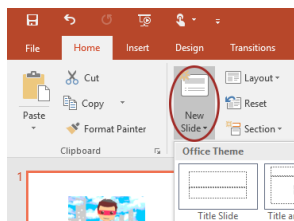# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2016 PRESENTATIONS (WINDOWS)

Slide Layouts

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

1. Select *Home > New Slide*, then choose a layout from the dropdown.

2. To change a slide layout, select *Home > Layout*, then choose a layout from the dropdown.

Slide Reading Order

If you *Insert* other content (e.g, a text box) it will be read by a screen reader in the order it is added to the page. To check or fix reading order, select *Home > Arrange > Selection Pane.* Reading order is shown in reverse, *bottom to top.* Click and drag or use the arrow buttons to change reading order.
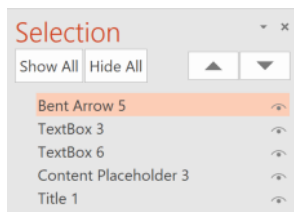
Alternative Text

Images should 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.

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).
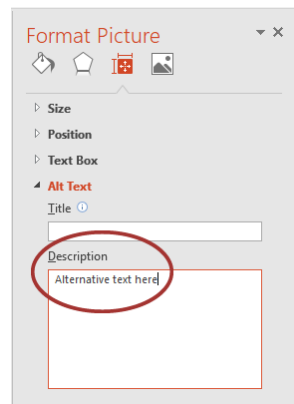
See webaim.org/techniques/alttext for more information.

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*.

- *Keep tables simple.* There is no way to add table header information in a way that will be identified by a screen reader.

- If you have Adobe Acrobat Pro (not just the free Reader), *save your presentation to PDF* and add table headers in Acrobat Pro.
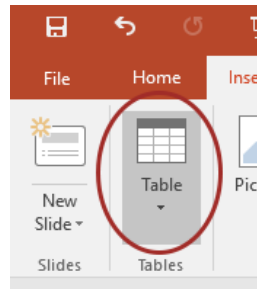
Hyperlinks

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a slide and presses *Enter* or *Space*. These may not make sense to screen reader users or others, so make the link text descriptive.

1. Select a hyperlink, right click, and select *Edit Hyperlink* or hit *Ctrl + k.*

2. Change the text in the *Text to Display* field to a more meaningful description.
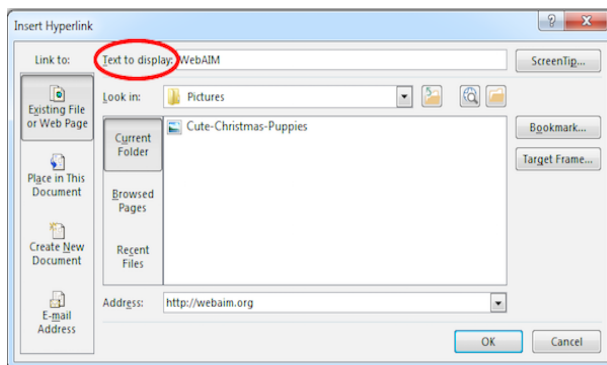
Accessibility Checker

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 pane.
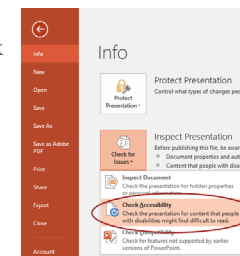
Other Principles

- 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 meaning.

- Avoid *automatic slide transitions.*

- Use *simple slide transitions* when possible.

- Do not put accessibility information like alternative text in the *Notes* pane.

- If you have embedded video, ensure it 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.

For a digital version, see ncdae.org/resources/cheatsheets