

Accessibility Guide

It talks about high contrast as well. In general, it is best to use colors that create a strong contrast between the background and the text for your slides. You can put dark text on a white or off-white background, or reverse it and use white text on a dark background. Other examples of strong contrast could be light blue background and navy blue text, light grey background and black text etc.

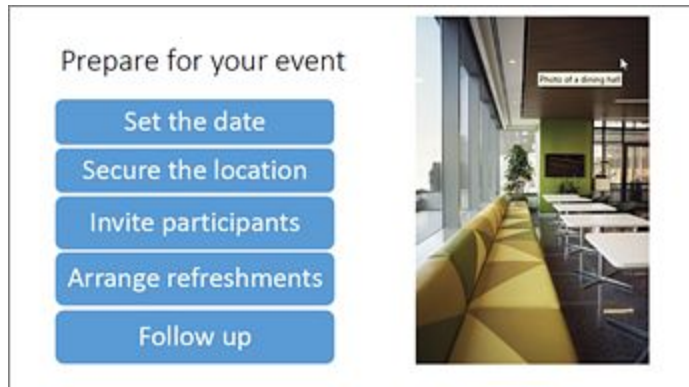
White and black schemes also make it easier for people who are colorblind to distinguish text and shapes. If the PowerPoint has tables and figures, add text descriptions of those on your slides for blind and low vision audiences. The link that I referenced above indicates that PowerPoint has a feature that can create closed captions but I have never used it so I am not sure of the quality of captions. There are other place like AMAC Accessibility and AQI which can add closed captioning to your presentation.

Make your PowerPoint presentations accessible

Applies To: PowerPoint 2016 PowerPoint 2013 PowerPoint 2016 for Mac More...

[Return to Office Accessibility Center](#) > [PowerPoint Accessibility](#)

Key best practices for creating PowerPoint presentations can also help you make your presentations accessible to people with disabilities. This topic describes why you should use these best practices and gives you step-by-step instructions for following them.



PowerPoint presentations tend to be highly visual, and people who are blind or have low vision can understand them more easily if you create your slides with accessibility in mind.

WindowsMaciOSAndroidOnline

Windows: Best practices for making PowerPoint presentations accessible

The following table includes key best practices for creating PowerPoint presentations that are accessible to people with disabilities.

What to fix	How to find it	Why fix it	How to fix it
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Include alternative text with all visuals and tables.

To find missing alternative text, use the [Accessibility Checker](#).

Alt text helps people who can't see the screen to understand what's important in images and other visuals.

[Add alt text to images](#)

[Add alt text to SmartArt graphics](#)

Visual content includes pictures, clip art, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos.

Avoid using text in images as the sole method of conveying important information. If you must use an image with text in it, repeat that text in the document. In alt text, briefly describe the image and mention the existence of the text and its intent.

[Add alt text to shapes](#)

[Add alt text to charts](#)

[Add alt text to tables](#)

Make sure slide contents can be read in the order that you intend	You can use the Accessibility Checker to find slides that have possible problems with reading order.	When someone who can see reads a slide, they usually read things, such as text or a picture, in the order the elements appear on the slide. In contrast, a screen reader reads the elements of a slide in the order they were added to the slide, which might be very different from the order in which things appear.	Set the reading order of slide contents
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To make sure everyone
reads the contents in
the order you intend,
it's important to check
the reading order.

If designing
a new slide,
use the
built-in slide
layout

This tip applies
to a new slide
that you're
creating

PowerPoint contains
built-in slide layouts
that you can apply to
any slide. When you
use them with a new
slide, these layouts
automatically make
sure that the reading
order works for
everyone.

[Use built-in
slide
layouts for
inclusive
reading
order](#)

Add meaningful hyperlink text and ScreenTips.	To determine whether hyperlink text makes sense as standalone information and whether it gives readers accurate information about the destination target, visually scan the slides in your presentation.	People who use screen readers sometimes scan a list of links. Links should convey clear and accurate information about the destination. For example, instead of linking to the text Click here, include the full title of the destination page.	Add hyperlink text and ScreenTips
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TIP: You can also add ScreenTips that appear when your cursor hovers over text or images that include a hyperlink.

