Microsoft PowerPoint

Follow these best practices
to help make documents accessible.

Use content placeholders.

Start with an accessible template. Use View > Slide Master View to insert, edit and manage content placeholders. To check if this is done correctly, open View > Outline View. All text (except tables and objects with alt text) should display in this pane. This ensures all users have easier access to the text in the slides.

Check slide reading order.

Open Review > Accessibility Check > Reading Order tool to verify the order of each slide's content. The reading order must follow the intended presentation order for the slide content. Note: Reading order may affect object layering.

Give each slide a unique title.

Slide titles create structure and aid navigation, both essential accessibility components to meet state requirements. Keep titles short (use 5-10 words and keep to one line).

Add alt text to images and objects.

Use informative and concise alternative text descriptions for important graphics or embedded objects. For example, "Person in wheelchair on ramp" rather than "Smiling woman sitting in a green wheelchair posing on a ramp." Use the "Mark as decorative" checkbox when an image is not necessary for a full understanding of the page's content.

Name hyperlinks appropriately.

Links should contain meaningful text that describes the link's destination or subject. Do not use generic language, such as "click here."

Use simple table structure.

Avoid using nested tables, merged or split cells, or blank cells for formatting. Table header rows are essential to provde context to table data. Do not put the table title inside the table. If a complex layout is necessary, contact an accessibility expert.

Use captions and audio descriptions.

If using embedded audio or video components, caption the audio and describe the visuals.

Use high-contrast colors.

Color contrast must meet standards throughout the presentation. Normal text to background ratio is 4.5:1. Non-text elements and large text (a minimum of 14 pt bold or 18 pt) ratios are 3:1. Preview slide designs in black and white or grayscale.

Fill in Document Properties.

When saving, enter the title (document name), subject (general keywords), and author (agency or division) in the document's properties.

Use the Accessibility Checker tool.

This built-in tool provides details on potential issues and give suggestions to correct them. You must perform manual checks in addition to the automated ones.

Consider alternate formats when sharing presentations.

Consider the audience and details to share. For example, exporting to Word can include presentation notes. A PDF can provide a simple copy of the slide deck. Make sure the alternate format is accessible.

NORTH
Dakota
Be Legendary.

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