**At Purdue, we are committed to continuous improvement and as accessibility practices are updated, we will update our manuals. This version of the manual was finalized on 6.29.18**

## Templates

| Check | Description |
| --- | --- |
| [ ] | If the presentation doesn’t have a template, apply a template. Consider using Purdue PPT templates. |
| [ ] | If the presentation has a template but it is their own, consider reaching out to them about using a Purdue PPT template of their choice. |
| [ ] | If slides have slide numbers on the bottom, remove them. |

**Why is this important?**

* Using a template makes the process of ensuring accessibility more straightforward.
* Templates are designed to be accessible.

## Titles

| Check | Description |
| --- | --- |
| [ ] | Fill in the title in the given slide format. |
| [ ] | Write short, concise titles that include keywords. |
| [ ] | Write titles that give people good clues about the information that follows them. |
| [ ] | Make sure there are no duplicate titles. If a slide must have the same title as another slide, include something like part 1,2,3… or add the word “continued” |

**Why is this important?**

* Screen readers and text-to-speech tools are programmed to look for titles on each slide.
* People who use screen readers depend on titles for navigation. If there are duplicate slide titles, they may be confused as to which slide they are on.
* People who have any reading issues depend on titles to:
  + Provide clues about the content
  + Organize content into groups of related ideas

## Images

| **Check** | **Description** |
| --- | --- |
| [ ] | Add Alt Text to images, diagrams, SmartArt, and tables. |
| [ ] | Write Alt Text that describes what’s important in the image for this article. |
| [ ] | If you included an image for visual emphasis or decoration, write “ “ (Double quote –space – double quote) in the Alt Text title and description. This tells screen reader software to skip over the image, and not describe it for a blind person. |
| [ ] | If the image contains text, repeat the text exactly in the Alt Text description or adjacent content. |
| [ ] | If an image is decorative and is repeated throughout the slides, consider simply inserting the image in the master slide so you won’t have to write Alt Text for every single repeated image. |
| [ ] | If you come across groups of individual art that all belong in a graph or table, make the entire group as one image and write the Alt Text for that one image. |

**Why is this important?**

* Screen readers read Alt Text out loud.
* Alt Text is the only information that people who are blind have about images and diagrams.
* Blind people depend on Alt Text to explain what the image or diagram communicates. Does it show how something works? Does it show important data?

## Lists

| **Check** | **Description** |
| --- | --- |
| [ ] | Create lists (bulleted and numbered) by using built-in features in PowerPoint. |
| [ ] | Insert a lead phrase or sentence to introduce the list. |
| [ ] | Make lists that contain related items. If you have to, make more than one list |
| [ ] | Use numbered lists if the order of items is important. |

**Why is this important?**

* Screen readers and text-to-speech tools are programmed to understand lists that you create with the built-in features. This is especially important for nested lists.
* People who use screen readers appreciate hearing that a list is about to be read.
* It’s easier to remember list items if they are related to one another.

## Links

| **Check** | **Description** |
| --- | --- |
| [ ] | Give every link meaningful display text. |
| [ ] | Make sure the link display gives a clear idea of the destination and purpose of the link. |
| [ ] | Avoid meaningless phrases such as “Click here” and “Learn more”. |

**Why is this important?**

* If a link does not have meaningful display text, then screen readers read the link URL one character at a time. This can be extremely difficult or impossible to follow while listening.
* If you must use a phrase such as “Click here”, include some contextual information. For example, use “Click here to see our low sale prices,” or “Click here to try again.”
* Check the destination site. If you can, learn its title and use that in the link display text.

## Tables

| **Check** | **Description** |
| --- | --- |
| [ ] | Insert tables by using built-in features. |
| [ ] | Use the Tab key to move through the table cells. Make sure the tab order of cells matches the table appearance. |
| [ ] | Make sure that the table has one Header Row. |
| [ ] | Add column labels in the Header Row that describe their contents. |
| [ ] | Fix any merged or split cells in the table. |
| [ ] | Avoid using blank cells for formatting |

**Why is this important?**

* Screen readers and text-to-speech tools are programmed to understand how tables are organized, if you create the table by using built-in features.
* Some screen readers can repeat column labels on request. This can be very helpful on large tables with lots of data.
* Screen readers keep track of their location in the table by counting table cells. If a cell is merged or split, then the screen reader loses count. It can’t provide helpful information to the listener any more.

## Whole Document

| Check | Description |
| --- | --- |
| [ ] | Check the reading order on all slides. Order should be read bottom to top. |
| [ ] | Save the file as a PowerPoint document (.pptx). |
| [ ] | Give the file a meaningful name. |
| [ ] | Make sure the filename gives a clue about the document contents. |
| [ ] | Add the author’s name and the document title to the document properties on the Word Backstage. |
| [ ] | Add “AC” at the end of the filename for accessibility or “ACAN” for accessibility with animation. |

**Why is this important?**

* Meaningful file names help people locate the information that they want.
* Some organizations put documents on websites and organize them by using information from the document properties. It’s a good idea to make sure your document is ready for this.

# More tips for an accessible document

## Fonts

* Use the default font that comes with the slide template.
* Minimize the use of character formats like italics and bold.
* Avoid setting specific sizes because this removes the user’s ability to resize pages with application or browser functions like Zoom.

## Alignment

* Use Left-aligned text whenever possible.
* Centered (justified) text creates uneven vertical lines that are very difficult for people with reading disabilities and people with low vision.

## Colors

* Think strong contrast; but avoid using pure black text on a pure white background. If possible use a background that is not pure white.
* Never use color alone to indicate information. People who are color-blind might not be able to see the point. Texture is a great alternative to color when creating graphs.
* Avoid using orange, red, and green in your graphs or objects.

## Writing Style

* Use short, simple sentences.
* Avoid abbreviations except when the abbreviation is part of common language, like USA or NASA.
* Group related ideas under a heading.
* If possible, limit paragraphs to one idea.
* Check readability statistics.

## White Space and Background

* Allow ample white space between lines and between paragraphs.
* Clearly separate text and background.

## Audio and Video

* Include closed captions for all audio and video.
* **Note:** Ensure all audio and video is available in alternative formats for users with disabilities, such as transcripts, closed captions, or alt text.
* **Download** a program that allows you to create closed captions for your video easily**.** Try [Sub-titling text add-in for Microsoft PowerPoint (STAMP)](http://office.microsoft.com/en-us/powerpoint-help/sub-titling-text-add-in-for-microsoft-powerpoint-stamp-HA102540315.aspx?CTT=5&origin=HA102013555).