Ensure that color is not the only means of conveying information.	To find instances of color-coding, visually scan the slides in your presentation.	People who are blind, have low vision, or are colorblind might miss out on the meaning conveyed by particular colors.	Use an accessible slide design
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For example, add an underline to color-coded hyperlink text so that people who are colorblind know that the text is linked even if they can't see the color. For headings, consider adding bold or using a larger font.

Use sufficient contrast for text and background colors.

To find insufficient color contrast, look for slide text that's hard to read or to distinguish from the background.

Make sure there is strong contrast between text and background, so people with low vision can see it well. Use dark text on a white or off-white background, or reverse it and use white text on a dark background.

[Use an accessible slide design](#)

White and black schemes also make it easier for people who are colorblind to distinguish text and shapes.

Give every
slide a
unique title

To find slides
that do not have
titles, use the
[Accessibility
Checker](#).

People who are blind,
have low vision, or a
reading disability rely
on slide titles to
navigate. For example,
by skimming or using a
screen reader, they can
quickly scan through a
list of slide titles and go
right to the slide they
want.

[Use unique
slide titles](#)

[Hide a slide
title](#)

Use a simple table structure, and specify column header information.	To ensure that tables don't contain split cells, merged cells, nested tables, or completely blank rows or columns, use the Accessibility Checker .	Screen readers keep track of their location in a table by counting table cells. If a table is nested within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point. Blank cells in a table could also mislead someone using a screen reader into thinking that there is nothing more in the table.	Use table headers
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Screen readers also use header information

to identify rows and
columns.

Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space.	To find potential issues related to fonts or white space, review your slides for areas that look crowded or illegible.	People who have dyslexia describe seeing text “swim together” on a page (the compressing of one line of text into the line below). They often see text merge or distort.	Use an accessible slide design Format text for accessibility
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For people who have dyslexia or have low vision, reduce the reading load. For example, they may benefit from familiar sans serif fonts, such as Arial or Calibri.

Avoid using all capital letters and excessive italics or underlines.

Include ample white

space between
sentences and
paragraphs.

Make
videos
accessible
to visually
impaired
and
hearing-impaired users

Subtitles typically
contain a transcription
(or translation) of the
dialogue.

[Use](#)
[captions,](#)
[subtitles,](#)
[and](#)
[alternative](#)
[audio](#)
[tracks in](#)
[videos](#)

Closed captions
typically also describe
audio cues such as
music or sound effects
that occur off-screen.

Video description
means audio-narrated
descriptions of a
video's key visual
elements. These
descriptions are
inserted into natural
pauses in the
program's dialogue.
Video description

makes video more
accessible to
individuals who are
blind or visually
impaired.

Add alt text to visuals and tables

The following procedures describe how to add alt text to visuals and tables in your PowerPoint presentations.

NOTE: We recommend only putting text in the description field and leaving the title blank. This will provide the best experience with most major screen readers including Narrator. For audio and video content, in addition to alt text, include closed captioning for people who are deaf or have limited hearing.

Add alt text to images

Beginning in March of 2017, PowerPoint for PC in Office 365 automatically generates alt text for photographs by using intelligent services in the cloud.

