

PowerPoint Presentations

Six steps before you present.

At Cuyamaca, accessibility is everyone's responsibility. These six steps will help ensure your presentation is accessible to all.

1 Use Built-In Slide Layouts

Create slides using PowerPoint's default layouts (Title Slide, Title and Content, etc.).

Avoid adding text boxes manually whenever possible (screen readers rely on structured layouts).

2 Apply Proper Headings & Simple Structure

- Use clear slide titles for every slide.
- Keep content concise and organized with bullet points.
- Avoid overcrowding slides with too much text.

3 Add Alt Text to Images & Charts

Right-click images, charts, icons, or graphics and select **Alt Text/View Alt Text** to add a short, meaningful description.

If a graphic contains essential data, summarize that information in the slide text as well.

4 Ensure Reading Order is Logical

Go to **Home > Arrange > Selection Pane** to review and adjust reading order so content flows logically for screen readers.

5 Use High-Contrast Colors & Readable Fonts

- Use dark text on light backgrounds (or vice versa).
- Choose sans-serif fonts like Arial or Calibri.
- Use at least 24-point font for body text when possible.

Avoid relying on color alone to convey meaning.

6 Run the Accessibility Checker

- Before presenting or sharing, go to **Review > Check Accessibility** and resolve any flagged issues.
- Ensure spoken information is also reflected in on-screen text or captions.

*When we design for accessibility,
we design for everyone.*



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· C O L L E G E ·



To take a deeper dive on this subject, visit: cccaccessibility.org/