

Accessible documents

- Use [Heading styles](#)
 - Edit styles to choose your font preferences
- Create descriptive hyperlinks
- Create [simple tables](#)
 - Set a header row and ensure it repeats across pages
- Input [alt text for images](#)
 - Short & specific description
- Use numbered lists
- Avoid using color only to indicate important info
- Avoid using textboxes
- Use the [Accessibility Checker](#)



PowerPoint tips

- Apply general [best practices](#) for accessibility
 - Simple tables
 - Descriptive links
 - Alt text for images
- Use built in Slides
 - Avoid using textboxes
 - Use the [Slide Master Tool](#) to create a specific layout
- Double check [Reading Order](#)
- [Review styles](#) in presentation mode
 - Look at font size
 - Check for good color contrast
- Read the text on the slide when presenting

