

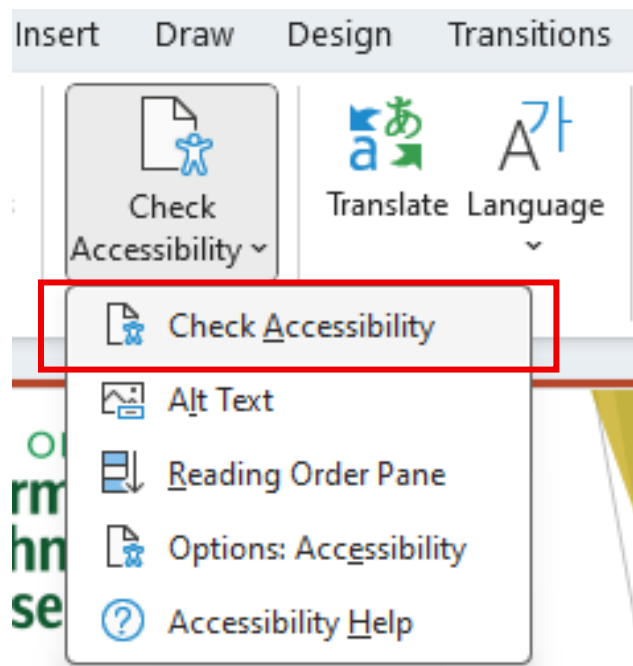
Purpose

Microsoft PowerPoint presentations frequently integrate visual and audio elements, making accessibility an essential consideration for inclusivity. Ensuring your presentations are fully accessible allows a broader audience, including individuals who rely on assistive technologies, to engage your content effectively.

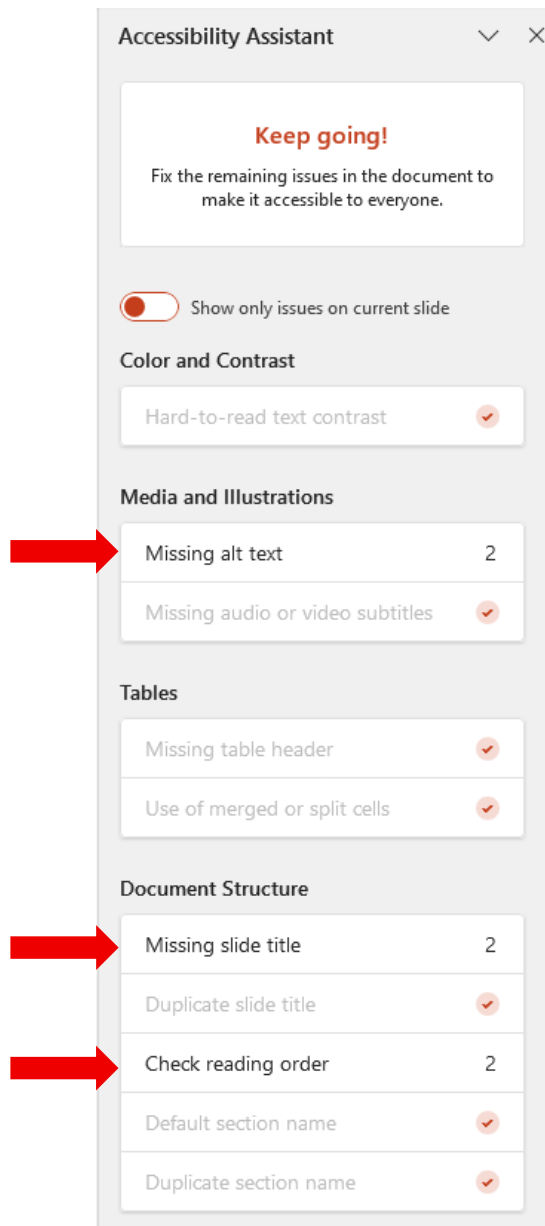
Tips for Making PowerPoint Presentations Accessible

Use the accessibility checker

- This built-in tool will identify possible issues in your presentation and give suggestions on how to correct them.
- ***Disclaimer:** Although good practice, it should not be assumed that the tool guarantees 100% accessibility compliance with WCAG 2.1, level AA.
- **To use the accessibility checker tool:**
 1. Go to “Review” -> “Check Accessibility”
 2. A sidebar titled “Accessibility Assistant” will pop up on the right-hand side of the document and prompt any issues found to be fixed.



