



# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2011 PRESENTATIONS (MAC)

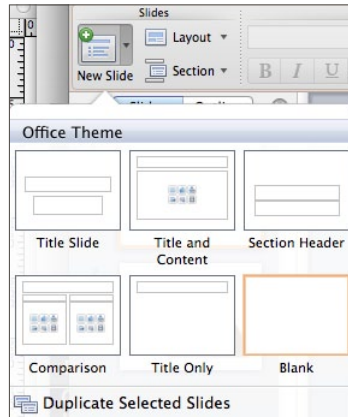


## Slide Layouts

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

### Creating Slide Layouts

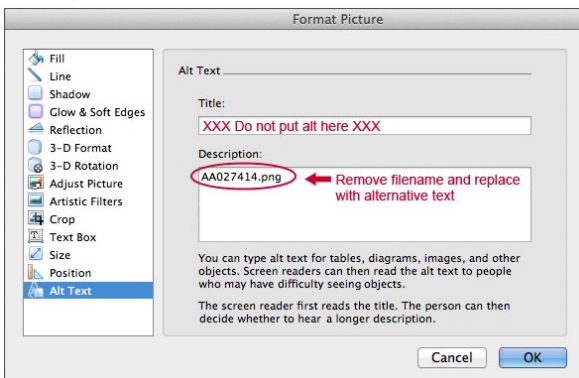
1. Select **Home > New Slide**, or select the New Slide button from the default tool bar.
2. Choose from the **slide options** menu the desired layout.



### Alternative text for Images

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

1. Right-click (or control + click) on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** option in the sidebar.
3. Remove the image filename from the **Description** field. This is a bug in PowerPoint for Mac.
4. Enter appropriate alternative text to the **Description** field, **not** the Title field.



## Data Tables

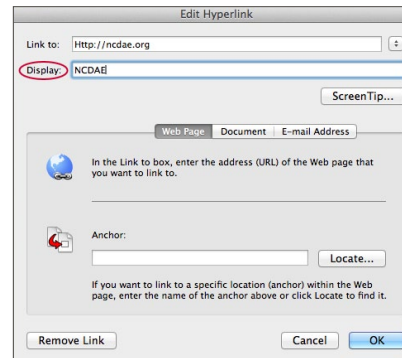
- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a way that will be identified by a screen reader.*
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, *consider creating an accessible PDF* and adding 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 **Hyperlink > Edit Hyperlink** or command + k.
2. Change the text in the **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.*
- 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.