Guidelines for Accessible PowerPoint Presentations

When creating accessible PowerPoint presentations, establishing the correct reading order of elements on the slides is of utmost importance. Follow the tips below to ensure that your slides are ADA compliant.

- Use PowerPoint's preset slide layouts instead of inserting text boxes and media manually. The preset slide layouts ensure that the content is arranged in reading order.
  Please note: Text boxes may be used; however, they must be inserted into the slide in reading order. To make sure the reading order is correct, check the order of the text boxes (or any other elements) in the Selection panel. Elements can be reordered within this panel
- Use a sans serif font no smaller than 18 points.
- Make sure there is a 4.5 to 1 contrast ratio between the text color and background.
- Do not use blinking or flashing animations.
- Apply alt text to any essential images or graphics.
- Hyperlink text should be descriptive of the website the hyperlink leads to.
- Do not set embedded videos to autoplay.

Microsoft. (n.d.). Make your PowerPoint presentations accessible. Retrieved 2018, from https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25