Develop accessible PowerPoint documents

Empowered and confident: disabling the barriers

Checklist

Fonts

	Use a sans serif font – such as Arial, Helvetica or Verdana that are large enough for both projectors and online viewing.
	Use of italics or upper-case letters for emphasis is not recommended.
	Avoid using text shadow or glow effects for any text as they may not be accessible by screen readers.
	Be consistent with the fonts used in the document.

Colours

	Ensure there is colour contrast e.g. black and white.
	If you are using colour, ensure the information being conveyed can be done without the colour e.g. consider this with graphs etc. and if it can't consider an alternative.
	If printing the document use a matte/non-glossy finish.

Spacing

	Avoid cramming a lot of information onto a slide as it can be confusing and unreadable.

Images

	Default the wrapping style of non-text elements as 'in line with text'.
	Ensure any graphics and images have alternative explanatory text.
	Avoid text boxes, word art, and watermarks as they're inaccessible to screen readers.

Queensland Government

Slide animations and transitions

	Avoid automatic slide transitions.
	If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

Tables

	When including a table, use the 'insert' tab then 'table' rather than draw table.
	Use correct 'table headings' and 'check' the 'header row' check box.
	Use PowerPoint tables rather than inserting a screenshot of a table

Hyperlinks

	When choosing which word/s to hyperlink, choose the word/s that best describe where you are taking the user.
	Don't use terms such as 'click here' or 'more info' as the hyperlink title.

Outline and notes panels

	Ensure the slides are in a logical order in the Outline Panel.
	Avoid placing image or chart descriptions in the Notes Panel.

Embedded audio or video

	If your presentation has embedded audio or video you should include text transcripts and/or captions.

Remember – after completing your presentation always run the accessibility checker.