PowerPoint 2013 – Accessibility

Making a PowerPoint Slideshow Accessible

Using Accessibility Checker
1. Click the FILE tab > Info.
2. Click Check for Issues > Check Accessibility.

a. The Accessibility Checker task pane will open, showing the inspection results.
3. Click a specific issue to see Additional Information (Why Fix and How To Fix) at the bottom of the pane.

Adding Alternative Text
Note: Alt text should be added to pictures, clip art, charts, tables, shapes, SmartArt graphics, all objects in the list group, embedded objects, video, and audio files.
1. Right-click the image or object and select the Format item type (e.g., Format Shape, Format Object, Format Chart Area).
   a. A format panel will open on the right.
2. Click the Size & Properties icon > ALT TEXT.
   3. Enter the title and description in the Title and Description field.
4. When finished, click X in the format panel to exit.

Ensure that All Slides Have Unique Titles
Note: By default, PowerPoint will automatically add the Title field to the newly created slide.
1. Click the HOME tab.
2. In the Slides group, click Reset to restore slide placeholders for the selected slide.
3. Type a unique name in the Title text box.
4. To make the slide title not visible:
   a. Click the HOME tab.
   b. In the Drawing group, click the Arrange drop-down menu.
   c. Click Selection Pane…
   d. Click the eye icon next to the textbox of the desired title 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.

Adding a Hyperlink
1. Place the cursor where the hyperlink will be inserted.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. Type in meaningful link text in the Text to display field.
5. Type the URL in the Address field.
6. Click OK.

Changing a Hyperlink Text
1. Select the link.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. Edit the Text to display field.
5. Click OK.

Adding 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 desired hyperlink to add ScreenTip text.
2. Click the INSERT tab.
3. In the Links group, click Hyperlink.
4. Click ScreenTip… and type the desired text in the ScreenTip text field.
5. Click OK > OK.

Adding Header Information in Tables
Note: In PowerPoint 2013, header row is automatically added to the table. Header row information is required for accessibility, see example below.

Using Simple Table Structure
Note: Nested tables, and merged or split cells inside of data tables are more difficult to navigate.
**Testing the Table Structure**
1. Select the first cell of the table.
2. Press the Tab key repeatedly to make sure 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 screen reader to believe that there is nothing more in the table.

**Clearing All Table Styles**
1. Select the entire table.
2. In the **TABLE TOOLS** tab, click the **DESIGN** tab.
3. In the **Table Styles** group, click the last arrow next to the style gallery to expand the gallery of table styles.
4. On the menu below the gallery, click **Clear Table**.

**Adding Closed Captions for Audio/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. Download and install the [Sub-titling text add-in for Microsoft PowerPoint (STAMP)](http://ipfw.edu) which lets you easily create closed captions for video and audio in your presentation.

**Ensure that the Reading Order of Each Slide is Logical**
*Note:* People who cannot view the slide will hear slide text, shapes, and content.

**Checking the Slide Content Order**
1. Click the **HOME** tab.
2. In the **Drawing** group, click **Arrange > Selection Pane**...
   a. The **Selection** pane lists the objects on the slide.
3. Correct any object out of order using the reorder arrows.

**Increasing Visibility for Colorblind Viewers**
*Note:* If you are colorblind, see the [Corrective lenses for the colorblind](http://ipfw.edu) (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.