

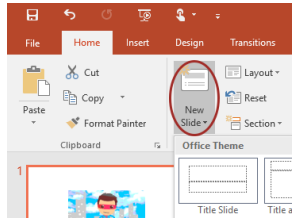


# CREATING ACCESSIBLE MICROSOFT POWERPOINT 365 PRESENTATIONS (WINDOWS)

## Slide Layouts

Use slide layouts provided within PowerPoint to ensure slides have **correctly structured headings and lists**, and **proper reading order**.

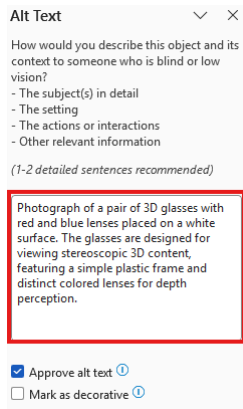
1. Select **Home > New Slide**, then choose a layout from the dropdown.
2. To change a slide layout, select **Home > Layout**, then choose a layout from the dropdown.



## Alternative Text

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

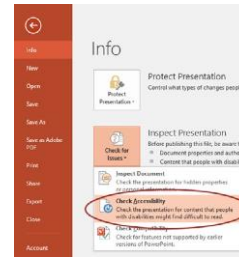
1. Left-click on the image and choose **Picture Format**.
2. Select **Alt Text** in the **Accessibility** group.
3. Enter appropriate alt text only in the **Description**.



See [webaim.org/techniques/alttext](http://webaim.org/techniques/alttext) for more information.

## Accessibility Checker

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 pane. **Slide Reading Order**

If you **Insert** other content (e.g, a text box) it will be read by a screen reader in the order it is added to the page.

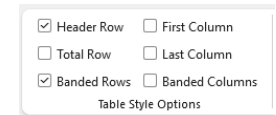
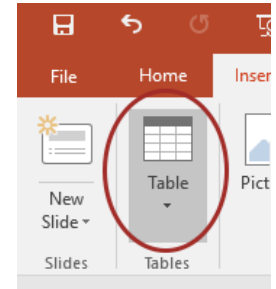
- To check or fix reading order, select **Home > Arrange > Selection Pane**.
- Reading order is shown in reverse, **bottom to top**.
- Click and drag or use the arrow buttons to change reading order.



## Data Tables

Accessible tables require a **clear table structure** and **table headers** to help guide screen reader users.

- Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
- **Keep tables simple**. To add table headers to the first row, select **Table Design** on the ribbon, then check **Header Row** in the **Table Style Options** section.



## LSC Resources

<https://vtac.lonestar.edu/help/accessibility-getting-started>



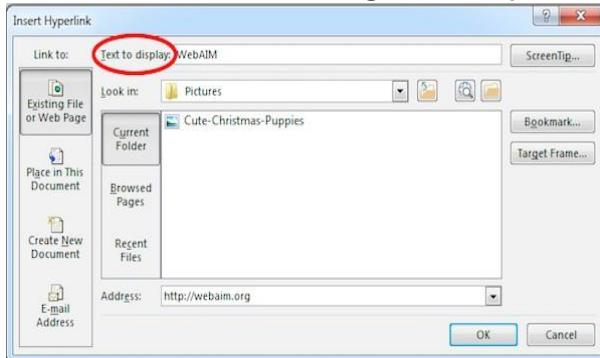


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### Hyperlinks

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a slide and presses **Enter** or **Space**. These may not make sense to screen reader users or others, so make the link text descriptive.

1. Select a hyperlink, right-click, and Select **Edit Link** or hit **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



### Other Principles

- Ensure **font size is sufficient**. If your presentation will be viewed on a projector, the 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 meaning.
- Avoid **automatic slide transitions**.
- Use **simple slide transitions** when possible.
- Do not put accessibility information like alternative text in the **Notes** pane.
- If you have embedded video, ensure it 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.

### LSC Resources

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