



Authoring Accessible PowerPoint Files

Headings	Use programmatic, unique slide Titles for every slide to create headings . “Title Slide” serves as Heading 1; the “Title” frame on subsequent slides serves as Heading 2. There are no other Heading levels in PowerPoint.
Images	Add concise, meaningful alt text to images and graphics. Mark non-essential visuals as decorative. Review and edit any AI-generated alt text. Provide underlying data for charts and graphs. Include long descriptions in the slide Notes areas for complex images .
Links	Write clear, descriptive link text .
Lists	Use built-in list tools (Home ribbon) to create structured lists.
Color contrast	Use high- contrast colors for text (verify contrast of text over images or graphics).
Color reliance	Use text, labels, or patterns—not color alone —to convey meaning.
Tables	Use tables only for data. Keep tables simple; convert complex tables to multiple simple tables. Define column or row headers .
Multimedia	Enable captions on videos. Provide audio descriptions for visual information. Use static elements—avoid content that flashes rapidly or moves continuously.
Reading Order	Use the Reading Order Pane to set the proper order. Place only non-essential information in the slide Master.
Document Title	Add a concise, descriptive document title .
Check Accessibility	Run <i>Check Accessibility</i> (Review tab) and fix all issues.
Create PDF	Save As or Save a copy using <i>Best for electronic distribution and accessibility</i> .
Presenting	Follow Best Practices for Accessible Presentations .

Complete guide on [Digital Accessibility for PowerPoint](#).