

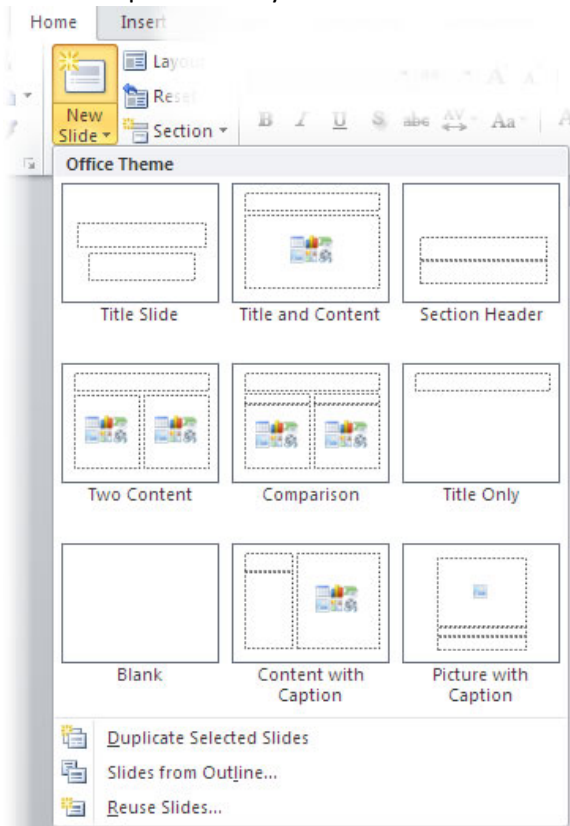
POWERPOINT ACCESSIBILITY TIPS

SLIDE LAYOUTS

Using the Slide Layouts correctly will ensure that your files have correctly-structured headings and lists, proper reading order, etc. The correct use of slide layouts is probably the most significant thing you can do to ensure that your content is accessible.

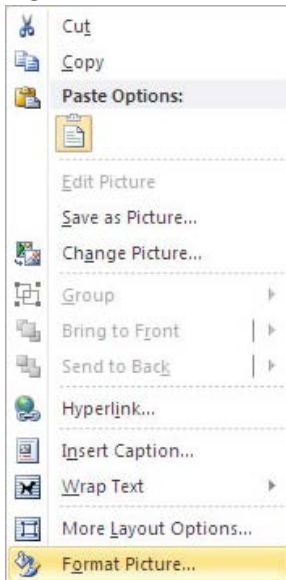
Always add new slides by:

