

Quick Guide for Accessible PowerPoint Presentations

Hiding Repetitive or Decorative Content

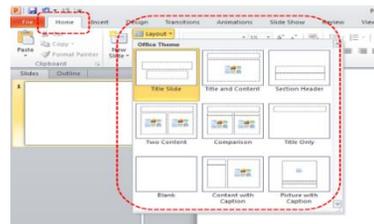
Place any repetitive or decorative content in the **Slide Master** (i.e. logos, slide numbers). Images and content in text boxes placed in the **Slide Master** will be ignored by assistive technology. The **Slide Master** is also a great place to set up the look and feel of the presentation, like a template.

1. Navigate to **View** and select **Slide Master** from the **Master Views** group.
2. Locate the desired slide layout(s) and make the necessary formatting changes.
 - a. Tip: Use this view to set up the color scheme of the presentation, the list styles to be visible within the slides and any specific instructional text in the placeholders.
 - b. Reminder: Placeholder content will be read by assistive technology in **Normal** and **Slide Show** views. The contents of images, objects or text boxes placed in the **Slide Master** will not be conveyed to assistive technology in the **Normal** or **Slide Show** views.
3. When finished, navigate to and activate the **Slide Master > Close Master View** button or **View > Normal** button on the ribbon.

Use Built-In Layout and Styling Features

Using pre-defined layouts to ensure the presentation has properly structured titles, lists, and reading order.

1. Navigate to **Home** on the ribbon,
2. In the **Slides** section, select the **Layout** control,
3. Select the layout that best fits the content of that slide. **Section Header** only displays a title while **Two Content** is good for representing columns of information.



Set a Logical Reading / Tab Order

To check the order in which slide content will be read, do the following:

1. On the **Home** tab, in the **Drawing** group, navigate to **Arrange > Selection Pane**.
2. Objects will be read from the bottom item to the top item. Correct any out of order items using the **re-order** arrows in the pane.
3. Alternatively, place the cursor outside of any object on the slide and press the **Tab** key to view the order the objects will be encountered.



Ensure that All Slides have Unique Titles

Slide titles are used for navigation and hierarchy of the presentation content.

1. Enter titles into the placeholders that reference a **Title** or **Sub-Title**.
2. When there are multiple slides about the same topic, use “(1 of 3)” or similar to make the title unique.

Inserting Hyperlinks

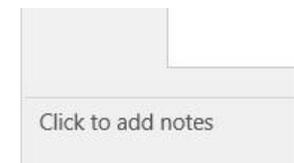
Note: If a phrase is used as link text, the raw URL needs to be duplicated either in the slide content or **Slide Notes** so all users can access the link.

1. Place the cursor where the hyperlink should be added.
2. On the **Insert** tab, in the **Links** group, activate **Hyperlink** or press **CTRL+K** to open the **Insert Hyperlink** dialog box.
3. In the **Text to display** field, type the phrase that briefly describes the link destination or use the raw URL.
4. In the **Address** box, type the raw URL.
5. Navigate to and activate **OK**.

Add Alternate Text to Graphics

Alternate (ALT) text should be added to pictures, clip art, charts, and shapes.

1. Pre-step for Complex Images: If there are multiple pieces of an image, select all the pieces of the image. From the context menu (or right click) select **Group > Group** to create one large image.
2. Activate the context menu (or right click) of the image or object, and activate **Format**.
3. Navigate to **Layout & Properties > Alt Text**.
4. Type a description of the image or object into the **Description** field. The image description should focus on the purpose and/or content of the image. Use clear, but concise descriptions. Keep the description to 250 characters or less.
5. Note: For complex images such as process flows and charts, additional description needs to be added to the **Slide Notes**. The alternate text should direct users to the **Slide Notes**. To view or add longer descriptions, open the **Slide Notes** pane by navigating to **View** and in the **Show** group ensure that **Notes** is selected.



Adding or Updating Lists

Lists group related items and can provide hierarchical information. Lists can be ordered (numbers & letters) or unordered (bullets).

1. Locate and select the desired text or place the cursor at the desired location for a list
2. On the **Home** tab, navigate to the **Paragraph** group and select **Bullets** or **Numbering**. Select the arrow next to **Bullets** or **Numbering** to change the list style
3. Note: Nested list items need to be a different list style than the parent. Example: From filled-in circle bullets, to hollow circle bullets.



Check Table Structure

Tables should be kept simple. A data cell should only relate to one row and/or column header.

1. To insert a new table, navigate to **Insert** on the toolbar. In the **Tables** group, select the **Table** control and select the desired size of the table.
2. Once the table is inserted, notice that the **Table Tools Design** tab opens in the ribbon.



3. Confirm in the **Table Style Options** group of the **Table Tools Design** tab that **Header Row** is checked. The other checkbox options are optional design choices.

Use Effective Color and Contrast

Effective use of color will ensure that content is readable, accessible, and appealing.

1. Color should not be used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.
 - a. Example: graphs may need textured patterns to represent data sets. Or important information should have an additional textual representation such as an asterisk (*).
2. Verify the text color provides enough contrast against the background color. There must be a minimum contrast ratio of **4.5:1**.

- a. Use the **Font Color** picker from the **Home** ribbon to choose an appropriate color against the background.

Enter Document Properties

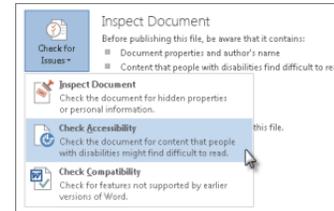
Document titles help users know what document they are viewing.

1. Navigate to and select **File > Info > Properties**
2. Select **Show Document Panel** or **Advanced Properties**
3. Enter a meaningful title in the **Title** field.
4. Optional: Enter an **Author** (i.e. individual or organization name)

Running the Accessibility Checker

The **Accessibility Checker** can help identify some issues. However, it can only check for a handful of items.

1. Navigate to **File > Info > Check for Issues > Check Accessibility**



2. The **Accessibility Checker** pane will appear with inspection results.
3. Select a specific issue to see **Additional Information** and steps to take to remedy the issue.

Additional Hints

1. Avoid using **Animation** and **Slide Transition** effects when possible
2. Use san-serif fonts (**Arial**, **Verdana**). **Times New Roman** (a serif font) is also commonly accepted.
3. Have a minimum text size of **18pt** font.