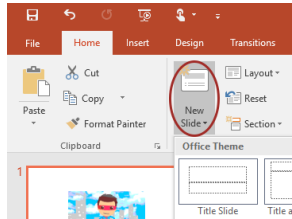# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2016 PRESENTATIONS (WINDOWS)

Slide Layouts

Use slide layouts provided within PowerPoint to ensure files 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.

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.
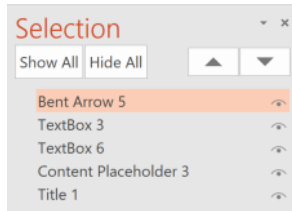
Alternative Text

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

1. Right-click on the image and choose *Format Picture.*

2. Select the *Size & Properties* icon and choose *Alt Text*.

3. Enter appropriate alt text only in the *Description* field (not the *Title* field).

See webaim.org/techniques/alttext for more information.
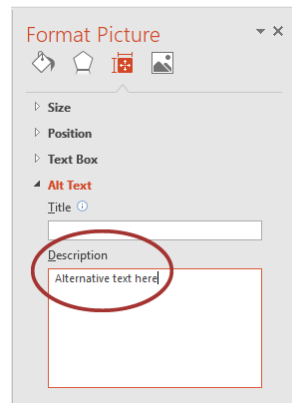
Data Tables

Accessible tables need a *clear table structure* and *table headers* to help guide a screen reader user.

- Select the *Insert* tab on the ribbon, then select *Table > Insert Table*.

- *Keep tables simple.* There is no way to add table header information in a way that will be identified by a screen reader.   See suggestion on page 2.

- If you have Adobe Acrobat Pro (not just the free Reader), *save your presentation to PDF* and add table headers in Acrobat Pro.
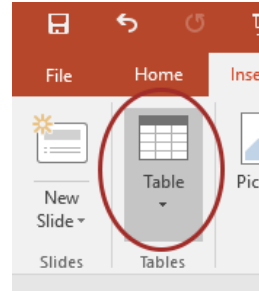
Hyperlinks

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 Hyperlink* or hit *Ctrl + k*.

2. Change the text in the *Text to Display* field to a more meaningful description.
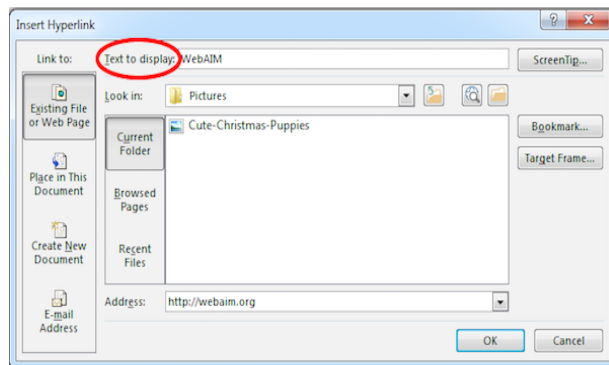
Accessibility Checker

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.
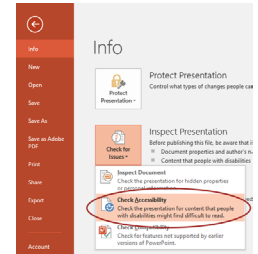
Other Principles

- Ensure *font size is sufficient.* If your presentation will be viewed on a projector, 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.

Tables and Graphs in PowerPoint: Save as Pictures

Many tables and graphs, particularly those that come from textbook publishers, contain lots of information. If that information is critical to student learning, you will have to describe everything so the visually impaired student has equal access to the content. The easiest way to do that is to: a) create the table or graph, b) save the table or graph as a picture to your computer c) insert that picture into your slide, d) delete the original table or graph, and e) add alt text in the same manner as above.

To save the table or graph as a picture:

Select it, then with your mouse at the edge of the table or graph, right-click, and choose Save as Picture.

Note: when you create a table in PowerPoint, it should only contain text; do not put images or any other elements into your table.

If you are sure that all of your students have PowerPoint, you can save your presentation, and upload it into your course. However, unless you are teaching a CIS course about Microsoft PowerPoint and its usage is required, it's a safe bet that not all of your students have PowerPoint. In that case, you will need to convert your PowerPoint into an accessible PDF (portable document format).

A PDF is a graphical file that is an exact image of the presentation originally created in PowerPoint and then converted into PDF format. PDF files can be viewed using Acrobat Reader, which is a free viewer program used by web browsers. A PDF provides the most flexibility to ensure accessibility is maintained in the document.

Convert to accessible PDF

1. Click File, then Save As.
2. Choose where you want the file to be saved.
3. Select PDF as the Save As type, then **select Options**.
4. Check the box for **Document structure tags for accessibility**.
5. Click OK.

When the conversion is finished, you can upload the PDF to the web.