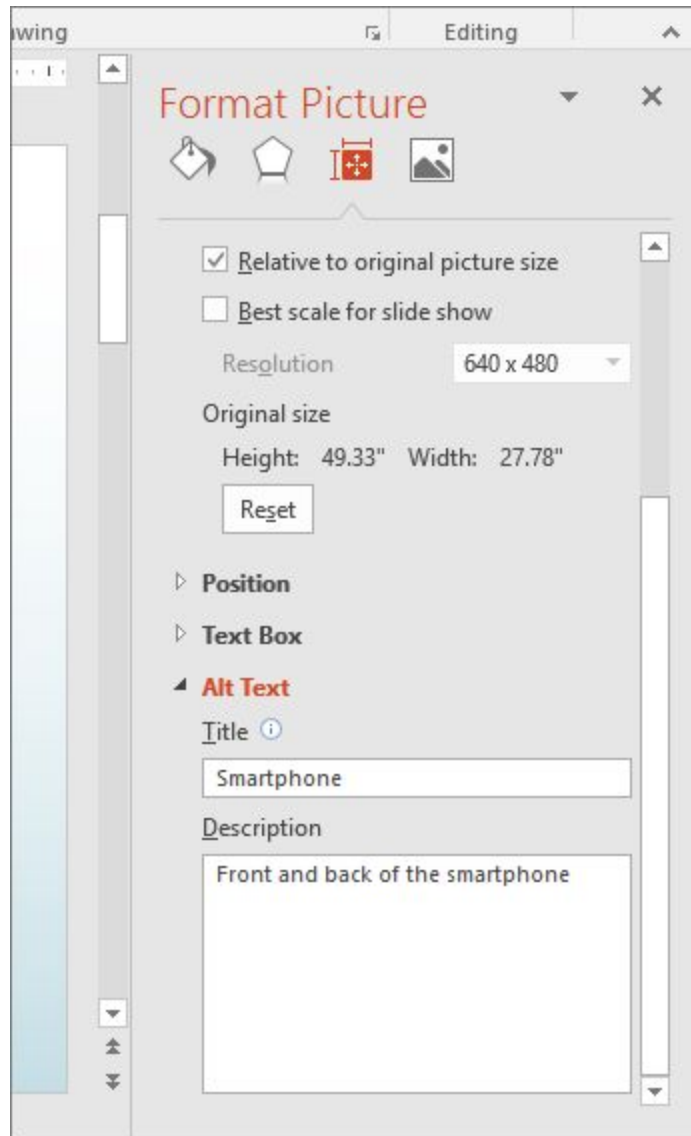
NOTE: This feature is only available to Office 365 subscribers who have [joined the Office Insider program](#). If you are an Office 365 subscriber, [make sure you have the latest version of Office](#).

PowerPoint does not generate alt text for drawn images, such as clip art, diagrams, or icons.

To review generated alt text, or add alt text to images without alt text, such as drawn images, take these steps:

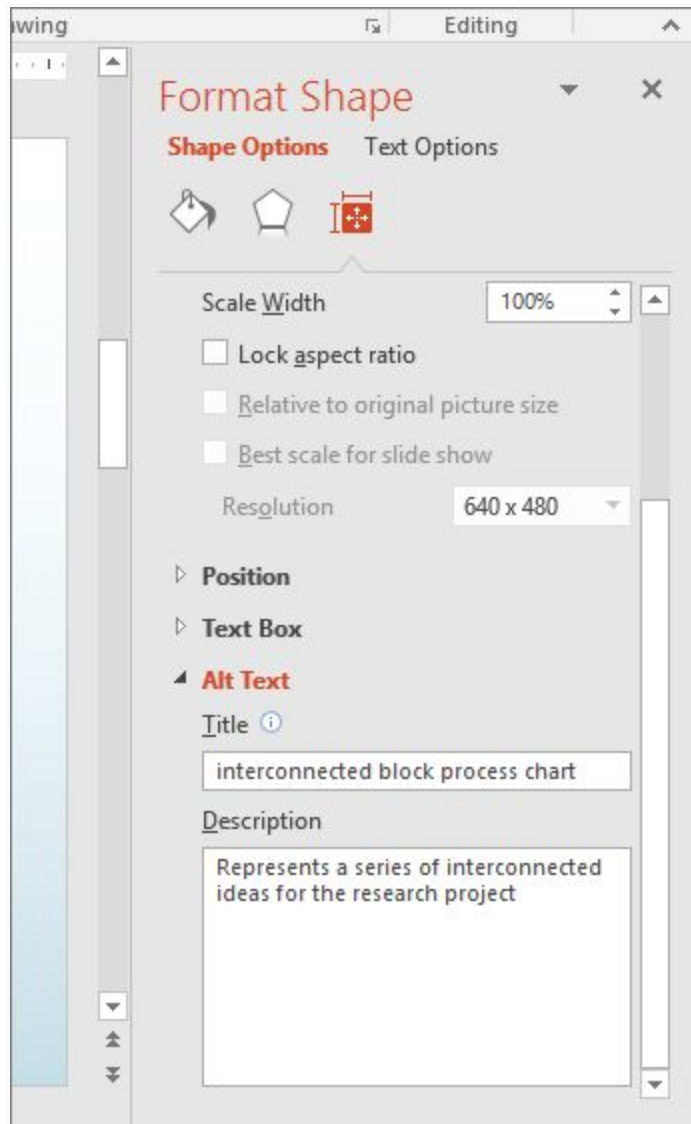
1. Right-click an image.
2. If your image is a photograph, take these steps.
 1. Select Edit Alt Text to open the Alt Text pane.
 2. In the Alt Text pane, review the description in the text box.
 3. To accept the suggested text, close the Alt Text pane and return to the PowerPoint slide.

