

Creating an Accessible PowerPoint

Electronic Information Resource Accessibility Team



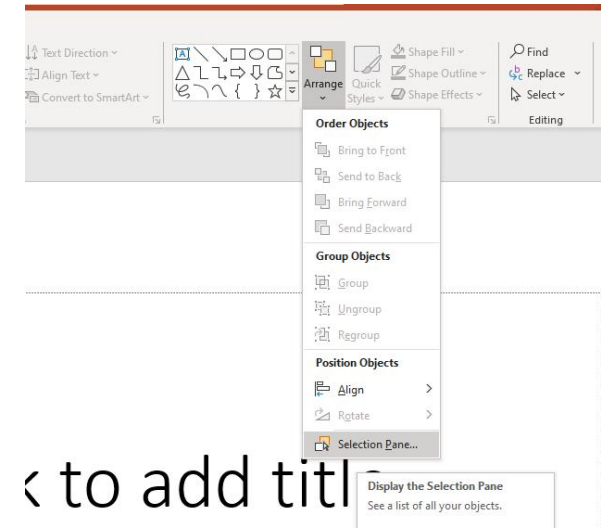
The rising STAR of Texas

Why Is Document Accessibility Important?

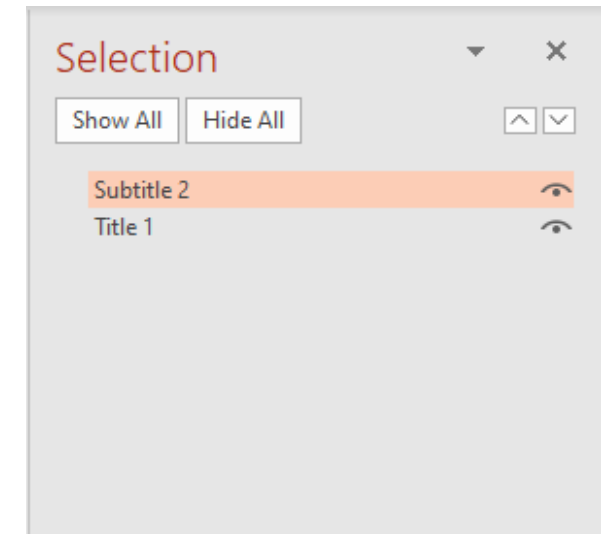
- ❖ Improved quality of life for those with accessibility needs
- ❖ Equal access to information is a civil right
- ❖ Accessible documents follow standard practices, allowing easy style updates and accurate conversions to other document formats
- ❖ University policy and state law require that content presented on websites be accessible

Reading Order

- ❖ **Reading order** is the order elements on a slide will be read
- ❖ Proper reading order is vital for users of assistive technology
- ❖ It includes titles, textboxes, images and all other objects on a slide

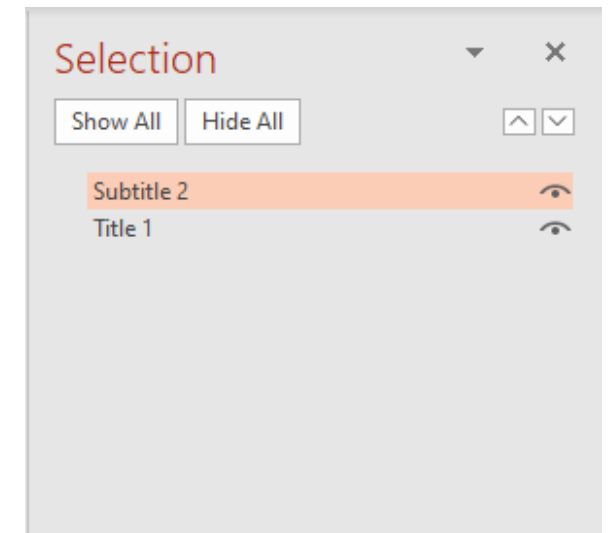
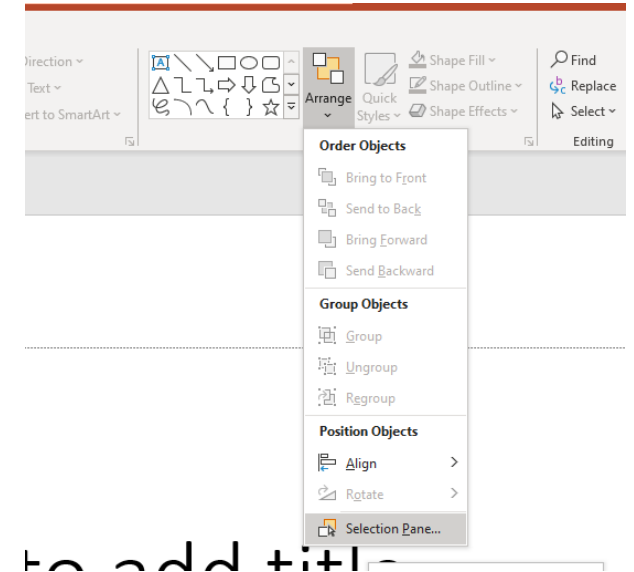