1. Click the New Slide button
2. Select the preferred layout.

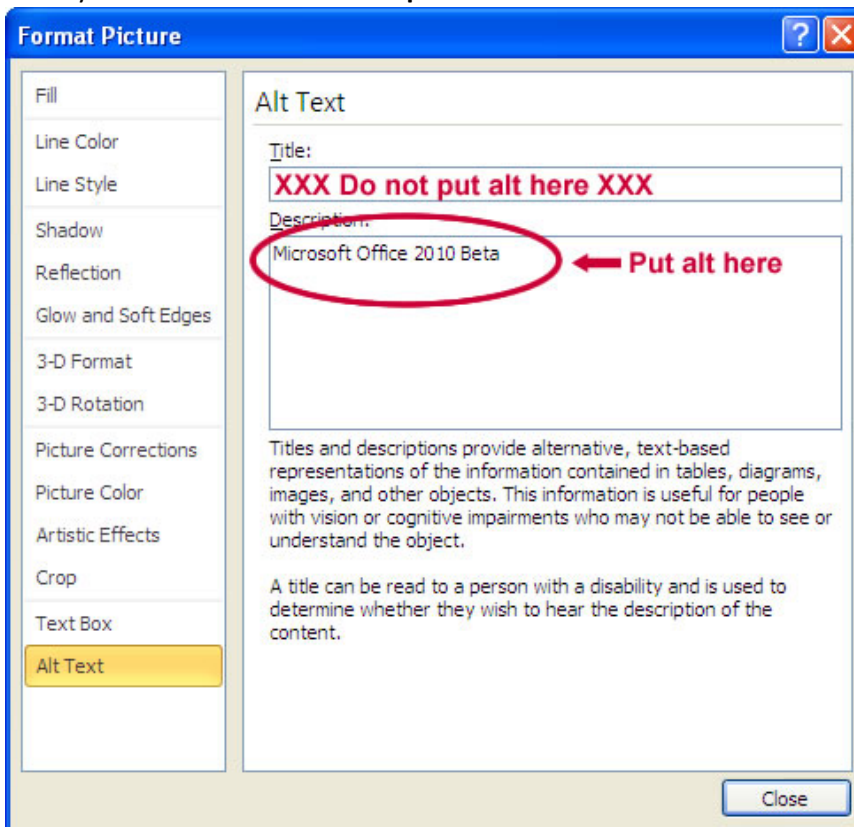


ALTERNATIVE TEXT FOR IMAGES

1. Right-click the mouse on the image and select **Format Picture**.



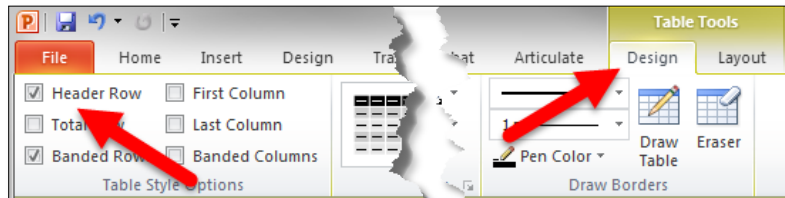
2. Select the **Alt Text** option from the menu on the left.
3. Enter your Alt text into the **Description** area.



You may additionally copy this into the Title, but you **MUST** have text in the Description area for it to be fully accessible.

DESIGNATED THE HEADER ROW OF TABLES

1. In your table, click a cell in the header row (typically the top row).
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.



3. Add your header information.

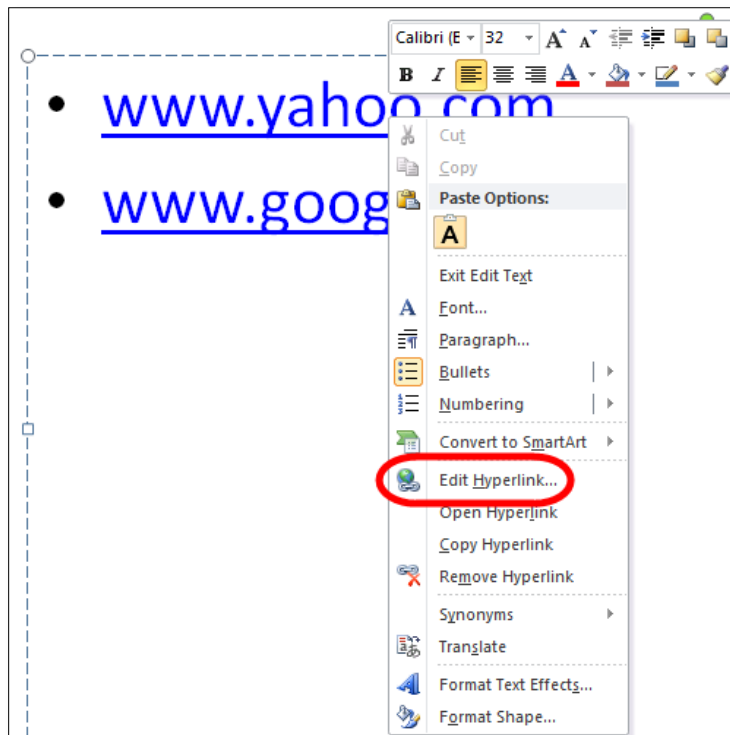
LINKS

For links, avoid using link text such as "Here" or "Click for more." Instead make sure link destinations are clear outside the context. For example a link saying "Readings for Feb 14" is clearer than "Click here" for the Feb 14 readings.