4. To change the suggested alt text, type your preferred text in the box.
 5. Close the Alt Text pane and return to the PowerPoint slide.
3. If your image is an icon, clipart, or other image that is not a photograph, take these steps.
1. Right-click the image and select Format picture.
 2. In the Format Picture pane, select the Size and Properties icon and then choose Alt Text.
 3. In the Description text box, type the alt text for the image.
 4. Close the Format Picture pane and return to the PowerPoint slide.



Add alt text to SmartArt graphics

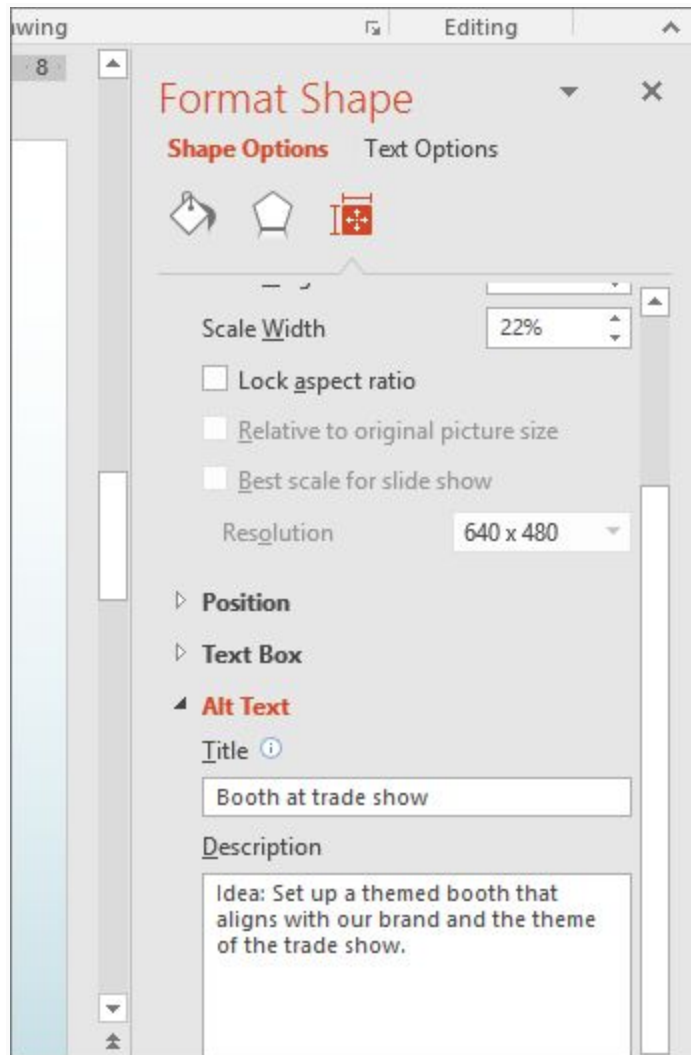
1. Right-click a SmartArt graphic.
2. Select Size and Position
3. In the right pane, select Alt Text.
4. Type a description and a title.
5. TIP: Include the most important information in the first line, and be as concise as possible.



Add alt text to shapes

Add alt text to shapes, including shapes within a SmartArt graphic.