to add title



Reading Order Continued

- ❖ **Home -> Arrange -> Selection Pane** to change reading order
- ❖ Put elements that are read first **lower** in the selection pane
- ❖ Use the Tab key on your keyboard to check the reading order

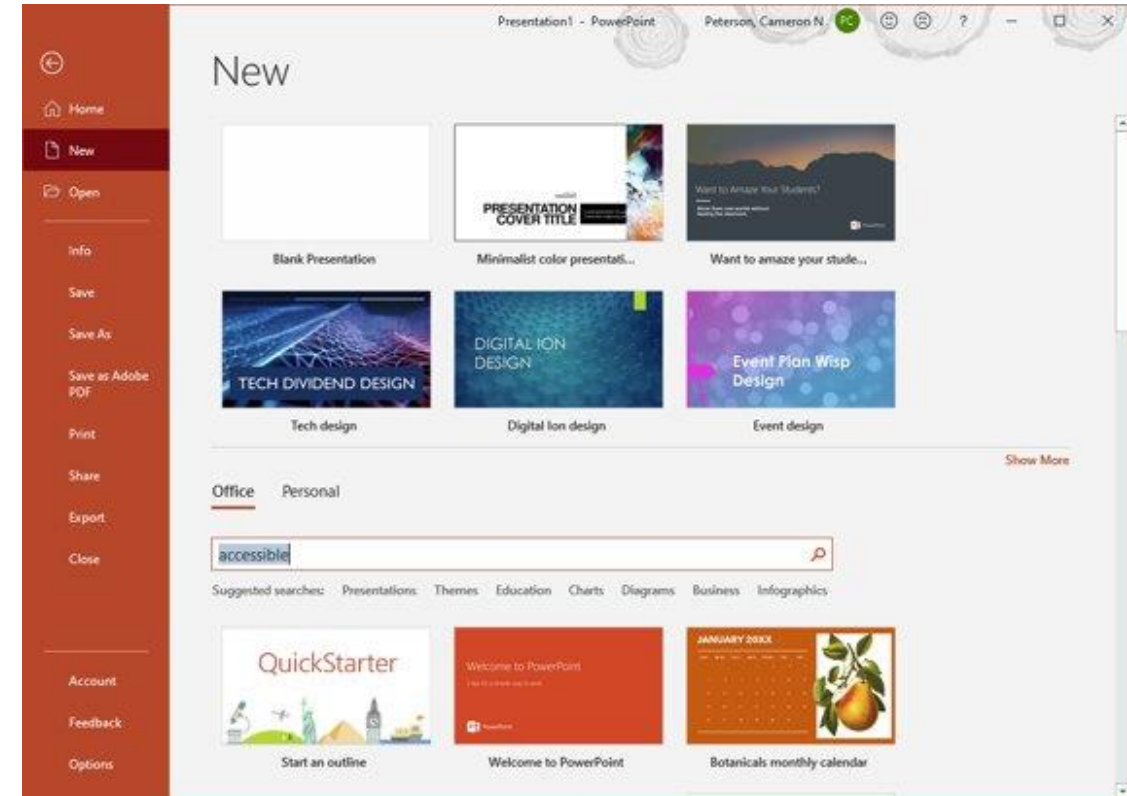


Accessible Templates

- ❖ Accessible templates have the correct reading order and meet contrast requirements
- ❖ All elements you add later will need to be placed in the proper reading order
- ❖ Using an accessible template makes creating accessible PowerPoints simpler and faster

