

# PowerPoint 2010 Quick Accessibility Reference

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## Formatting and Layout

- Make sure that all slide text can be viewed in the Outline View.
- Only use built in slide layouts to create slides.
- Verify that the information in the outline view appears in the same order as in slide view.
- Control white space with styles and NOT with the Enter key.
- Use automatic slide numbering to add slide numbers.

## Text and Lists

- Do not add text boxes to a slide layout.
- Use the slide master styles to control formatting.
- Use the following recommended fonts. (i.e. Times New Roman, Verdana, Arial, Tahoma and Helvetica) Text to be viewed on a projector should be large.
- Use Bullet styles for bulleted lists, NOT manually typed characters (e.g. Hyphens).
- Use List numbering for numbered lists, NOT manually typed numbers.

## Tables

- Complex tables are NOT used.
- The tab key or indent is NOT used to format tabular data.
- Tables used for data are created using the Table tool.
- Only use row headings in tables (tables are only read left to right top to bottom by screen readers in power point), if you need more complex tables consider converting to PDF or Word.

## Links

- All hyperlinks have titles describing the purpose or target of the link. "Click here" or "more" is NOT used as link titles.
- Links contain the fully qualified URL (i.e., <http://www.google.com> NOT [www.google.com](http://www.google.com)).
- Show link URLs and email URLs are shown on the screen next to the title of the link.  
E.g. Google (<http://www.google.com/>) & DARS Accessibility ([accessibility@dars.state.tx.us](mailto:accessibility@dars.state.tx.us))

### Non-Text Elements (Illustrations & Objects)

- Use the insert icons to add graphics and pictures rather than copy and paste.
- The notes pane can be used to describe complex images, flow charts, tables, and audio. When distributing the slide show be sure to let user know that the information is contained in the notes panes.
- Type alternative text in the description field of the alt text tab of the format dialog.
- Group complex images and use a single description for the group.
- Do NOT use background images or watermarks.
- Do NOT use word art or flashing images.

### Color

- Do NOT use Color and highlighting as the only way to provide information.
- Use high contrast between the foreground and background. For projected slides reverse contrast (light text on dark background) is often easier on the audience's eyes.

### Multimedia

- Transcripts are included for audio clips.
- Captions and audio descriptions are included for videos.