

## Making your PowerPoint ADA compliant

This document summarizes a few of the ways to make your PowerPoint presentations accessible to people with disabilities. You can learn much more from the Microsoft reference: [Make your PowerPoint presentations accessible to people with disabilities](#)

### Do This First!

Use the Microsoft [Accessibility Checker](#)

Note: [Do this if you don't see the Accessibility Checker?](#)

### Add “Alt Text” To Pictures

Visuals should include “Alt Text”.

**What you can do:** Right-click an image and select **Edit Alt Text**. Select an image. Select **Format > Alt Text**. Select the **Alt Text** tab. Enter your alt text into the **Description** field. Close the Format Picture window after you have entered your description.

### Check Your Colors & Contrasts

Ensure that color is not the only means of conveying information. You want to ensure that a second mechanism exists (e.g., different shapes or text labels) to provide the information to audiences who cannot perceive the different colors. Use sufficient contrast for text and background colors.

**What you can do:**

1. Switch to the **View** tab and select **Grayscale**. Visually scan each slide in your presentation for instances of color-coding.
2. Look for text that's hard to read or to distinguish from the background.

### Check Your Font Size

Use a larger font size (18pt or larger), sans serif fonts, with sufficient white space (contrast).

**What you can do:** To find potential issues related to fonts or white space, review your slides for areas that look crowded or illegible

### A Note On Videos

Whether for videos as is or for videos embedded in a presentation, make videos accessible to visually impaired and hearing-impaired.

**What you can do:** Use subtitles, closed captions and Video description. Learn more at: [Make your PowerPoint presentations accessible to people with disabilities](#)



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*The American Disabilities Act was established to make sure we communicate to all.*

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