Accessible PowerPoint

Making a PowerPoint Slideshow Accessible

- **Use Accessibility Checker**
  1. Click the **File** tab > **Info**.
  2. Click **Check for Issues** > **Check Accessibility**.
  3. The **Accessibility Checker** task pane will open, showing the inspection results.
  4. Click on a specific issue to see **Additional Information** (why fix and how to fix).

- **Add alternative text to images and objects**

  **Note:** Alt text should be added for Pictures, Clip Art, Charts, Tables, Shapes, SmartArt graphics, all objects in the list Groups, Embedded objects, Video and audio files.

  1. Right-click on the image or object > select **Format** (for tables, click **Table Properties**).
  2. Click **Alt Text**.
  3. Enter a description of the image or object into the **Title** field and enter an explanation of the object in the **Description** field.
  4. Click **Close**.

- **Specify column header information in tables**

  1. Click anywhere in the table.
  2. On the **Table Tools Design** tab, in the **Table Style Options** group, make sure that the **Header Row** check box is selected.
  3. Add your header information.

- **Ensure that all slides have unique titles**

  1. Click the **Home** tab > in the **Slides** group > click **Reset** to restore slide placeholders for the selected slide.
  2. Type a unique name in the **Title** text box.
  3. To make the slide title not visible, click the **Home** tab > in the **Drawing** group, click **Arrange** menu.
  4. Click **Selection Pane** > click the **eye icon** next to the text box to toggle its visibility.

- **Use meaningful hyperlink text**

  **Note:** Hyperlink text should provide a clear description of the link destination, rather than only providing the URL.

  To add a hyperlink:

  1. Place the cursor where the hyperlink will be inserted.
  2. Click the **Insert** tab > in the **Links** group, click **Hyperlink**.
  3. Type in meaningful link text in the **Text to display** box.
  4. Type the link URL in the **Address** box.
  5. Click **OK**.

  To change the text of a hyperlink:

  1. Select the link.
  2. Click the **Insert** tab > in the **Links** group, click **Hyperlink**.
  3. In the **Text to display** box, change the text.
  4. Click **OK**.

  To add a ScreenTip:

  **Note:** ScreenTip text appears when the cursor hovers over a hyperlink, and can be used in a similar way to alt text.

  1. Place the cursor in the hyperlink you want to add ScreenTip text to.
  2. Click the **Insert** tab > in the **Links** group, click **Hyperlink**.
  3. Click **ScreenTip...** > type in the text in the **ScreenTip text** box.
4. Click **OK**.

- **Use simple table structure**

  **Note**: Nested tables, and merged or split cells inside of data tables are more difficult to navigate.

  To test the table structure:

  1. Select the first cell of the table.
  2. Press the Tab key repeatedly to make sure that the focus moves across the row and then down to the first cell of the next row.

- **Avoid using blank cells for formatting**

  **Note**: Blank cells can mislead someone using a screen reader to believe that there is nothing more in the table.

  To clear all table styles:

  1. Select the entire table.
  2. On the **Table Tools Design** tab, in the **Table Styles** group, click the arrow next to the style gallery to expand the gallery of table styles.
  3. On the menu below the gallery, click **Clear**.

- **Include closed captions for any audio or video**

  **Note**: Ensure that your audio or video is available in alternative formats for users with disabilities, such as closed captions, transcripts or alt text.

  1. If you are using PowerPoint 2010, you can download and install the subtitling text add-in (STAMP) - refer to the source link - which lets you easily create closed captions for video and audio in your presentations.

- **Ensure that the reading order of each slide is logical**

  **Note**: People who cannot view the slide will hear slide text, shapes and content.

  To check the order in which your slide content will be read:

  1. Click the **Home** tab > in the **Drawing** group, click **Arrange** > choose **Selection Pane**.
  2. The **Selection Pane** lists the objects on the slide. Correct any object out of order using the **Re-order** arrows on the bottom of the pane.

- **Increase visibility for colorblind viewers**

  **Note**: If you are colorblind, see the article **corrective lenses for the colorblind** (refer to the source link) to learn how you can select colors in PowerPoint.

  - Avoid using orange, red, and green in your template and text.
  - Use texture in graphs, instead of color, to highlight points of interest.
  - Circle or use animation to highlight information, rather than relying on laser pointers or color.
  - Keep the overall contrast in the presentation high.

  To check how a person who is colorblind will see your presentation:

  1. **View** tab > click **Grayscale** in the **Color/grayscale** group.
  2. In the **Grayscale** tab > click **Grayscale**.