

Create an Accessible PowerPoint

Creating accessible electronic documents is important to ensure access by persons with disabilities and to protect George Mason against legal action. Accessibility to class documents is protected by both Federal and State law by all students; giving equal participation and opportunity.

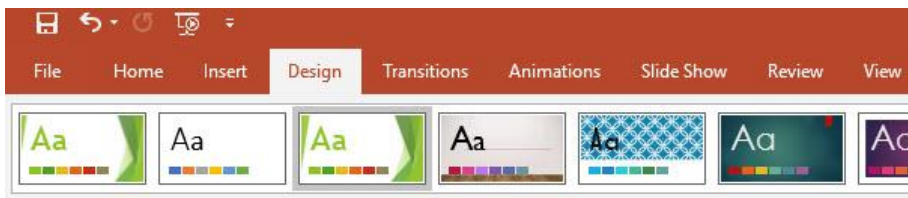
Check each of the following topics to create an accessible PowerPoint using Office 365.

Templates and Themes

Built-in templates and themes provide slides with accessibility features, such as high contrast ratio and reading order structure.

Implement:

1. Access Themes from the **Design** tab.



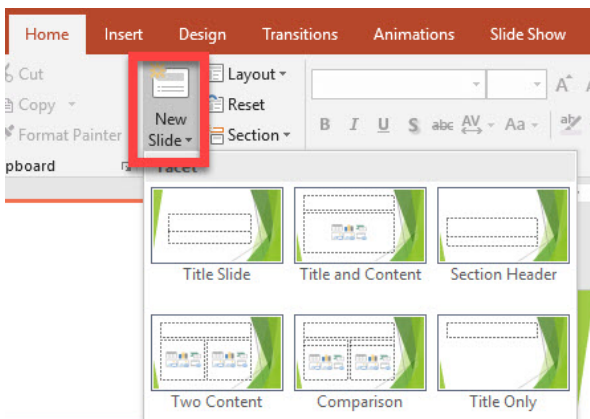
2. Select a Theme

Built-in Layouts

Like templates and themes, built-in layouts provide heading structure and reading order to slides for screen readers. Inserting textboxes can cause issues with screen readers accessing content.

Implement:

1. From the Home tab, select **New Slide**.



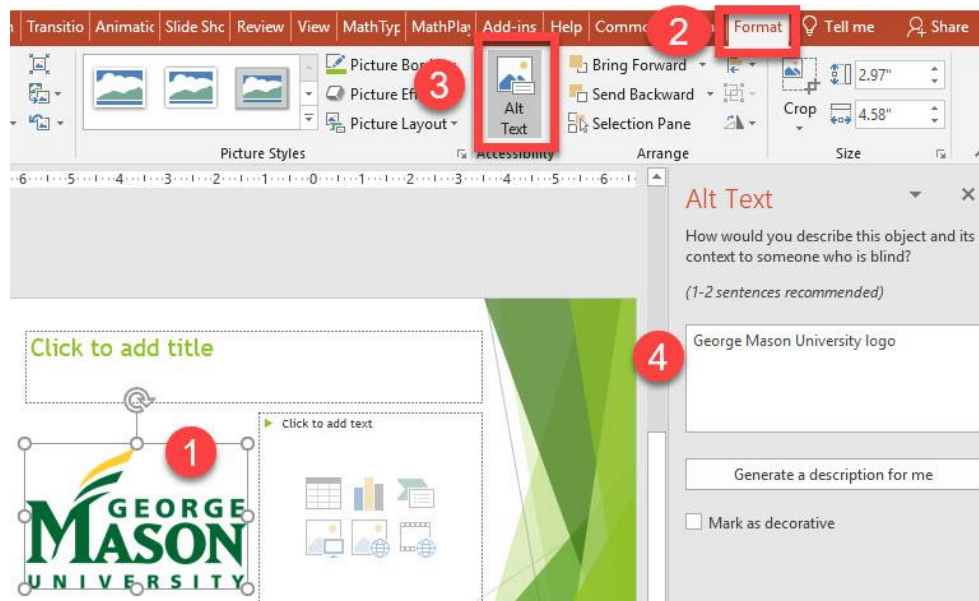
2. Choose an appropriate layout and select **Add Slide**.

Alternative Text for Images

Alternative text assists individuals with visual impairments to understand the important content in an image. Alternative text is read aloud by screen readers.

Implement:

