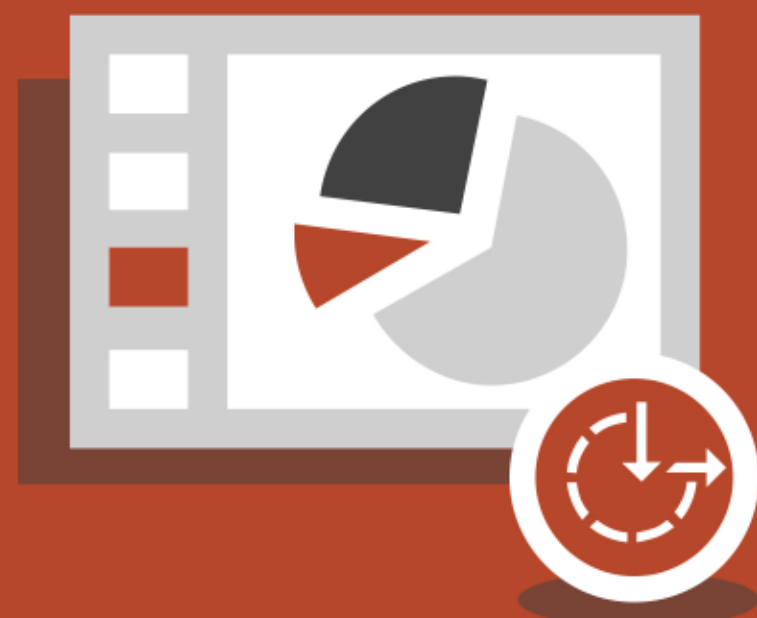


# 9 ways to make your presentation accessible



1

Use accessible PowerPoint templates



Templates are pre-approved for screen readers and other devices.

[Click here](#) for a collection of accessible templates.

2

Run the Accessibility Checker



Select **Review > Check Accessibility**.

It finds most accessibility issues and offers suggestions on how to resolve each issue.

3

Mark purely decorative visuals—like stylistic borders—as decorative



Right-click an image and select **Edit Alt Text** or select the object, then select **Shape Format > Alt Text**.

Select the **Mark as decorative** check box.

4

Add alt text to a shape, picture, or other object



Right-click the object and select **Edit Alt Text**, or select the object, then select **Shape Format > Alt Text**.

Describe the object and its context in the description field.

5

Add alt text to charts



Right-click the chart and select **Edit Alt Text**, or select the chart, then select **Format > Accessibility > Alt Text**.

Describe the object and its context in the description field.

6

Add alt text to SmartArt



Right click the SmartArt diagram and select **Edit Alt Text**, or select the diagram, then select **Format > Alt Text**.

Describe the object and its context in the description field.

7

Adjust chart and SmartArt colors



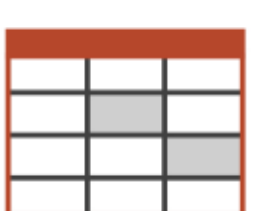
Download a color contrast analyzer from the web. Select your foreground and background colors and see if they pass.

To change chart colors, select the chart and go to **Chart Design > Chart Styles or Change Colors**.

To change SmartArt colors, select the diagram and go to **SmartArt Design > SmartArt Styles or Change Colors**.

8

Use a simple table structure



Ensure your table doesn't contain blank cells, split cells, merged cells, or nested tables.

Run the color contrast analyzer tool, and if needed, update the table default colors to make them accessible.

9

Apply accessibility design rules



Add a unique title to each slide.

Set font sizes at 11 points or larger.

Choose a san serif font.

Use sufficient contrast for text and background colors.

Make slides readable in **Black and White**, **Grayscale**, and **Color** views in both the Master and sample slides.

Arrange slide contents in logical order. Select **Home > Drawing > Arrange > Selection Pane**. Drag and drop items to reorder them.