



# PowerPoint Accessibility Process

To follow along with this process, you should have:

- Installed the [HHS Presentations tab](#).
- Downloaded an agency approved PowerPoint template found on our internal [Templates Connection](#) webpage.
- An understanding of key accessibility concepts.

Follow these steps to confirm you have an accessible document:

1. Use an agency approved PowerPoint template.
2. Verify that all text on each slide, including its title, appears in the Outline view.
3. Ensure that each slide has a unique title.
4. Verify that all meaningful images have descriptive and concise alt text.
  - A. For a complex image (such as a chart or graph), the alt text:
    - a. Needs to concisely summarize it.
    - b. Informs the audience where to find its full description.
5. Confirm that links:
  - A. Use meaningful text.
  - B. Use underline.
  - C. Take you to the correct destination.
6. Make sure tables are:
  - A. Simple
  - B. Used for a data relationship.
7. Examine the reading order of each slide in the Selection pane.
8. On each slide, verify that the font size is not smaller than 18 points.
9. Verify that color is not used as the only way to provide information.
10. Check text color for sufficient contrast with its background.

- A. For font sizes 14 points bolded or 18 points and larger, the minimum contrast ratio is 3:1.
11. Confirm there are no flickering/flashing text nor animated images.
12. Verify that video content has:
- A. Synchronized captioning.
  - B. Is accompanied by a transcript.
13. Verify that the Title is meaningful, understandable, and specific.  
**Note:** The Title should not look like a file name.
14. Check the Author text field is filled out with the appropriate agency name.  
Either Texas Health and Human Services or Texas Department of State Health Services.