



# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2013 PRESENTATIONS (WINDOWS)

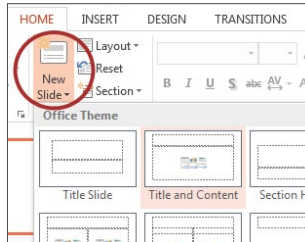


## Slide Layouts

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

### Creating Slide Layouts

1. Select **Home > New Slide.**
2. Choose the desired layout from the **Layout** option.

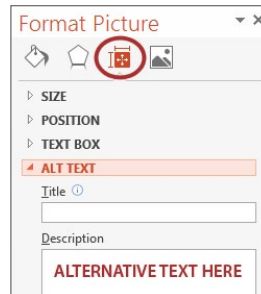


### Alternative Text for Images

*Images can 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.

### Adding Alt Text

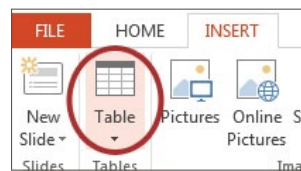
1. Right-click on the image and choose **Format Picture.**
2. Select the **Size & Properties** icon and choose **Alt Text.**
3. Enter appropriate alt text only in the **Description** field (not the **Title** field).



### 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.**
- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add table header information 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 saving your presentation to PDF* and adding the additional accessibility information in Acrobat Pro.

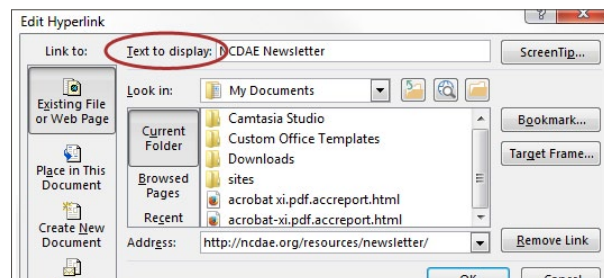


## Links

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 **Edit Hyperlink** or **CTRL + k.**
2. Change the text in the **Text to 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, found under **View > Outline View**, 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.

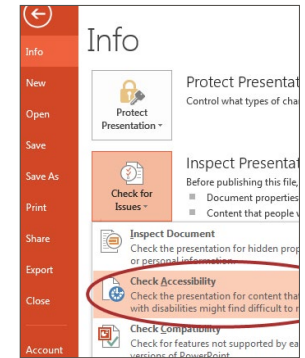
### Notes Panel

- The **Notes** panel, found under **View > Notes**, allows the speaker to add notes and information that will *not appear on the slides.* This information *may not be accessed* by a screen reader, so do not put important information in this area.

## Accessibility Checker

PowerPoint includes an accessibility resource that *identifies accessibility issues.*

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 task pane.



## 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.
- 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 the *video 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.