

Accessibility Manual

Microsoft PowerPoint

(Note: The topics discussed in this guide include the use of the Microsoft Office 365 suite of applications.)

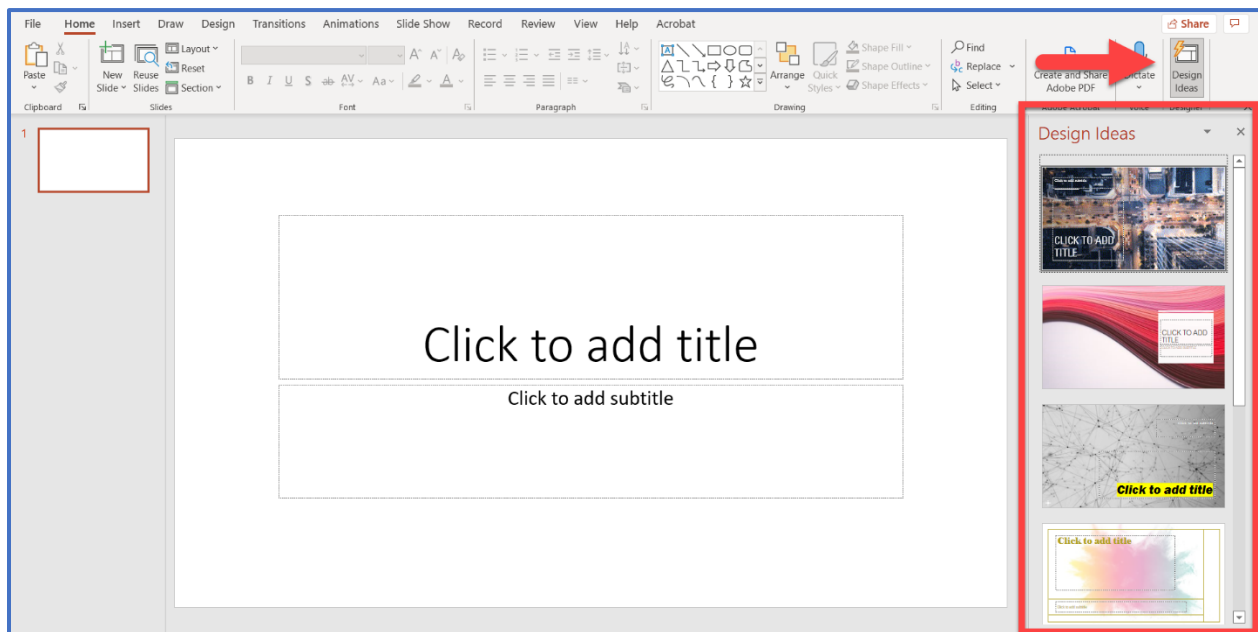
The four most important things to consider when designing an accessible PowerPoint presentation are:

1. Use a Template
2. Checking the reading order on all slides
3. Verify that each slide has a title and that each title only occurs once
4. Ensure all images/tables/shapes have alternative text

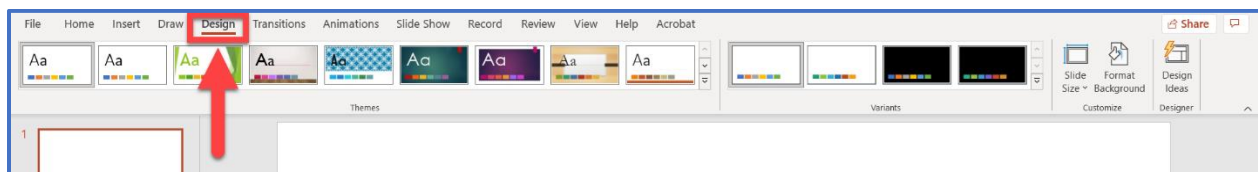
Use a Template

The easiest way to ensure that a PowerPoint presentation is accessible is to start with a Template.

