# Top Tips for accessible PowerPoint

## Accessibility Checker

* Is the **Accessibility Checker** tool indicating 'Good to Go?'   
  If not, get fixing those issues.
* Did you know you can run the **Accessibility Checker** while you are creating your slideshow?   
  Add it to the status bar in Powerpoint so it's always present when you're designing slides.

## Slide Titles

* Does every slide have its own unique title?   
  Check each slide has a unique, descriptive title using **Online View**.
* Unhappy that the title placeholder is spoiling your design?   
  Don't delete it - just drag the title placeholder off the slide canvas or hide the title placeholder using the **Selection Pane**.

## Slides: Text and Colour

* Loads of different fonts in your slideshow?   
  Aim to use a small number of clear, sans serif fonts such as Arial throughout.
* Loads of different sized text crammed into each slide?  
  If so, reduce the content to ensure more consistency with font sizes.
* Slides loaded with dense, complex, difficult to read information?   
  Move all your dense information into your handout.
* Background and foreground colours creating good contrast?   
  If not, change them.
* Planning to use background images across the whole slide?   
  Make sure that it doesn't negatively impact legibility.

## Working For Everyone

* Check the reading order for each slide using the **Selection Pane**. Start at the bottom of the list and work up - that's how a screenreader will read your slide content. Does the order follow the visual logic of the slide? If not, you need to change the order of the objects in the list.
* Adding tables?   
  Make sure they are physical table objects and not simply lines drawn to resemble one.
* Keep table decoration and structure as simple as possible to aid comprehension of the data.
* Make sure you add ALT text for all the non-text placeholders (charts, diagrams, graphs, tables, media files?  
  Remember ALT text is a concise description (2-3 sentences max) and not a full summary.
* Embedded media in your slideshow?   
  Make sure that all included images, video and audio files are excellent quality.
* Adding a video or sound to your slide?   
  Think about captions and ensure that your handouts contain transcriptions.
* Any diagrams built from individual objects?   
  Why not group some - or all of them - and add ALT text to the group.
* Distracting sound effects triggering automatically?   
  These can be an unwelcome nuisance for screenreader users especially. Remove them - keep your slideshow to the point.
* Where your slideshow is for consumption in a Teams meeting for example, make sure the Powerpoint slideshow is distributed at 48 hours before so meeting attendees can become more acquainted with the material.

## Finally

* If you feel you have over-engineered your slideshow you probably have. Remember, what seems 'easy' for you to understand visually and control, may not be so for other viewers.

Documents ends.