3. In this example, the presentation does not pass accessibility compliance. The issues will be pointed out that need to be remediated.



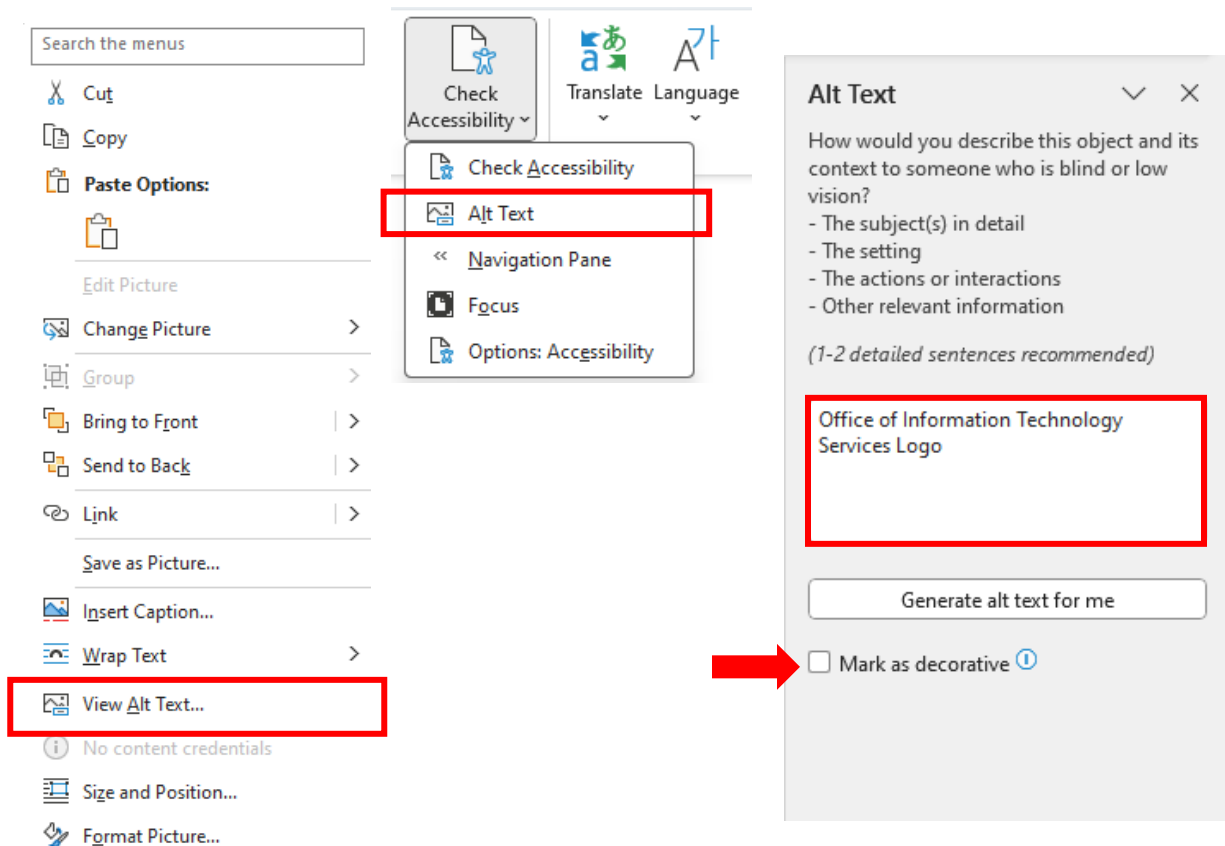
4. To remediate any issues found, click on each issue and it will navigate directly to that item to be fixed.

Add alt text to images and objects

- Add clear, concise descriptions to all images, charts, tables, shapes, embedded objects and SmartArt graphics.
- Assistive Technology will read “image” or “graphic” without alt-text.
- For a logo, simply use the description “Company Name Icon” or “Company Name Logo.”
- For a pie chart or graph, provide all data points and values for each section.

- **To verify alt text is added to an object:**

1. Right-click on the object and select “View Alt Text.”
2. Another way to check is to navigate to the “Review” tab -> “Check Accessibility” -> select “Alt Text” from the drop-down menu.
3. If your object is purely decorative and does not convey any useful information, select the “Mark as decorative” checkbox.
4. When using either method of verification, there should be alt text in the description box for each object in the presentation.

