- |
| **Adding Alt Text to Image, Chart or Graph** | **Adding descriptive text on a slide** |
| **1a. Images, charts, graphs**  **a. Alt Text**  **i. Right click on image**  **ii. Select Format Image**  **iii. Select Alt Text**  **iv. Enter Alt Text in the Description field if** | **1b. Images, charts, graphs**  **b. Descriptive text**  **i. Enter before or after**  **ii. Chart, graph, or image**  **iii. Enter the Descriptive text** |



**5. In order to check how a colorblind person sees your presentation:**

**a. Click the View tab**

**b. Then Grayscale**

****

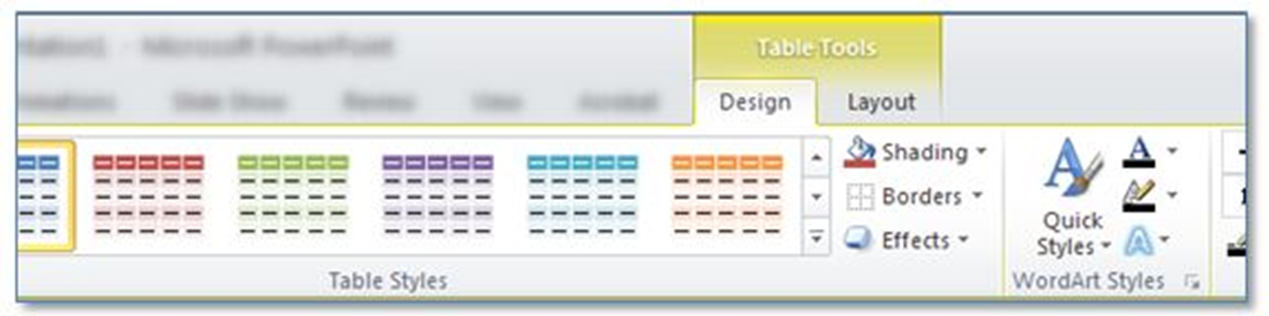
**6. To run the accessibility checker:**

1. **Click on file tab, and then info**
2. **Click the check for issues button**
3. **Then click on check accessibility**

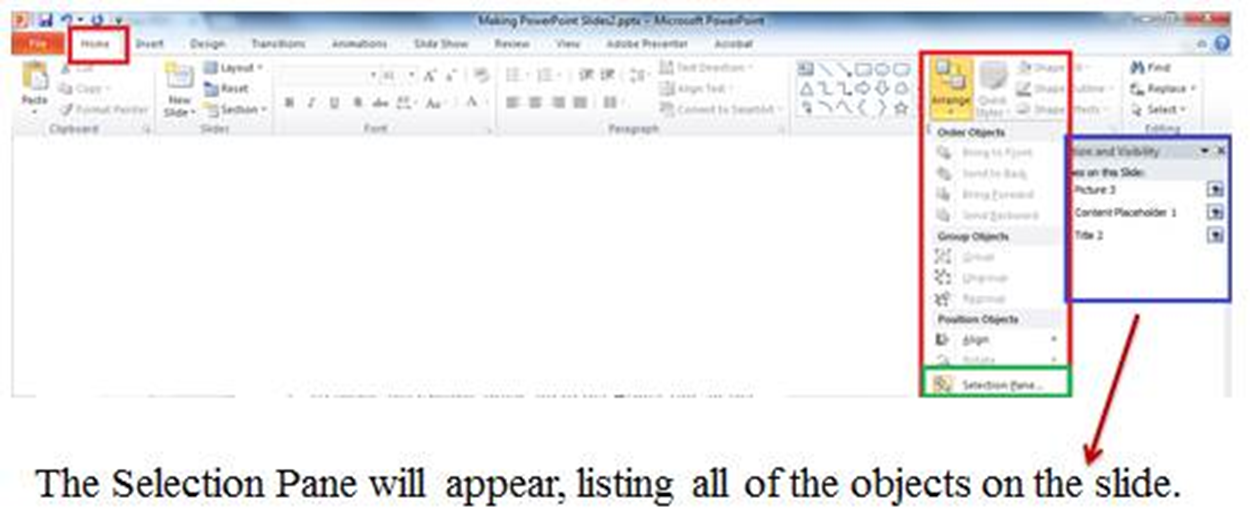
****

**7. Table tools design tab:**

1. **Be sure there is enough contrast between the text and background colors of each cell.**
2. **Choose a table style that provides grid lines to separate the data cells**

****

**8. To check the reading order:**

1. **Go to the Home Tab**
2. **In the Drawing group of commands, select Arrange**
3. **Then Selection Pane.**