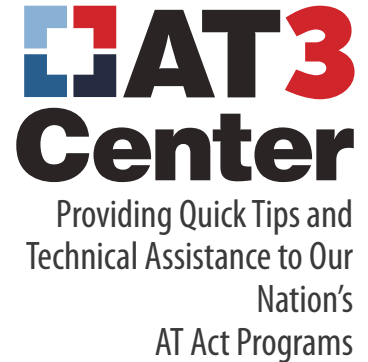


Microsoft PowerPoint Accessibility Quick Reference



OVERVIEW

Eight ways to create a more accessible Microsoft PowerPoint Document. Screenshots and instructions are based on Microsoft Word 2013.

Add a Document Title

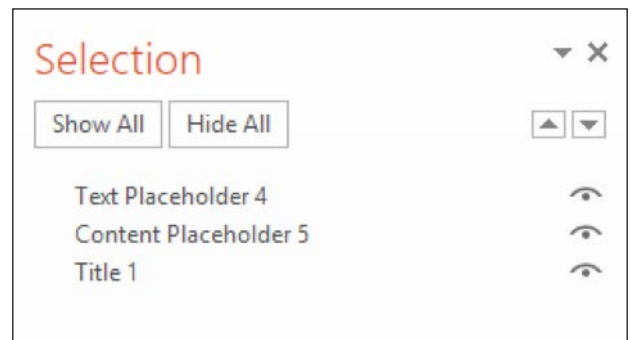
File Tab > Title field (at right of screen)

Properties ▾	
Size	1.86MB
Slides	18
Hidden slides	0
Title	PowerPoint Presentation
Tags	Add a tag
Categories	Add a category

Set Reading Order

Open Selection Pane: Home Tab > Drawing Group > Arrange > Selection Pane

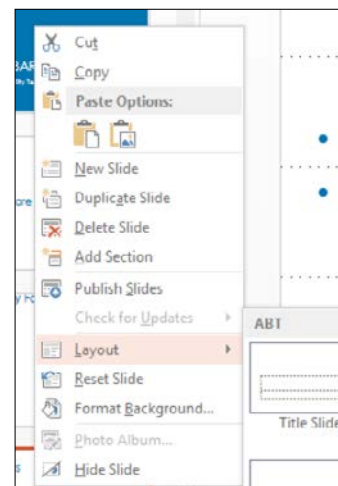
- Content placeholders are shown here. You can see which piece of content is in a placeholder by selecting the placeholder.
- Very important: Placeholders are shown in the order that they are read by screen readers. But the order goes from bottom to top. In the screenshot, a screen reader will read the content in "Title 1", then "Content Placeholder 5", then "Text Placeholder 4".
- You can change this by dragging the placeholders up or down in the list, or by selecting a placeholder and using the up and down arrow buttons at the right to move it up or down in the list.



Use Layouts

Use existing Layouts to change the content layout or placeholders. Several are available by default. You can also [add or edit a Layout from Slide Master View](http://bit.ly/2qoBwWE) (<http://bit.ly/2qoBwWE>).

Select slide thumbnail > Right click or Shift+F10 > Layout > Select Layout



Add Alternative Text to Meaningful Images and Figures

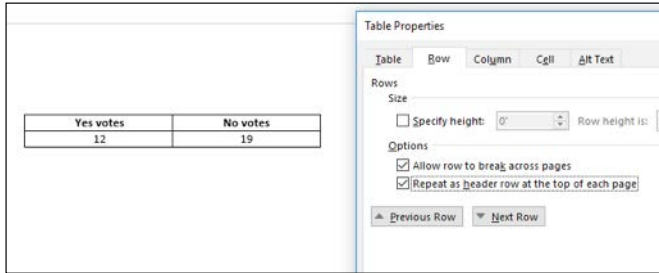
Alternative Text conveys the intended meaning of an image or figure.

1. Right click image/select Image and hit Shift + F10 > Format Picture > Layout & Properties > Alt Text > Description
2. Type alternative text into Description field



Identify Column Headers in a Table Row

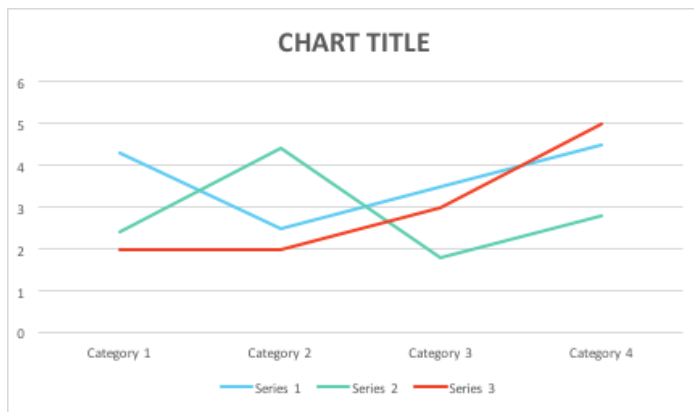
Select top row of table > Right click/Shift + F10 > Table Properties > Row tab > select "Repeat as header row at the top of each page" checkbox



