

## **Slide Layouts**

Using slide layouts provided within Powerpoint will ensure that files have correctly structured headings and lists, and proper reading order.

**Creating Slide** Layouts

- 1. Select *Home> New Slide*, or select the New Slide button from the default tool bar.
- 2. Choose from the *slide options* menu the desired layout.

#### title and Conter Title Slid **1**16 **1**16 Two Conter Duplicate Selected Slides Slides from Outline. Beuse Slide

# Alternative text for Images

Images can 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.

Size Alt Text

Alternative text:

#### PowerPoint 2007

- 1. Right-click on the image and select Size and Position. A dialog box will appear.
- 2. Select the *Alt Text tab.* and replace the filename with appropriate alternative text

### PowerPoint 2010

- 1. Right-click on the image and select Format Picture. A dialog box will appear.
- 2. Select the *Alt Text* tab on the sidebar. Enter appropriate alt text to the Description field, not the Title field.

L	Close
mat Picture	
	Alt Text
ne Color	Title:
ne Style	XXX Do not put alt here XXX
nadow	Descriptions
	Microsoft Office 2010 Beta en Put alt here
effection	- Fut ait liere
low and Soft Edges	Put alt here
low and Soft Edges -D Format	
effection low and Soft Edges -D Format -D Rotation cture Corrections	Titles and descriptions provide alternative, text-based
ow and Soft Edges D Format D Rotation cture Corrections	Take and descriptions provide sitemative, tex-based representations of the information contained in table, departin, images, and other collects. This information is useful for propole
ow and Soft Edges D Format D Rotation cture Corrections cture Color	Titles and descriptions provide alternative, text-based representations of the information contained in tables, diagrams,
ow and Soft Edges -D Format -D Rotation	Tifes and descriptions provide alternative, text based representations of the information contained in tables, degrams, mages, and other courses. This information useful for people with vision or coursive regularisets who may not be able to see or understand the electric.
D Format D Format D Rotation Cture Corrections cture Color ristic Effects	Titles and descriptions provide alternative, text-based representations of the information contained in tables, dagrade, with vision or corportie manuments that many notice table to pee or with vision or corportie manuments that many notice table to pee or

© 2012 Project GOALS All rights reserved.

y alternative text while pictures are loading . Web search engines use alternative text ! Alternative Text is also used to assist user

Close

## **Data Tables**

- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a* way that will be identified by a screen reader.
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, consider saving your presentation to PDF and adding the additional accessibility information in Acrobat Pro.

## Links

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so more information is needed.

### **Editing Hyperlinks**

- 1. Select a hyperlink, right click, and select *Edit Hyperlink* or CTRL + k.
- 2. Change the URL in the *Text to Display field* to a more meaningful description.

Edit Hyperlin	k				? 🛛
Link to: 🔇	Text to displa	WebAIM article on creating accessible content	in Word (weba	aim.org/techr	ScreenTip
Existing File or	Look in:	C My Documents	1	۵ 💕	
Web Page	C <u>u</u> rrent Folder	C AdobeStockPhotos archives articles		^	Bookmark Target Frame
Place in This Document	Browsed Pages	Carlos de la composición de la			
Create <u>N</u> ew Document	Regent Files	conferences consulting Downloads events		~	
Ð	Addr <u>e</u> ss:	http://www.webaim.org/techniques/word/		~	Remove Link
E- <u>m</u> ail Address				ОК	Cancel

# **Outline and Notes Panels**

PowerPoint contains two panels that can be used to enhance accessibility: the *outline panel* and the *notes panel*.

### **Outline Panel**

- The *outline panel* contains a *text outline* of the content that appears in your slides.
- Reviewing this panel can help ensure the content on the slides is *logically sequenced*, that slide titles are *unique* and meaningful, and that reading order is appropriate for any user.



#### **Notes Panel**

- The *notes panel* allows the speaker to add notes and information that will not appear on the slides.
- Placing image or chart descriptions in this area should be avoided. This information *may not be accessed* by a screen reader, so use with caution.

# **Other Principles**

- Ensure that *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 content.
- Avoid *automatic slide transitions*.
- Use *simple slide transitions* when possible.
- Use *simple* language.
- Check *reading order of text boxes* that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the *video is* captioned, and that the player controls are accessible.
- If you have embedded audio, *include a transcript*.
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page.

# PowerPoint 2010 Accessibility Checker

PowerPoint 2010 includes an accessibility resource that identifies and repairs accessibility issues.

### **Running the Accessibility Checker**

- 1. Select File> Info> Check for Issues> Check Accessibility.
- 2. The checker presents *accessibility errors, warnings*, and tips on how to repair the errors.

## **Pptx format**

The "pptx" format supports PowerPoint 2007 and newer. For a more widely supported file format, consider saving files as PowerPoint 97-2003, or "ppt" format.

### Contact us at goals@ncdae.org or #435.797.3381

#### For more information go to www.ncdae.org/goals

Made possible by a grant from the Fund for the Improvement of Postsecondary Education (FIPSE), US Department of Education. No official endorsement implied.

