

Microsoft PowerPoint Accessibility Guideline

- Use a simple and predefined slide layout
- Little use of color
- Use Sans Serif fonts, such as Arial or Tahoma
- Use font size 32 for slides main points
- Don't have same titles on slides
- Avoid too much text on one slide
- If there is too much info on slide, put info on new slide so it won't minimize font
- Check reading order of text boxes in slides
- Avoid using orange, red, and green in your template and text
- Avoid transitions and animations unless they are pedagogical
- Provide closed captions or transcript if audio is embedded into slides
- Do not use acronyms
- Provide alternate text for all images
- Use text to name the website or describe website link rather than just the url or saying "click here"
- Accessibility checker - Available for office 2010, 2013, and 365. Not available in Office 2011 for Mac.