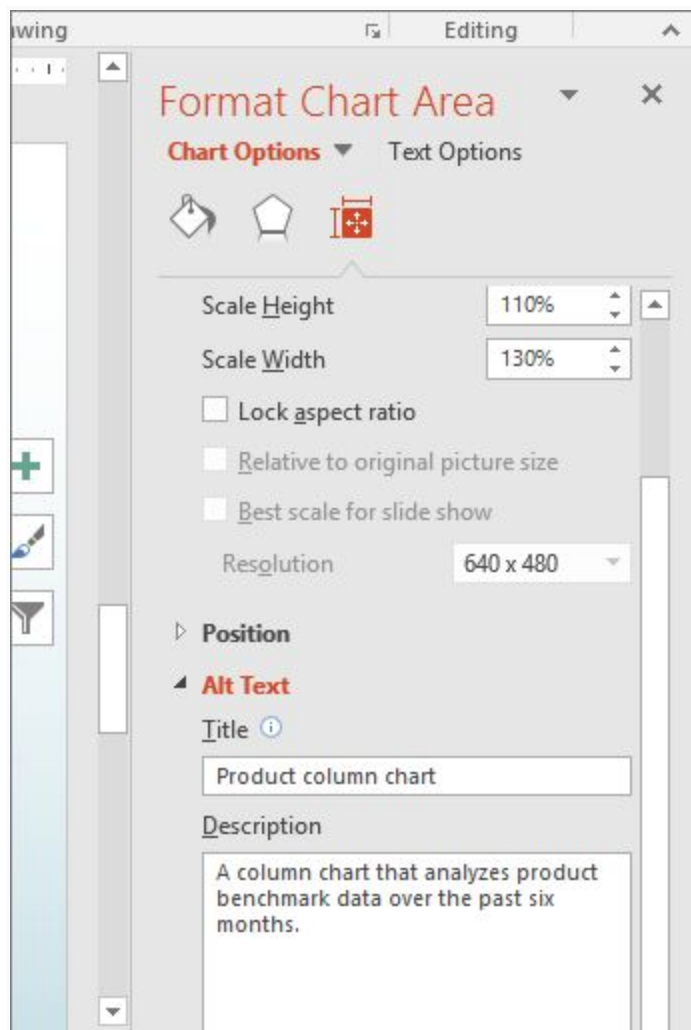
1. Right-click a shape.
2. Select Size and Position.
3. In the right pane, select Alt Text.
4. Type a description and a title.
5. TIP: Include the most important information in the first line, and be as concise as possible.



Add alt text to charts

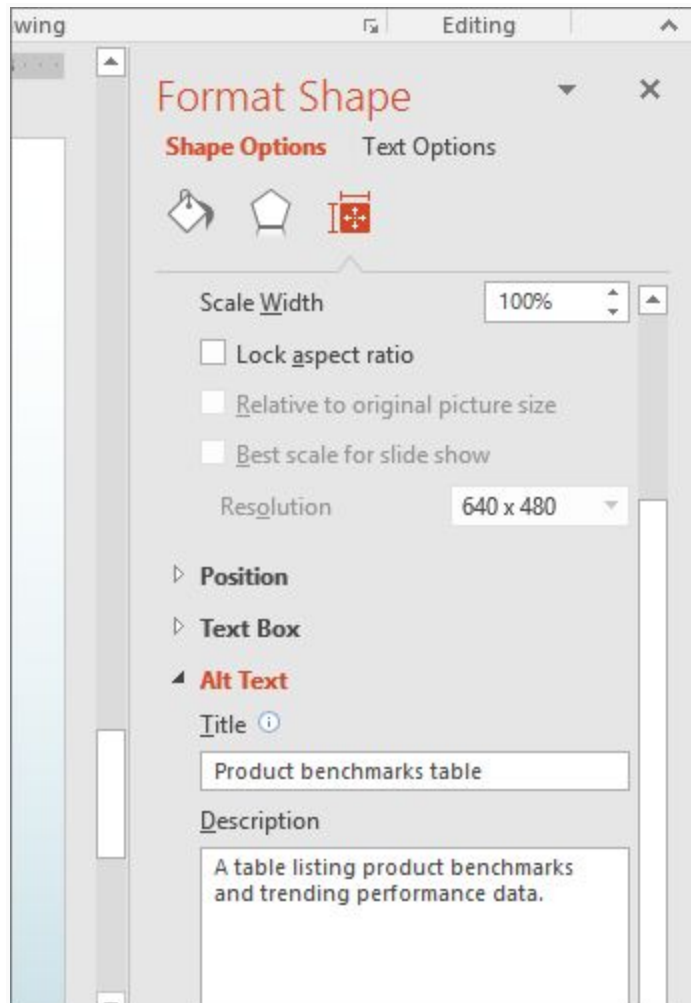
1. Right-click a chart.

2. Select Format Chart Area.
3. In the right pane, select Alt Text.
4. Type a description and a title.
5. TIP: Include the most important information in the first line, and be as concise as possible.