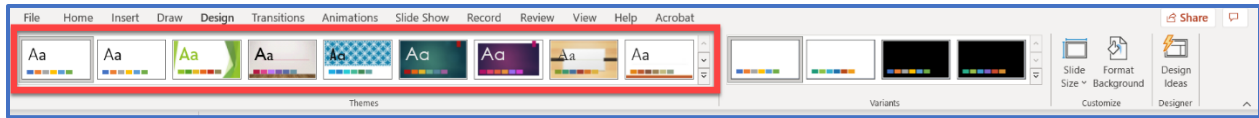
When creating a new blank presentation, PowerPoint may automatically open Design Ideas on the right side of the screen. These are just a few of the built-in templates:



You can use one of the templates here or you may choose to browse for and use another template by clicking the Design tab:



and choosing from the list of templates:

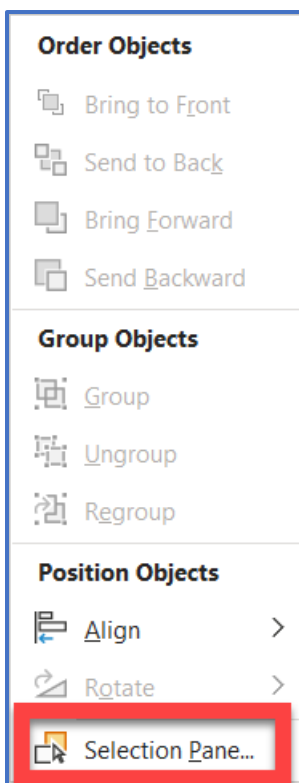
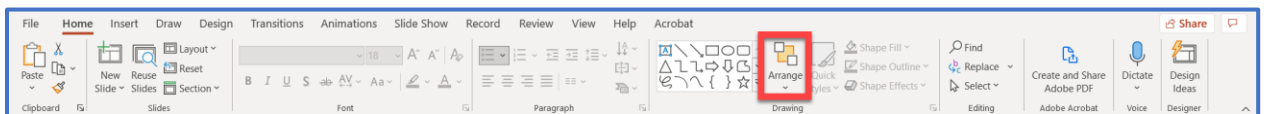


Checking the Reading Order on All Slides

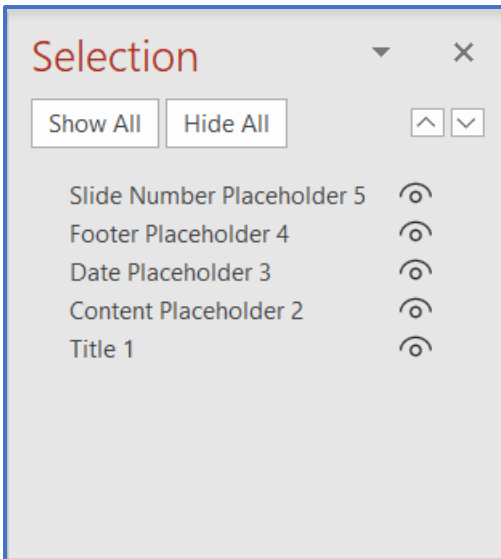
If someone needs to use a screen reader to access your presentation, it is important to verify that the information will be read in the correct order. Even if your information looks to be in order visually, it may not look that way to a screen reader.

To verify the reading order:

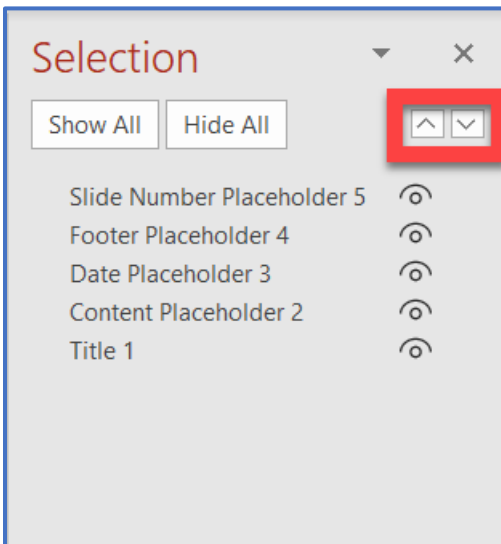
1. On the Home tab, select Arrange (in the Drawing Group) and choose Selection Pane



2. The Selection Pane lists all of the objects in the selected slide. The reading order starts with the bottom item and ends with the top item. You want these items to be ordered in the way you would want a screen reader to read them. Typically, this is Top to Bottom, Left to Right.



