

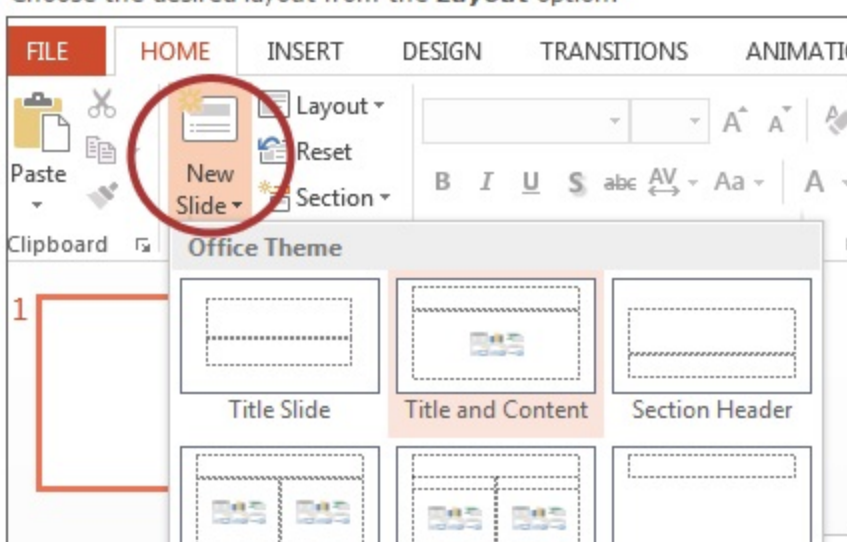
Creating Accessible Microsoft PowerPoint 2013 Presentations (Windows)

Slide Layouts

Using slide layouts provided within PowerPoint will ensure files have **correctly structured headings and lists, and proper reading order**.

Creating Slide Layouts

1. Select **Home > New Slide**.
2. Choose the desired layout from the **Layout** option.

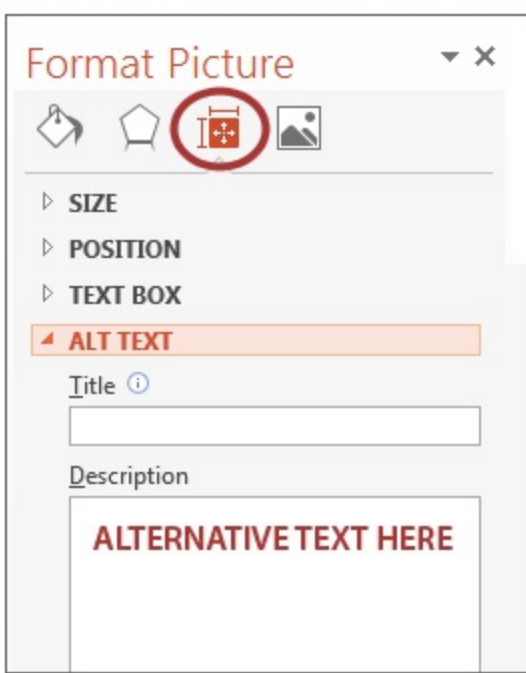


Alternative Text for Images

Images can be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

Adding Alt Text

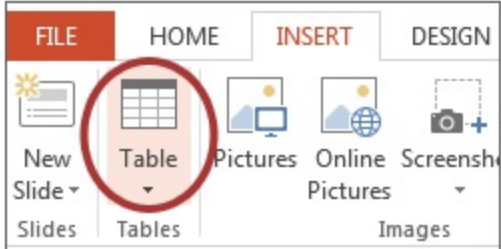
1. Right-click on the image and choose **Format Picture**.
2. Select the **Size & Properties** icon and choose **Alt Text**.
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).



Data Tables

Accessible tables need a **clear table structure** and **table headers** to help guide a screen reader user.

- Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.