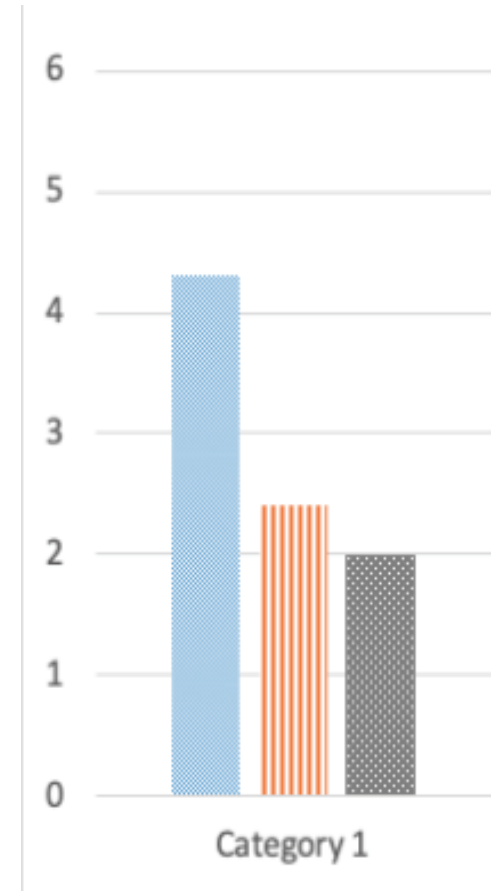
Selecting an Accessible Template

- ❖ **File -> Home -> New -> Type** 'accessible' in search box
- ❖ Confirm reading order is correct before using the template



Color

- ❖ Ensure significant color contrast between text and background
- ❖ Do not use color as the sole means of indicating meaning
 - Use **bold** or *italics* for emphasis. Do not use underline.
- ❖ Use a color-blind friendly scheme on charts



Tables and Data

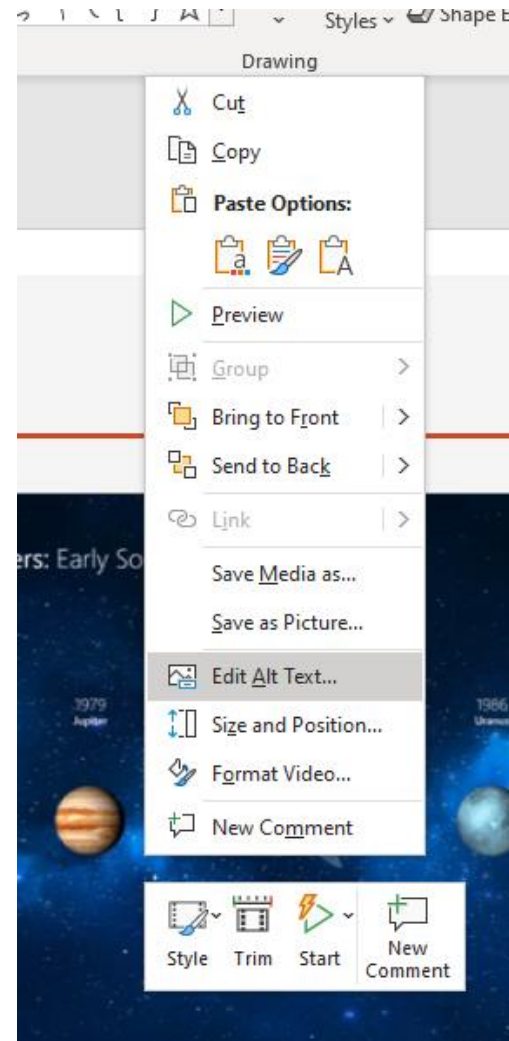
- ❖ Create tables using the built-in tools in PowerPoint
- ❖ Do not paste entire tables into PowerPoint
 - It's possible to paste tabular data into a preexisting table in PowerPoint
- ❖ Never use an image of a data table
- ❖ Add link to online version of data

Alternative (Alt) Text

- ❖ **Alt text** is a short description of the visual content of an image, chart, or video
- ❖ All images require alt text
 - Do not rely on auto-generated alt text
- ❖ **Complex images** are images that contain text or figures
- ❖ Complex images require alt text **and** a longer description available elsewhere
- ❖ Do not use complex images unless necessary

