



# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2007/ 2010 PRESENTATIONS (WINDOWS)

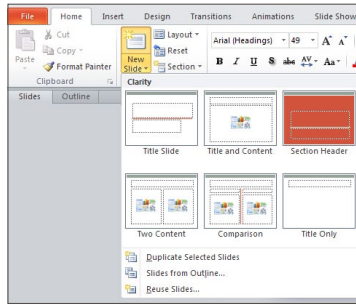


## Slide Layouts

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.

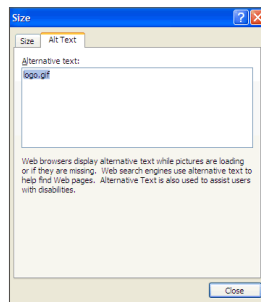


## Alternative text for Images

*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.

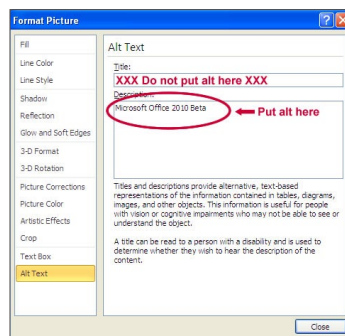
### PowerPoint 2007

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.



## Data Tables

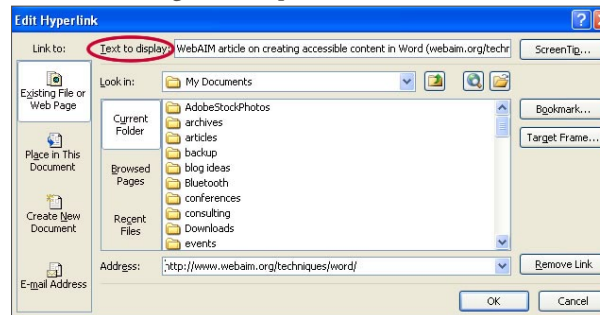
- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a way that will be identified by a screen reader.*
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, *consider saving your presentation to PDF* and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



## 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**. This information *may not be accessed* by a screen reader, so do not put important information in this area.

## 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.

## 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.