1. Select an image.
2. Click on the **Format** tab.
3. Then select **Alt Text**.



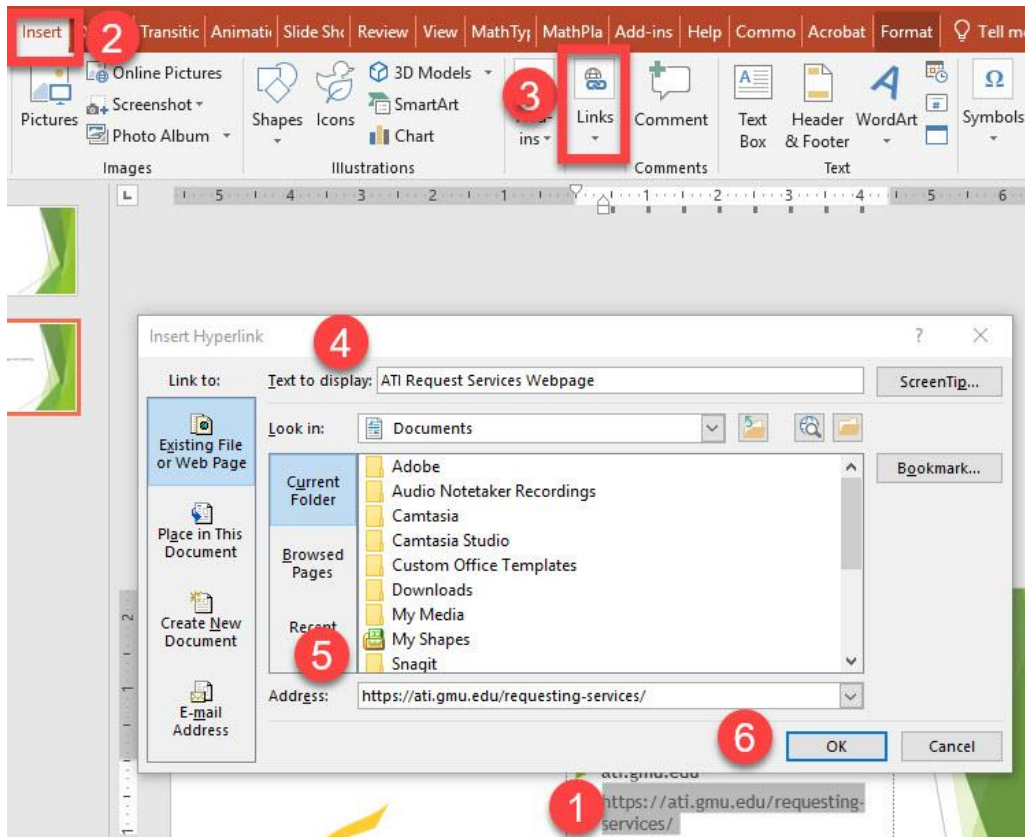
4. Enter image description.

Meaningful Hyperlink Text

Meaningful hyperlink text allows individuals using assistive technology to find and navigate quickly to links. Hyperlink text should be concise, clear, and relevant to the linked content. Avoid using vague phrases, such as 'Click Here, More, Read More'.

Implement:

1. Highlight hyperlink.
2. Navigate to the **Insert** tab.
3. Select **Links**, then **Link**.
4. Enter the descriptive link text in **Text to Display** textbox.
5. Enter the URL in the **Address** textbox.



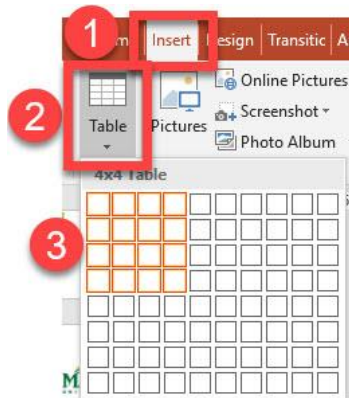
6. Click **Ok**.

Tables

Using simple tables, one row for column headers, one column for row headers, avoiding empty cells and nested headers (when possible), allows screen readers to associate data with the appropriate column and/or row headers.

Implement:

1. Select the **Insert** tab.
2. Click on **Table**.
3. Choose the table size.



4. Enter all table data
5. Select the table, navigate to the table **Design** tab.
6. Click on **Header Row**.

Unique Slide Title

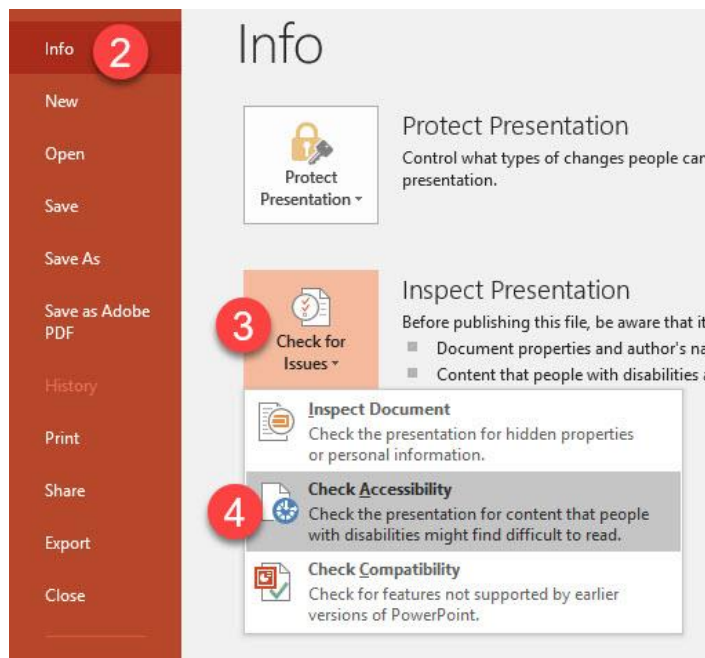
Unique titles assist screen reader users identify when they move to a new slide. Each slide should include a unique title.

Check Accessibility

To check a document for accessibility, Microsoft Word provides a built-in accessibility feature.

Implement:

1. Select the **File** tab.
2. Click on **Info**.
3. Check for issues.
4. Check Accessibility.



Results will appear with items needing attention