

## Quick Guide for Accessible PowerPoint Presentations

### Accessible PowerPoint Presentations

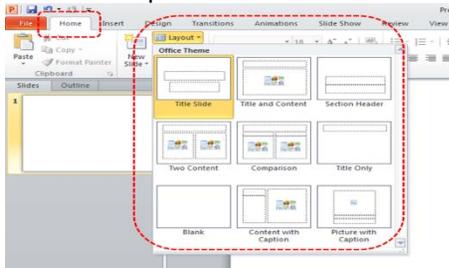
Source: <http://office.microsoft.com/en-001/powerpoint-help/creating-accessible-powerpoint-presentations-HA102013555.aspx?CTT=1>

#### Use Built-In Layout and Styling Features

Using pre-defined layouts and templates will ensure help that your presentations have properly structured headings, lists, and proper reading order.

To apply “true layout” to a slide or an existing slide

1. Go to menu item: Home
2. In the Slides section, select the Layout button
3. Select the layout you would like to use from the drop down menu



#### Ensure that All Slides have Unique Titles

Slide titles are used for navigation and selection by people who are not able to view the slide.

To add visible titles to your slides, do the following:

1. On the Home tab, in the Slides group, click Reset to restore slide placeholders for the selected slide.
2. Type a unique name in the Title text box.

If you do not want the title to be visible on your slide, do the following:

1. On the Home tab, in the Drawing group, click the Arrange menu.
2. Click Selection Pane.
3. Click the eye icon next to the text box to toggle its visibility.

#### Review Outline View

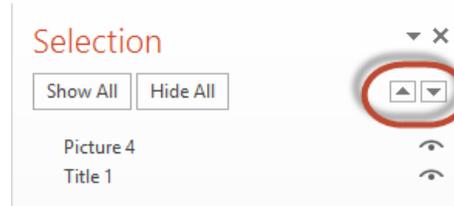
The outline pane shows the reading order and structure of the text in your presentation.

- From Normal View, click on the outline tab to display the text outline for your presentation. Go through the outline to see if any information is missing.

#### Set a Logical Tab Order

To check the order in which your slide content will be read back, do the following:

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. Correct any out of order items using the **Re-order** arrows on the bottom of the pane.



#### Properly Format Columns of Text

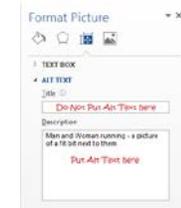
- Use a standard layout that has two side-by-side text box placeholders for two or more columns of text.
- Never use the Tab key to separate lists of text into columns within a single text box.

#### Add Alternative Text for Images and Graphics

**Note:** Alt text should be added for pictures, clip art, charts, tables, shapes, and SmartArt graphics.

Add alt text by doing the following:

1. Right click the image or object, and then click **Format**.
2. Click **Alt Text**.
3. Type a description of the image or object into the **Description** text box. The image description should focus on the purpose and/or content of the image in the document.  
TIP Use clear, but concise descriptions. For example, “a red Ferrari” tells the reader more about the image than “a car.”
4. Click **Close**.

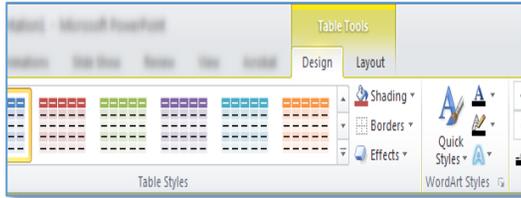


#### Ensure Tables are Clear and Appropriately Structured

Use the Microsoft tool Insert table option to create tables and not the draw table.

1. Click on “Insert” in the toolbar. The second box from the left in the ribbon is the “Tables” box.
2. Select the table button.
3. Select the number of columns and rows you want and click OK.
4. When you insert the table, notice that the **Table Tools Design** tab opens in the ribbon.

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Select a table style that sets the text, background, and grid colors for the table.

### Specify Column Header Information in Tables

Use Simple Table Structure and specify table column header information:

1. Click anywhere in the table.
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.
3. Add your header information.

### Use effective Color and Contrast

Effective use of color throughout your presentation will ensure that content is readable, accessible and appealing.

1. Color should not be used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
2. Make sure your text color provides enough contrast with the background color and should have a contrast ratio of at least 4.5:1.

### Use Hyperlink Text that is Meaningful

Ensure that all hyperlinks work and also show a working URL.

To add a hyperlink to your workbook, do the following:

1. Place the cursor in the cell where you want to add the hyperlink.

2. On the **Insert** tab, in the **Links** group, click **Hyperlink** to open the **Insert hyperlink** dialog box.
3. In the **Text to display** box, type the name or phrase that will briefly describe the link destination.
4. In the **Address** box, type the link URL.
5. Click **OK**.

To change the text of a hyperlink, do the following:

1. Select the link, and then, on the **Insert** tab, in the **Links** group, click **Hyperlink** to open the **Insert hyperlink** dialog box.
2. In the **Text to display** box, make any necessary changes to the text.
3. Click **OK**.

Additionally, you can include **ScreenTip** text that appears when your cursor hovers over a hyperlink, and can be used in a similar way to alt text. To add **ScreenTip** text, do the following:

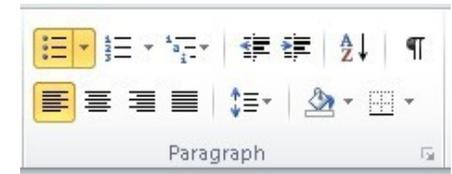
1. Place your cursor in the hyperlink you want to add **ScreenTip** text to.
2. On the **Insert** tab, in the **Links** group, click **Hyperlink** to open the **Hyperlink** dialog box.
3. Click **ScreenTip**.
4. Type in your text in the **ScreenTip text** box.
5. Click **OK**.

### Ensure List Items are Structured Properly

#### Adding or Updating Lists

1. Locate the desired text or placement for a list
  - Select the text to be structured as a list; or,
  - Place the cursor at the desired location to start a new list
2. Locate and select the Home tab

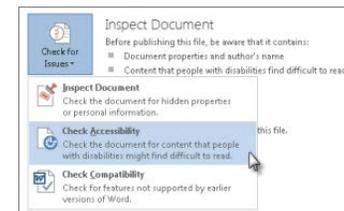
3. Navigate to the Paragraph section on the ribbon



4. Select Bullets or Numbering; or,
5. Select the small arrow and select Define New Bullet or Define New Number Format to change the appearance of the bullet
  - Confirm the Define New Bullet or Define New Number Format dialog appears.
  - Make desired changes and then navigate to and activate the OK button.

### Accessibility Checker

1. Click **File > Info**.
2. If the Accessibility Checker sees any potential issues, you will see a message next to the **Check for Issues** button.
3. To view and repair the issues in your file, click **Check for Issues > Check Accessibility**.



4. Your file reappears, and the **Accessibility Checker** task pane shows the inspection results.
5. Click a specific issue to see **Additional Information** and steps you can take to change the content.