



# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2011 PRESENTATIONS (MAC)

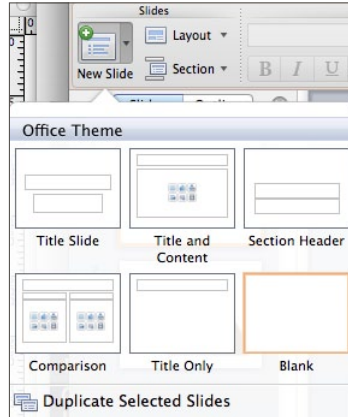


## Slide Layouts

Using slide layouts provided within PowerPoint will ensure that files have *correctly structured headings and lists, and proper reading order.*

### Creating Slide Layouts

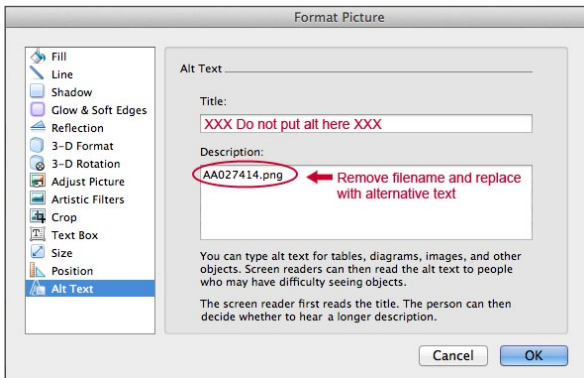
1. Select **Home > New Slide**, or select the New Slide button from the default tool bar.
2. Choose from the **slide options** menu the desired layout.



### Alternative text for Images

*Images can be given appropriate alternative text in PowerPoint.* This text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

1. Right-click (or control + click) on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** option in the sidebar.
3. Remove the image filename from the **Description** field. This is a bug in PowerPoint for Mac.
4. Enter appropriate alternative text to the **Description** field, **not** the Title field.



## Data Tables

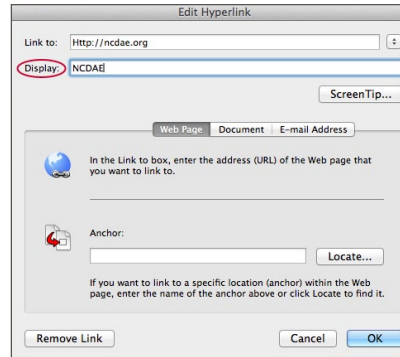
- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a way that will be identified by a screen reader.*
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, *consider creating an accessible PDF* and adding the additional accessibility information in Acrobat Pro.

## Links

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so *more information is needed.*

### Editing Hyperlinks

1. Select a hyperlink, right click, and select **Hyperlink > Edit Hyperlink** or command + k.
2. Change the URL in the **Display** field to a more meaningful description.



## Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the **outline panel** and the **notes panel**.

### Outline Panel

- The **outline panel** contains a **text outline** of the content that appears in your slides.
- Reviewing this panel can help ensure the content on the slides is **logically sequenced**, that slide titles are **unique and meaningful**, and that reading order is **appropriate** for any user.

## Notes Panel

- The **notes panel** allows the speaker to add notes and information that will **not appear on the slides.**
- Placing image or chart descriptions in this area should be avoided. This information **may not be accessed** by a screen reader, so use with caution.

## Other Principles

- Ensure that **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 content.
- Avoid **automatic slide transitions.**
- Use **simple slide transitions** when possible.
- Use **simple** language.
- Check **reading order of text boxes** that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the **video is captioned**, and that the player controls are accessible.
- If you have embedded audio, **include a transcript.**
- If your slides contain animations, ensure that they are **brief and do not distract** from the most important content on the page.
- For a more **widely supported file format**, consider saving files as “PowerPoint 97-2004 Presentation (.ppt)” format instead of the default “.pptx” format.