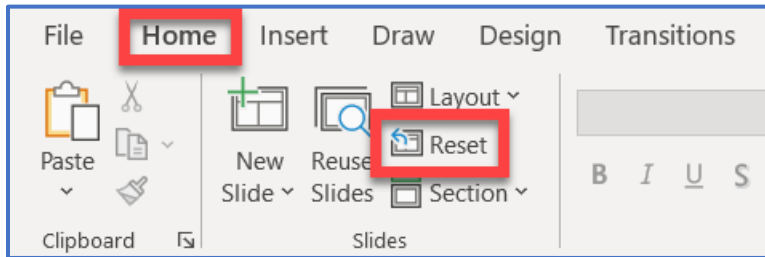
Correct any items that are out of order by selecting an item and clicking the reorder arrows in the top right of the Selection Pane:



Verify that Each Slide Has a Title and That Each Title Only Occurs Once

For a screen reader to properly navigate through a PowerPoint presentation, it is important to give every slide a unique title. If more than one slide requires the same title, simply add a number for each slide that follows the original (for example: Artwork, Artwork 2, Artwork 3).

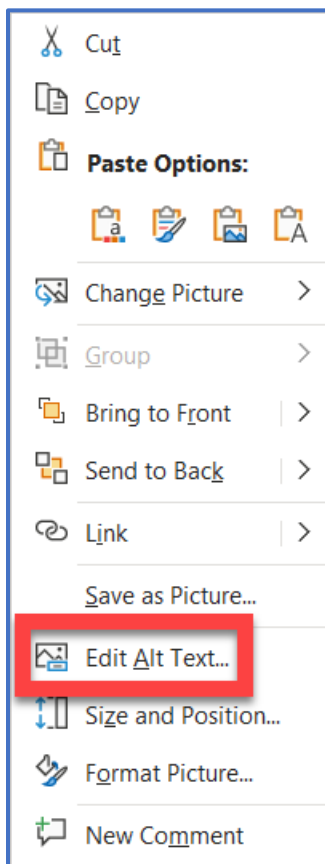
If a slide is missing a title, select the slide, select the Home tab, and click Reset under the Slides section of the ribbon. This will add a title section back to the slide.



Ensure All Images/Tables/Shapes Have Alternative Text

Alternate Text is needed for all images, tables, shapes, and other visual elements that relate to the subject matter.

To add Alternative Text to an image, right click on the image and select Edit Alt Text:



Add the Alternative Text in the text box that appears on the left side of the screen:

Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

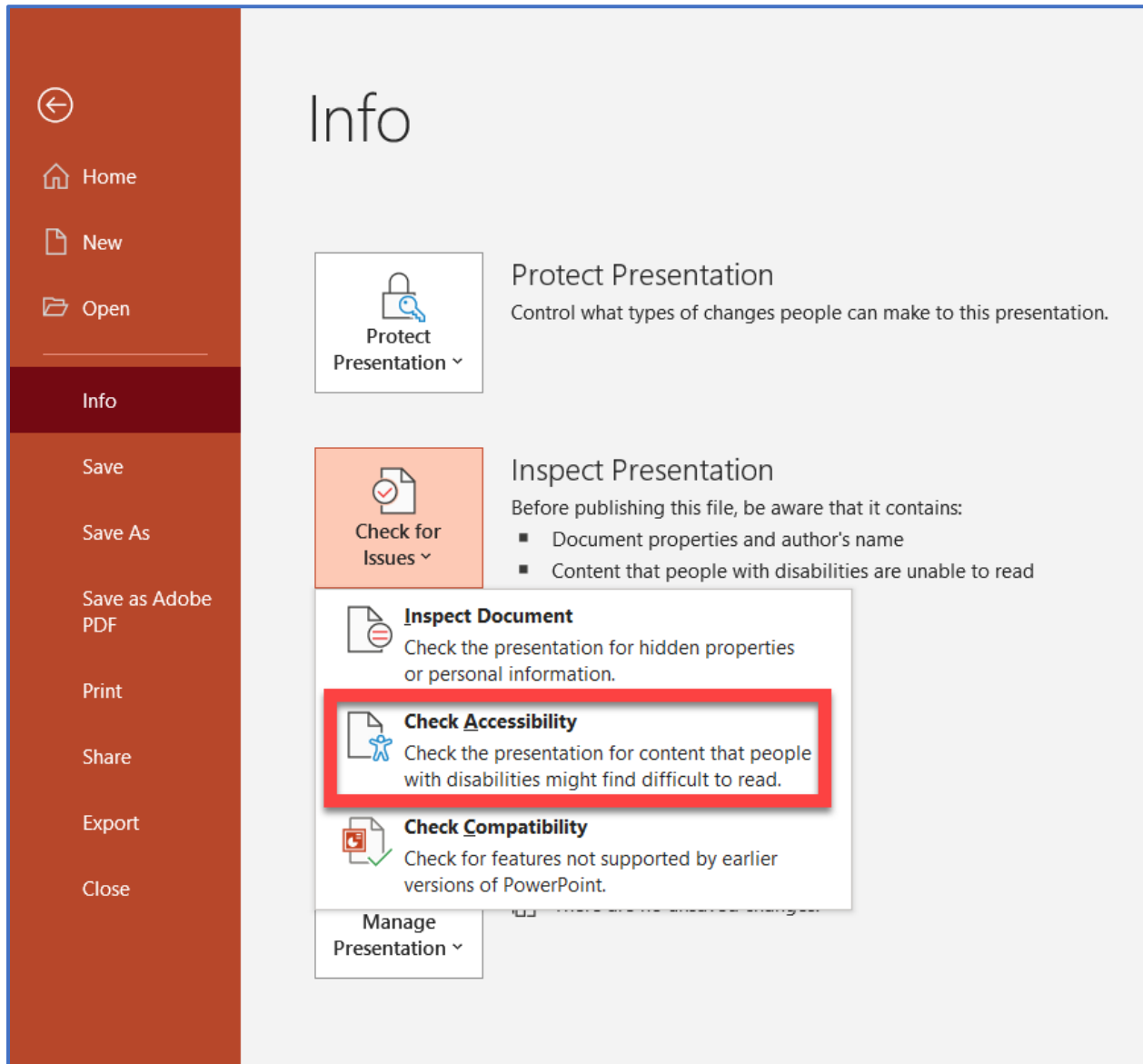
Generate a description for me

Mark as decorative [i](#)

If the image is decorative or not important to the subject matter, click the check box by Mark as decorative.

To Run the Accessibility Checker in PowerPoint:

Select File > Info > Check for Issues > Check Accessibility:



Interpreting the Results of the Accessibility Checker

If you have followed the steps in this guide, there should be very few, if any, accessibility issues in your presentation.

If the Accessibility Checker finds no known issues, it will display the message “No Accessibility Issues found. People with disabilities should not have difficulty reading this document.”

Errors

Errors include things that are very difficult or impossible for people with disabilities to understand

Warnings

Warnings include things that could potentially be difficult for people with disabilities to understand

Tips

Word will provide some helpful tips to better organize your content to make it easier for people with disabilities to understand

To fix an issue within the presentation, click on the issue in the Inspection Results to see where the issue is. Below that you will see an explanation of why you should fix the issue, as well as how you can fix the issue.