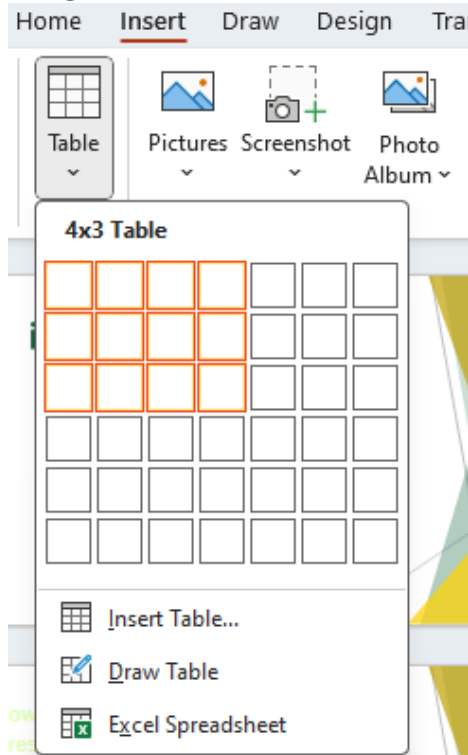


Create an accessible table structure

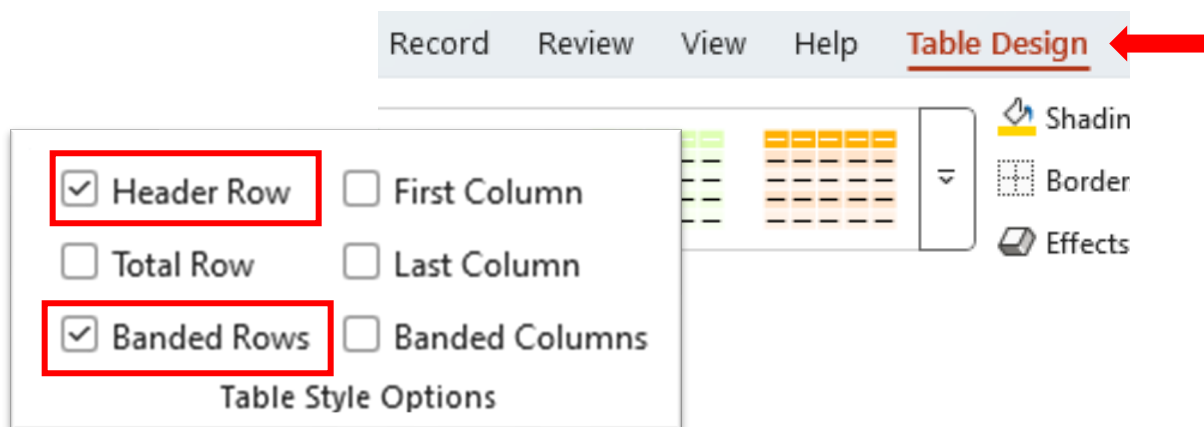
- Try to avoid using tables, if possible, as they might be difficult to read. It is best to present data in the form of headings and paragraphs.
- Simple tables are easier for all to read, including people using screen readers.
- Avoid using nested tables, merged or split cells, or blank cells for formatting.

- **Create your table:**

1. Navigate to the “Insert” tab -> “Table” -> type in your data table



2. Go to the “Table Design” tab and make sure “Header Row” is checked on the top left. (This identifies the top row as headers).
3. You can check “Banded Rows” in the top left section in the “Table Design” tab to include alternating colors in each row to make the table easier to read.