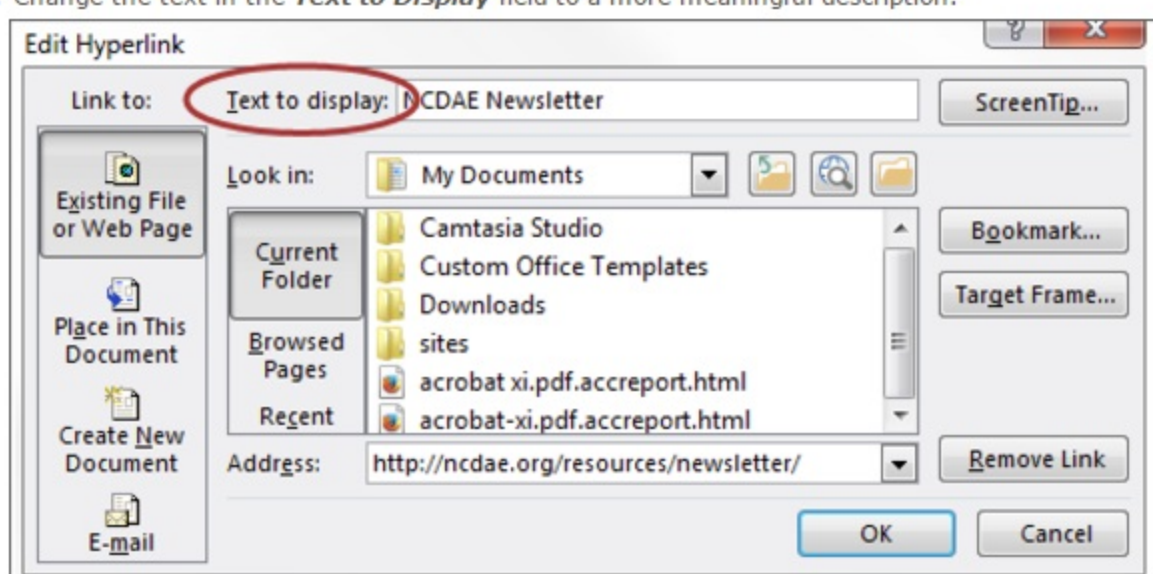
- PowerPoint can style rows and columns so they appear as data tables, but **there is no way to add table header information in a way that will be identified by a screen reader**.
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, **consider saving your presentation to PDF** and adding the additional accessibility information in Acrobat Pro.

Links

PowerPoint **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so **more information is needed**.

Editing Hyperlinks

1. Select a hyperlink, right click, and select **Edit Hyperlink** or **CTRL + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the **Outline** panel and the **Notes** panel.

Outline Panel

- The **Outline** panel, found under **View > Outline View**, 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** for any user.

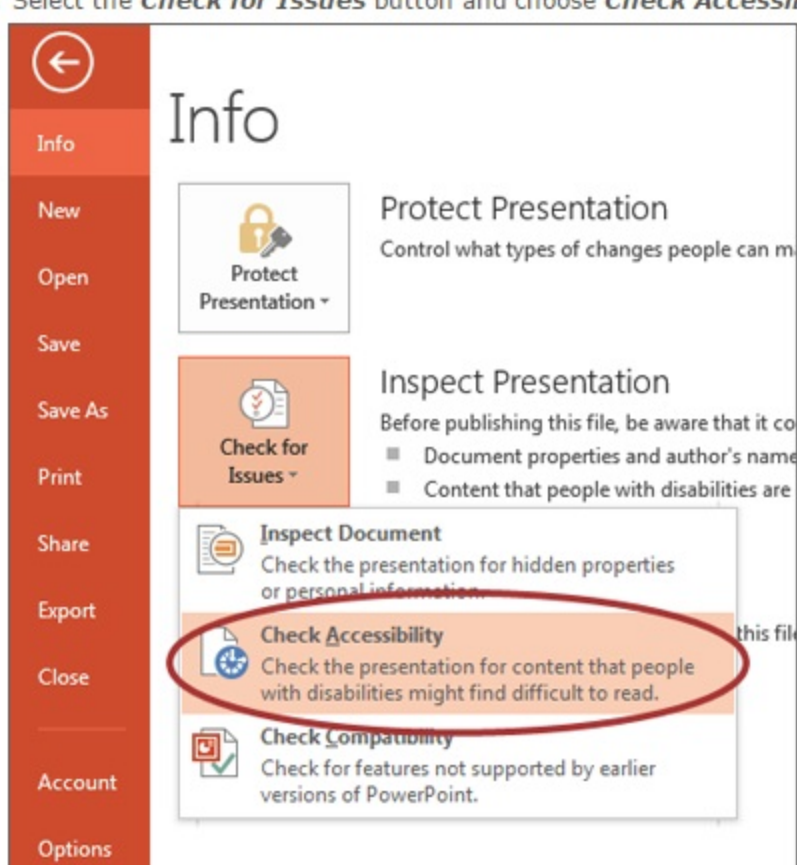
Notes Panel

- The **Notes** panel, found under **View > Notes**, allows the speaker to add notes and information that will **not appear on the slides**. This information **may not be accessed** by a screen reader, so do not put important information in this area.

Accessibility Checker

PowerPoint includes an accessibility resource that **identifies accessibility issues**.

1. Select **File > Info**.
2. Select the **Check for Issues** button and choose **Check Accessibility**.



3. The Accessibility Checker task pane will show **accessibility errors, warnings, and tips** on how to repair the errors. Select specific issues to see **Additional Information** at the bottom of the task pane.

Other Principles

- Ensure **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.
- Avoid **automatic slide transitions**.
- Use **simple slide transitions** when possible.
- Check **reading order of text boxes** that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure the **video is captioned**.
- If you have embedded audio, **include a transcript**.
- If your slides contain animations, ensure they are **brief and do not distract** from the most important content on the page.
- Use **simple** language.