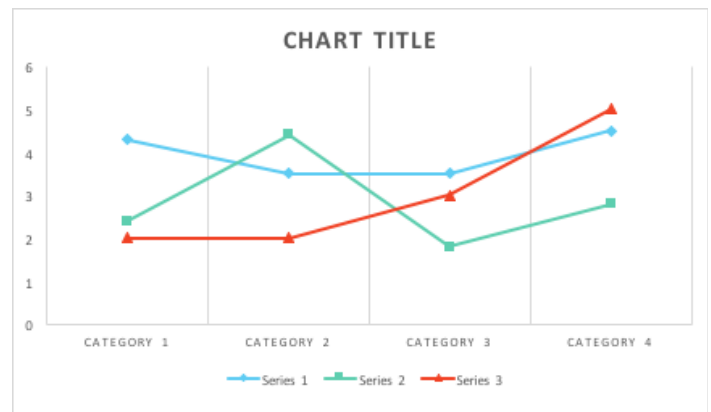
When Color Conveys Meaning, Use Color Plus Another Visual Cue

Use markers, text labels or different patterns for charts and graphs

1: Line graph with no markers



2: Line graph with markers



Use Good Color Contrast

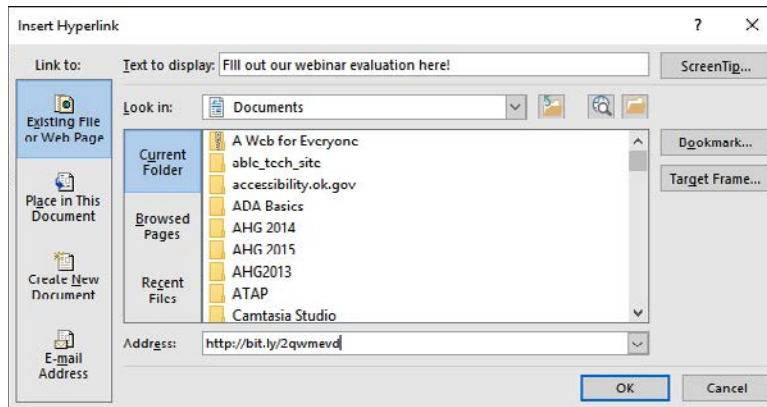
Check that contrast between text and background colors is at least 4.5:1 for regular text and 3.0:1 for large text.

- [The Paciello Group Colour Contrast Analyser](https://www.paciello.com/resources/contrastanalyser/) lets you easily check color contrast (<https://www.paciello.com/resources/contrastanalyser/>)

Use Descriptive Link Text

Make descriptive link text the active link in a document, and put the actual web address (URL) in plain text. This makes sure that people can use the link whether the document is digital or printed.

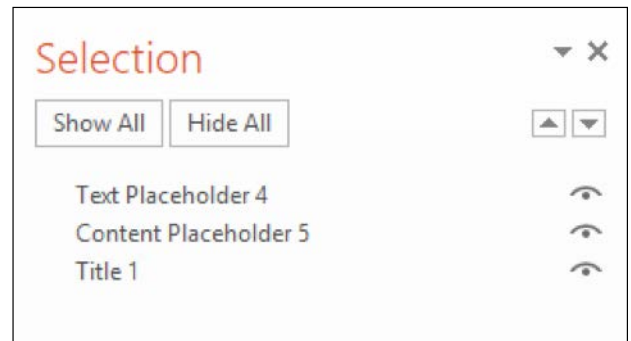
In the Insert Hyperlink window, “Text to display” is the descriptive link text and “Address” is the actual web address.



Use Unique Slide Title for Every Slide

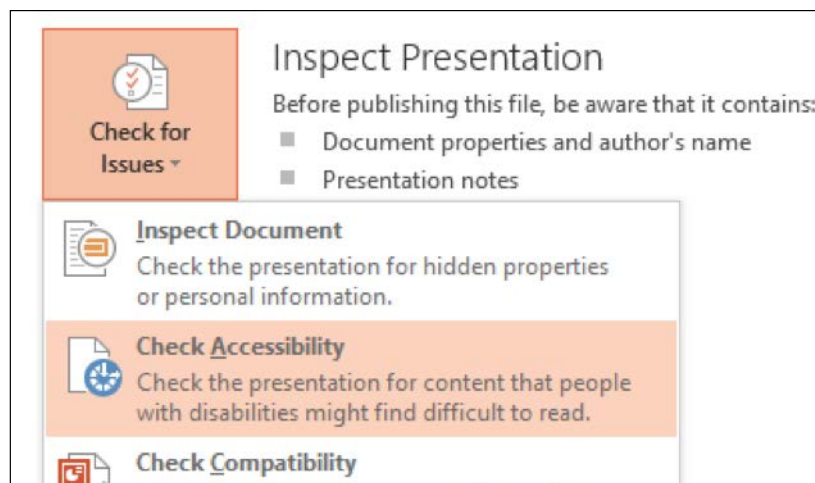
Even if you do not want a visible slide title, include one and hide it. Slide titles are visible in Outline View and they are available to screen readers when hidden from the Selection Pane.

- Open Selection Pane: Home Tab > Drawing Group > Arrange > Selection Pane
- Hide slides by selecting the eye icon to the right of the Title placeholder that you want to hide



Check Accessibility

- File tab > Check for Issues button > Check Accessibility
- This will run a check and report findings



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Accessibility Quick Reference is provided courtesy of:
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