



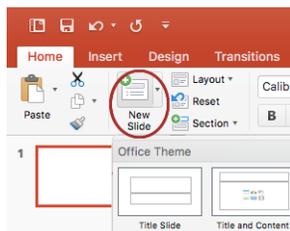
# CREATING ACCESSIBLE MICROSOFT POWERPOINT 2016 PRESENTATIONS (MAC)



## 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

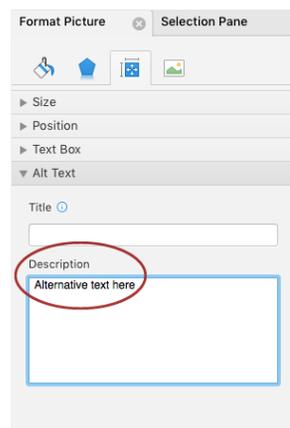
If you **Insert** other content (e.g, a text box) it will be read by a screen reader in the order it is added to the page. To check or fix reading order, select **Home > Arrange > Selection Pane**. Reading order is shown in reverse, *bottom to top*. Click and drag or use the arrow buttons to change reading 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).

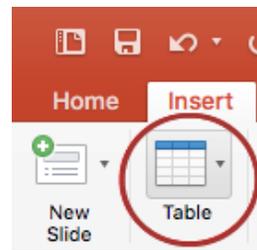


See [webaim.org/techniques/alttext](http://webaim.org/techniques/alttext) for more information.

## Data Tables

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

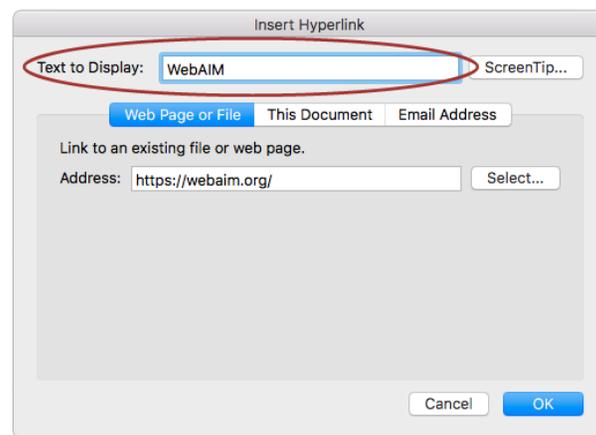
- Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
- **Keep tables simple**. There is no way to add table header information in a way that will be identified by a screen reader.
- If you have Adobe Acrobat Pro (not just the free Reader), *save your presentation to PDF* and add table headers in Acrobat Pro.



## Hyperlinks

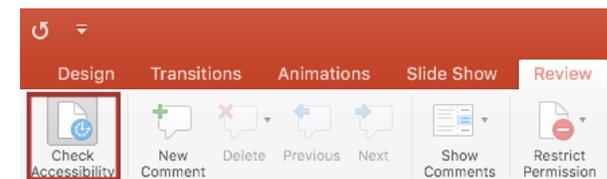
PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a slide and presses **Enter** or **Space**. These may not make sense to screen reader users or others, so make the link text descriptive.

1. Select a hyperlink, right click, and select **Edit Hyperlink** or hit **Cmd + 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 **Review** tab 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.