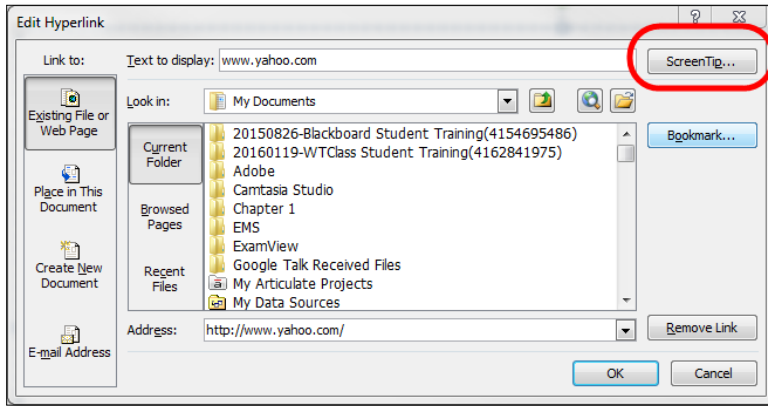
Additionally, placing website addresses need additional information in the form of a ScreenTip (title) so that screen readers will tell the viewer where this link will take them.

Create titles for web addresses by:

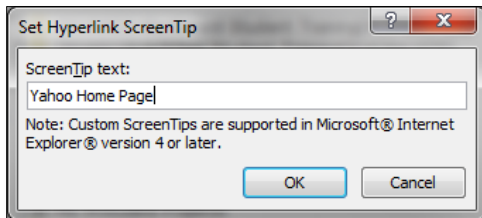
1. Right-click on the hyperlink and select **Edit Hyperlink...**



2. Click the **ScreenTip...** button.



3. Enter a title appropriate for where the link is leading in the textbox.

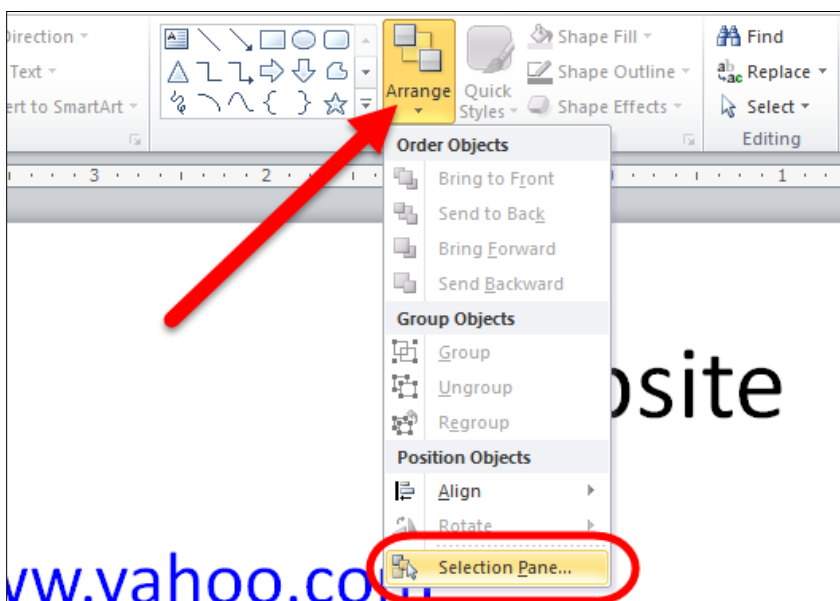


4. Click **OK** twice.

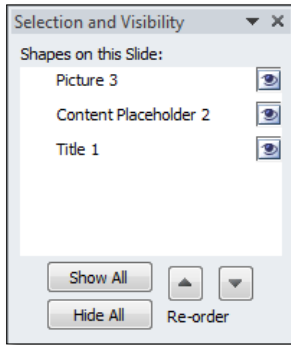
READING ORDER

If items have been added outside of one of the default Slide Layouts, the reading order must be checked for accuracy.