Add alt text to tables

1. Right-click a table.
2. Select Format Shape.
3. In the right pane, select Size & Properties.
4. Select the Alt Text tab.
5. Type a description and a title.
6. TIP: Include the most important information in the first line, and be as concise as possible.

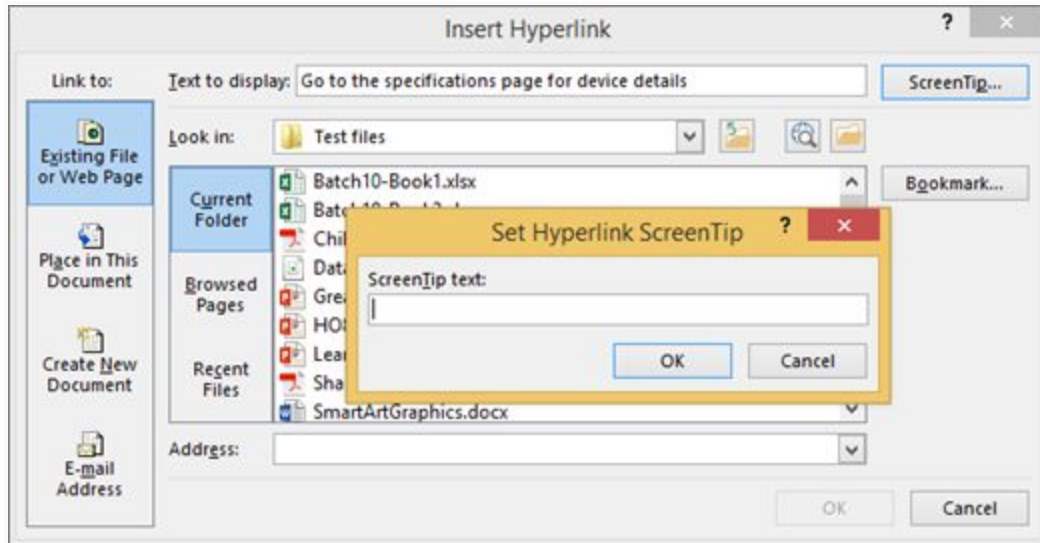


Make hyperlinks, text, and tables accessible

The following procedures describe how to make the hyperlinks, text, and tables in your PowerPoint presentations accessible.

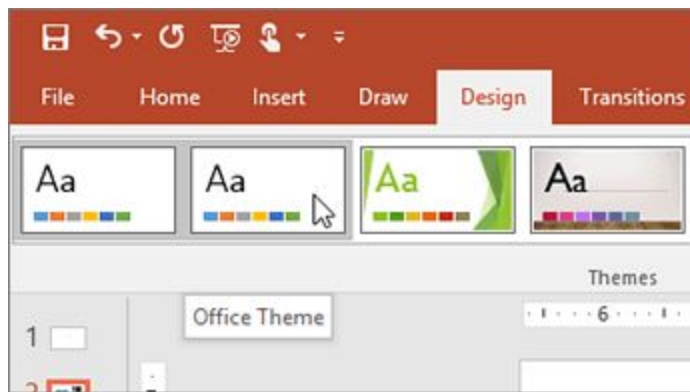
Add hyperlink text and ScreenTips

1. Select the text to which you want to add the hyperlink, and then right-click.
2. Select Hyperlink.
3. The text you selected displays in the Text to display box. This is the hyperlink text.
4. If necessary, change the hyperlink text.
5. In the Address box, enter the description address for the hyperlink.
6. Select the ScreenTip button and, in the ScreenTip text box, type a ScreenTip.
7. TIP: If the title on the hyperlink's destination page gives an accurate summary of what's on the page, use it for the hyperlink text. For example, this hyperlink text matches the title on the destination page: [Templates and Themes for Office Online](#).