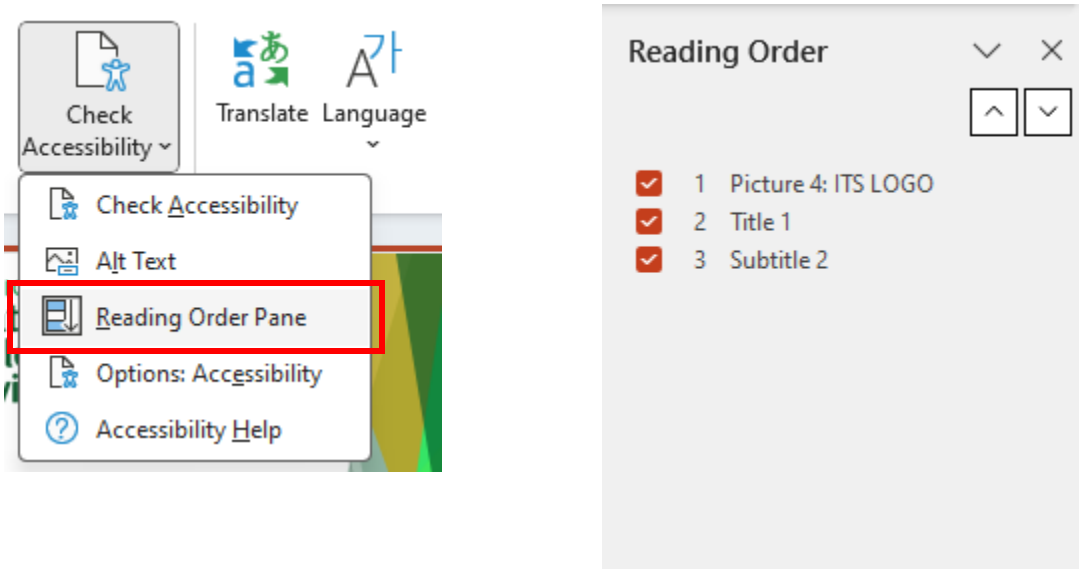


Ensure each slide has a unique title

- Slide titles are used for navigation and selection by people who are not able to view the slide.
- For people using a screen reader, they can quickly scan through the list of slide titles and go directly to the slide they want.
- If you would like a slide to not have a title, you can position a title off the slide by simply dragging it to the side. This ensures each slide has a title for easy navigation.

Check slide reading order

- People who cannot view the slide will hear slide text, shapes and content read back in the order they were added to the slide. This might be different from the order things appear.
- **Check the reading order:**
 1. Go to the “Review” tab -> “Check accessibility” -> select “Reading order pane” from the dropdown menu.
 2. The reading order pane will show up for each slide.
 3. To change the reading order, click and hold the title to drag to your desired position.



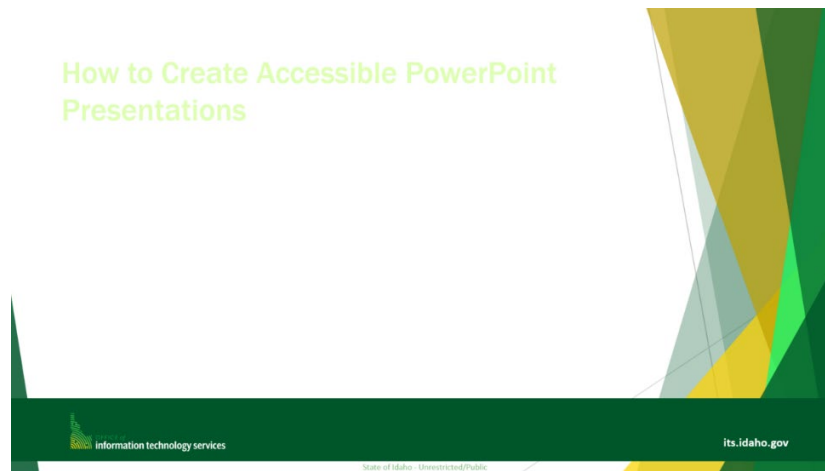
Name your hyperlinks appropriately

- Your link should contain descriptive, concise text that reflects the link destination.
- Avoid names like “Click here,” “Learn more,” or “See this page.”
- If you are linking to a webpage or document, use the webpage or document’s title as the hyperlink name.
- Use only necessary words to keep the hyperlink name short and easy to read.
- Example: Instead of using “Click here to view the full annual report,” use “View the full annual report.”
- Avoid using URLs as the link text as they can be long and confusing to read, especially for screen readers.

Use color carefully

- High contrast color schemes and texture variations in presentations make it easier for people with low vision and colorblindness to see and use the content.

- Use high contrast color schemes for background and text. You can test your color schemes by printing in black & white.



Fill in document properties

1. Go to "File" -> "Info" -> "Properties" -> "Advanced Properties."
2. Enter information for title, subject, and author, click "OK."

