How To Format Text for Accessibility in PowerPoint

This document will show you how to define Styles in Microsoft Word in order to create an accessible, navigable document.

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# Format Text for Accessibility:

* A sans-serif style (Verdana) is necessary for readability

1. Select your text.

Image

2. Select the **Home** tab.

IMAGE

3. In the **Font** group, which provides options for font type, size, style, and color, select your formatting choices.

IMAGE

# Using Accessible Text Color:

* Use the pre-designed **Office Themes** to make sure that your slide design is accessible. For instructions, see [Use an accessible slide design](https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_winslidedesign).
* Use the [Accessibility Checker](https://support.office.com/en-us/article/accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) to analyze the presentation and find insufficient color contrast. It checks the text in the slides against the following elements:
	+ Page color
	+ Cell backgrounds
	+ Highlights
	+ Text box fill
	+ Paragraph shading
	+ SmartArt fills
	+ Headers and footers
	+ Links