1. On the **Home** tab, in the **Drawing** group, click **Arrange** and then choose **Selection Pane**.



2. The **Selection Pane** lists the objects on the slide. Objects will be read back beginning with the bottom list item and ending with the top list item.



In the example shown above, a screen reader would read the title, then the content, then the picture.

3. Correct any out of order items by dragging items to the location that you want, or by using the Re-order arrows on the bottom of the pane.

NO DUPLICATE SLIDE TITLES

Each slide should have its own unique title. If content runs across more than one page use “continued,” or “page 2” in your title. Additionally, make sure that each title is meaningful and relevant to the information displayed on that slide.

OTHER PRINCIPLES

- Ensure that font size is sufficient. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide sufficient contrast. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color as the only way to convey content. For example, indicating that all important information is listed in red.
- Avoid automatic slide transitions.
- Use simple slide transitions when possible. Complex transitions can be distracting.
- Use simple language.
- If you have embedded video, ensure that the video is captioned, and that the player controls are accessible.
- If you have embedded audio, ensure a transcript is included.
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

OUTLINE AND NOTES PANELS

PowerPoint contains two panels that can sometimes be used to enhance accessibility: the outline panel and the notes panel.

The **outline panel** contains a text outline of the content that appears in your slides. Reviewing this panel can help ensure the content on the slides is logically sequenced, that slide titles are unique and meaningful and that reading order is appropriate. The text in this panel may also be a good starting place for handouts or HTML alternatives to slides (more below). Alternative text for image and text boxes that are not part of the default layout will not be included in the outline view.

The **notes panel** allows the speaker to add notes and information that will not appear on the slides. It can be used to add additional information to printed handouts as well. Placing image or chart descriptions in this area is not reliable and should be avoided. This information may not be accessed by a screen reader, especially if the presentation is saved to PDF or some other format.

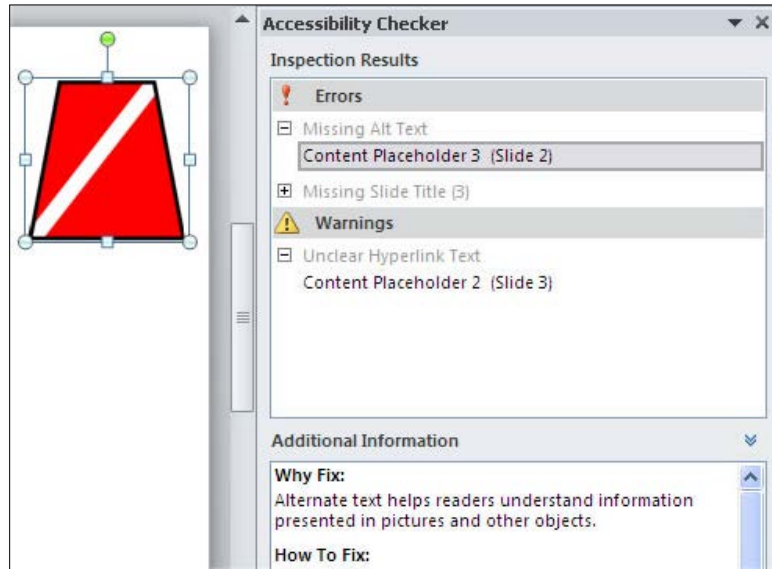
ACCESSIBILITY CHECKER

PowerPoint includes a checker that allows you to check your presentation for accessibility problems. The accessibility checker makes it much easier to identify and repair accessibility issues. While this checker does not always catch everything, it can be a good way to start looking for items that may be missing.

To run the accessibility checker, select **File > Info > Check for Issues > Check Accessibility**.



This will start the accessibility checker.



The checker presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., slide reading order). Feedback about the importance of each item, as well as tips on how to repair it, are included in the Additional Information section. Selecting an item in the report will select the corresponding item in the file.