Presentation Properties

General Summary Statistics Contents Custom

Title:

Subject:

Author:

Manager:

Company:

Category:

Keywords:

Comments:

Hyperlink base:

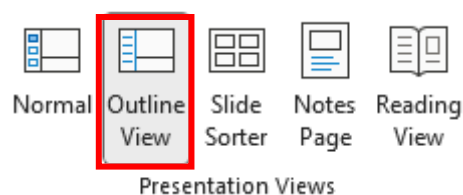
Template: office theme

☒ Save preview picture

OK Cancel

Do not use text boxes

- Use content placeholders instead of text boxes. This ensures all readers have access to the text in your slides.
1. To check if all your content is in placeholders, navigate to “View” -> “Outline View.”
 2. All text (excluding tables and alt text) should display in the side pane.



2 ☐ How to Create Accessible PowerPoint Presentations

- ▶ Use content placeholders
- ▶ Do not use textboxes

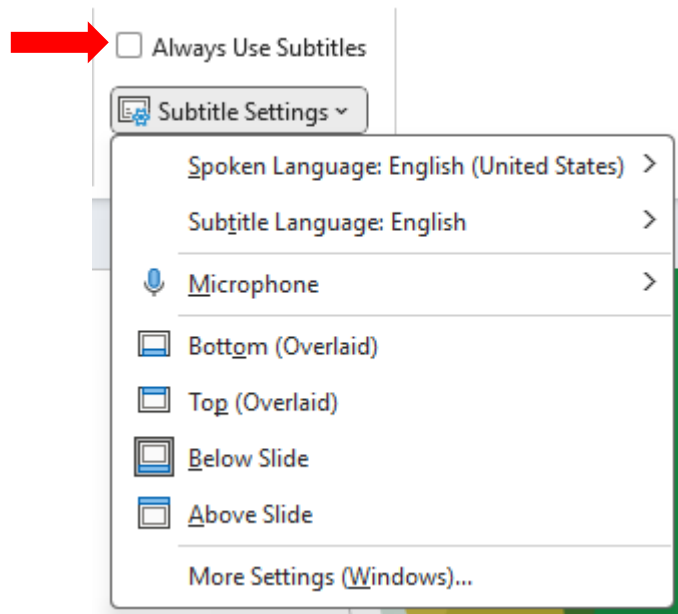
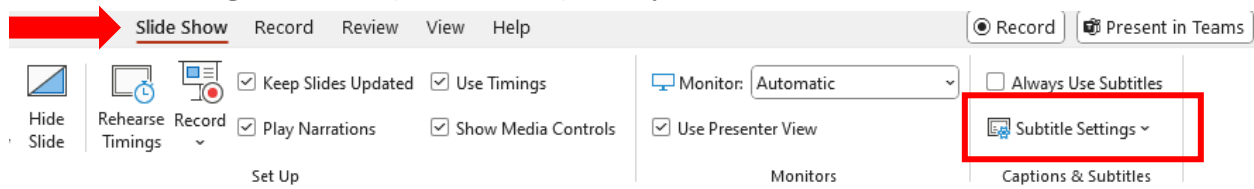
3 ☐

Notes may not be read

- Some users of assistive technology cannot easily access your “notes” section from your presentation. Consider adding them into a slide or sharing them in another format.

Make videos accessible

- If you use audio or video components, ensure that all audio is captioned and any visuals are audio-described.
- Videos should include an audio track with audio-narrated descriptions for users who are blind or have low vision.
- Videos that have dialogue should also have closed captions to describe audio clues like music and sound effects, open captions, or subtitles to transcribe the dialogue for users who are deaf or hard-of-hearing.
- **Adding subtitles or closed captions:**
 1. Go to the “Slide Show” tab -> “Subtitle Settings”
 2. Select which language you would like subtitles to appear in and the position on the screen.
 3. Select “Always Use Subtitles” checkbox to have them appear automatically.
 4. More settings depend on your operating system. For Windows, you can select “More Settings” for live captions and caption style.



Sharing accessible presentations

- When sharing electronically with your audience, consider converting your presentation to an accessible PDF.
- Converting the presentation to a PDF allows accessibility tags to be added which helps people who use screen readers and other assistive technologies navigate the presentation.
- Before converting your presentation, make sure you run the Accessibility Checker to fix any reported issues.

- **How to save as a PDF:**

1. "File" -> "Save as" -> choose a location to save file -> select "PDF"
2. "More options" -> "Options" -> check the box "Document structure tags for accessibility"
3. Click "OK" -> "Save."