Adding Alt Text

1. Right-click object
2. Choose “Edit Alt Text...”



Check Accessibility in PowerPoint

The screenshot displays the Microsoft PowerPoint application window. The title bar shows 'Presentation2 - PowerPoint' and the user 'Peterson, Cameron N'. The ribbon is set to the 'Review' tab. The 'Check Accessibility' button in the 'Accessibility' group is highlighted with a yellow box and labeled '2. Choose "Check Accessibility"'. The 'Review' tab itself is also highlighted with a yellow box and labeled '1. Click review tab'. On the right side, the 'Accessibility' pane is open, showing 'Inspection Results' with a 'Warnings' section that includes 'Check reading order (4)'. This pane is highlighted with a yellow box and labeled '3. Review Accessibility Pane'. The main slide content is titled 'How to use PowerPoint Designer' and includes a numbered list of four steps. The status bar at the bottom indicates 'Slide 3 of 9' and 'Accessibility: Investigate'.

AutoSave ☐ Off

Presentation2 - PowerPoint

Search

Peterson, Cameron N

File Home Insert Design Transitions Animations Slide Show Review View Help Acrobat

abc Spelling Thesaurus

Check Accessibility

Smart Lookup

Translate Language

New Comment

Delete

Previous

Next

Show Comments

Compare

Accept

Reject

Previous

Next

Reviewing Pane

End Review

Hide Ink

Share

Comments

2. Choose "Check Accessibility"

1. Click review tab

3. Review Accessibility Pane

Welcome

1

2

3

4

5

Design, Morph...

How to use PowerPoint Designer

How it works:

- 1 Start a new presentation by going to **File > New > Blank Presentation**.
- 2 On the very first slide, add a picture: Go to **Insert > Pictures** or **Insert > Online Pictures** and choose the picture.
Hint: You need to be online when you add the picture.
- 3 When PowerPoint asks your permission to get design ideas, select **Let's Go**.
- 4 Choose a design you like from the **Design Ideas** task pane.

Inspection Results

Warnings

> Check reading order (4)

☒ Keep accessibility checker running while I work

Additional Information

[Read more about making documents accessible](#)

Slide 3 of 9

Accessibility: Investigate

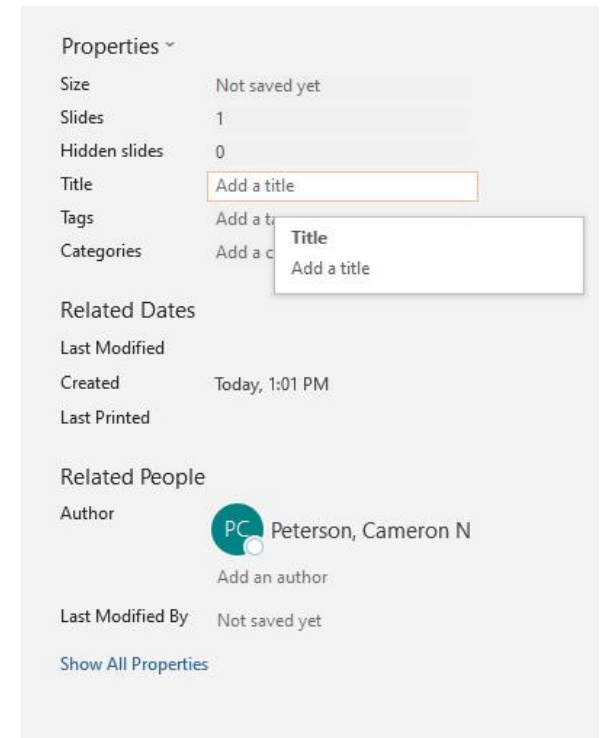
Notes

Display Settings

51%

Adding a Title

- ❖ Title is not the same as the PowerPoint's filename.
- ❖ **File > Info > Properties > Title**
- ❖ Titles are sometimes read by screen readers when a document is first opened and help provide context about the subject matter
- ❖ Add a title the first time you save your document



Other

- ❖ All slides should have a title
- ❖ Files should have a meaningful name
- ❖ Do not use Automatic Advancement
- ❖ Do not use animated or blinking content (including slide transitions)

Accessible PowerPoint Resources

- ❖ [WebAIM PowerPoint Accessibility](#)
- ❖ [Microsoft: Make your PowerPoint presentations accessible to people with disabilities](#)
- ❖ [Microsoft: Create More Accessible Slides](#)