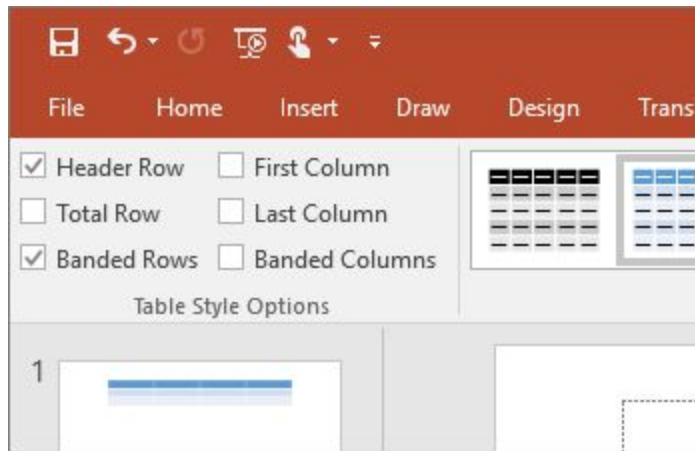
Use an accessible slide design

1. On the Design tab, in the Themes group, select Office Theme.
2. The Office Theme is designed for accessible colors, contrast, and fonts. It's also designed so that screen readers can more easily read slide content.



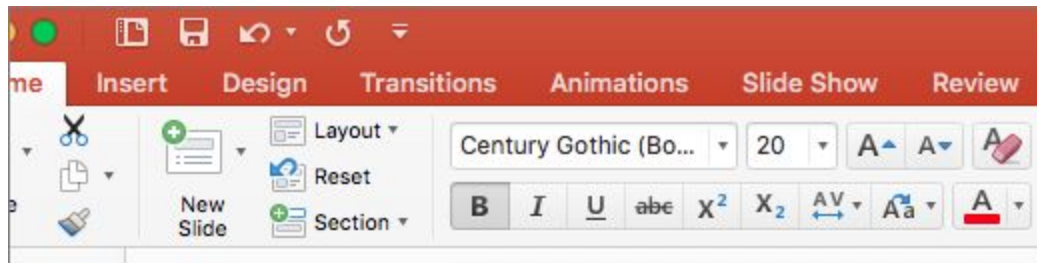
Use table headers

1. Position the cursor anywhere in a table.
2. On the Table Tools Design tab, in the Table Style Options group, select the Header Row check box.
3. Type column headings.



Format text for accessibility

1. Select your text.
2. Select the Home tab.
3. In the Font group, which provides options for font type, size, style, and color, select your formatting choices.



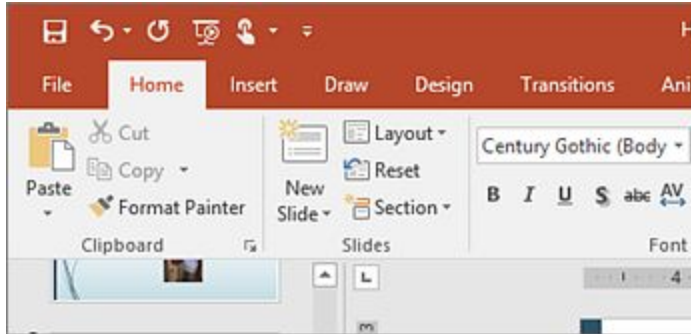
Make slides accessible

The following procedures describe how to make the slides in your PowerPoint presentations accessible.

Use unique slide titles

1. To restore all placeholders for the selected slide, on the Home tab, in the Slides group, select Reset.

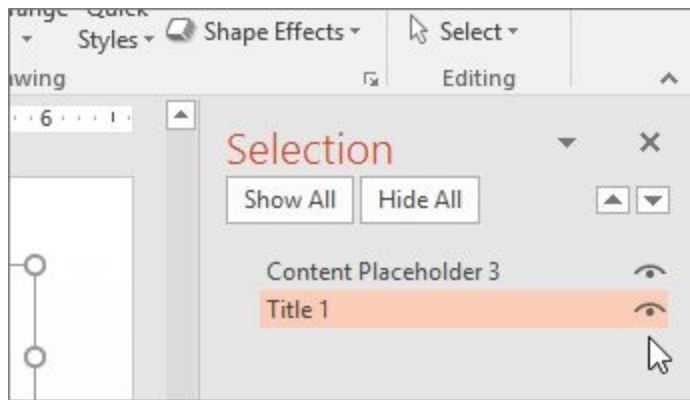
2. On the slide, in the Title box, type a unique name.



Hide a slide title

Make a title invisible on the slide, but still voiced by screen readers.

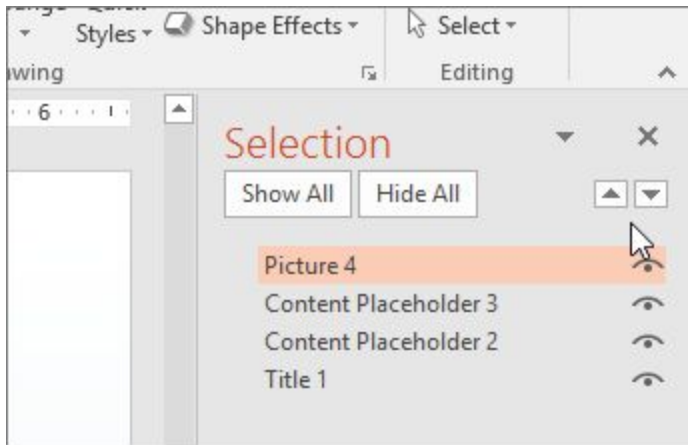
1. On the Home tab, in the Drawing group, select Arrange, and then choose Selection Pane.
2. Select the Home tab.
3. In the Selection pane, next to the Title text box, click the eye icon.



Set the reading order of slide contents

1. On the Home tab, in the Drawing group, select Arrange, and then choose Selection Pane.
2. The Selection pane lists the objects on the slide in reverse order. When the screen reader reads this slide, it reads the objects in the reverse order listed in the Selection pane.

3. To change the reading order, drag items to the location that you want or select the item and then select the Bring Forward or Send Backward button.



Use captions, subtitles, and alternative audio tracks in videos

PowerPoint 2016 supports the playback of video with multiple audio tracks. It also supports closed captions and subtitles that are embedded in video files.

Currently, only PowerPoint for Windows supports insertion and playback of closed captions or subtitles that are stored in files separate from the video. For all other editions of PowerPoint (such as PowerPoint for Mac or for mobile editions), closed captions or subtitles must be encoded into the video before it is inserted into PowerPoint.

Supported video formats for captions and subtitles vary depending on the operating system that you're using. Each operating system has settings you can use to adjust how the closed captions or subtitles are displayed.

Closed captions, subtitles, and alternate audio tracks are not preserved when you use the [Compress Media](#) or [Optimize Media Compatibility](#) features. Also, when [saving your presentation as a video](#), closed captions, subtitles, or alternate audio tracks in the embedded videos are not included in the video that is saved.

When you use the [Save Media as](#) command on a selected video, closed captions, subtitles, and multiple audio tracks embedded in the video are preserved in the video file that is saved.

To make your PowerPoint presentations accessible, ensure the following:

- Videos include an audio track with video descriptions, if needed, for users that are blind or visually impaired.
- Videos that include dialogue also include closed captions or subtitles in a supported format for users that are deaf or hard of hearing.

Use built-in slide layouts for inclusive reading order

PowerPoint has built-in slide layouts that contain placeholders for text, videos, pictures, clip art, and more. They also contain all the formatting, such as theme colors, fonts, and effects. And to make sure that your slides are accessible, built-in layouts are designed so that the reading

order is the same for people who see and people who use technology such as screen readers.

To apply a slide layout, follow these steps.

1. On the Home tab, click Normal.
2. In the Thumbnail pane, locate the place where you want to add the new slide. Right-click, and select New Slide. Click the new slide to select it.
3. On the Home tab, click Layout to open the gallery, and select the slide layout that you want. PowerPoint automatically applies this layout to the new slide.
4. Go to the new slide, and add the title and content that you want.

Learn more

- [Use Accessibility Checker rules to help ensure your Office documents, spreadsheets, and presentations are accessible](#)
- [Make your Word documents accessible](#)
- [Make your Excel spreadsheets accessible](#)
- [Make your Outlook email accessible](#)

Technical support for customers with disabilities

Microsoft wants to provide the best possible experience for all our customers. If you have a disability or questions related to accessibility, please contact the [Microsoft Disability Answer Desk](#) for technical assistance. The Disability Answer Desk support team is trained in using many popular assistive technologies and can offer assistance in English, Spanish, French, and American Sign Language. Please go to the

Microsoft Disability Answer Desk site to find out the contact details for your region.

If you are a government, commercial, or enterprise user, please contact [the enterprise Disability Answer Desk](#).

Microsoft Office Website