

Making PowerPoint Accessible

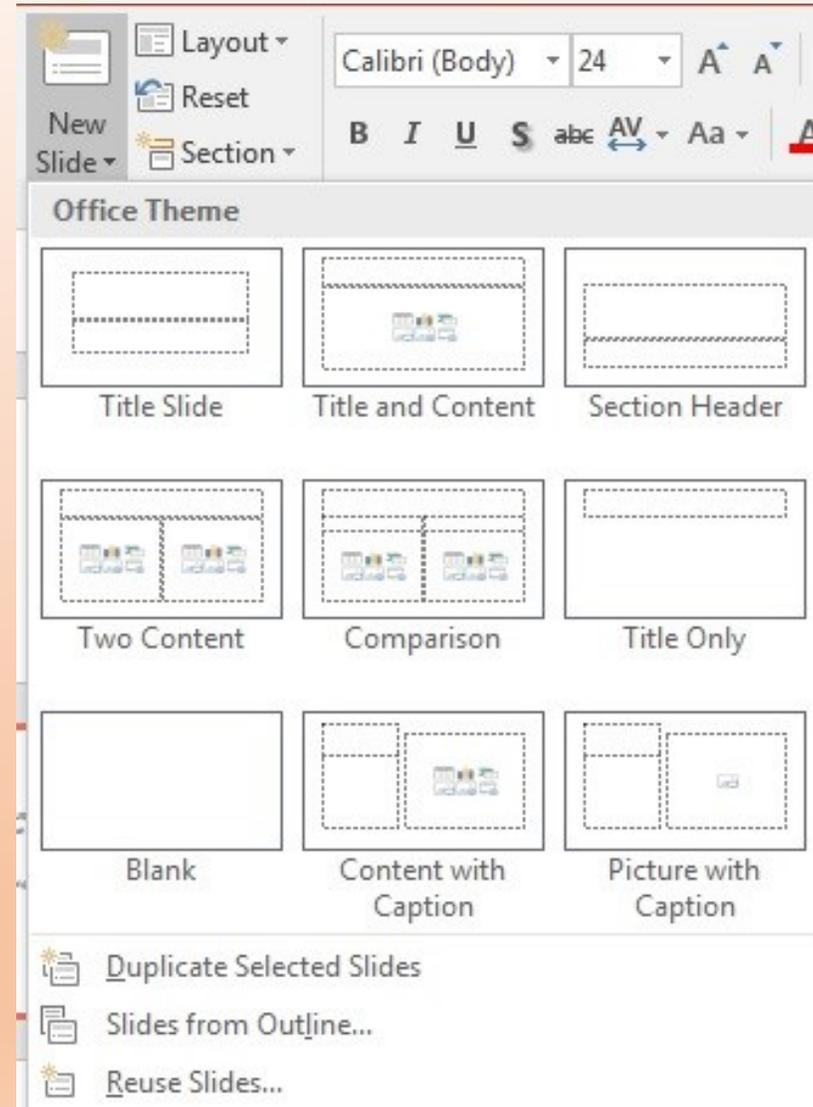
(PowerPoint 2016)

Basic Principles

- Utilize the Slide Layouts.
- Use short, concise content.
 - Recommend use of lists and bullet points.
- Put punctuation at the end of each sentence/bullet point.
- Size of Text between 22 – 24 point font.

Slide Layouts

- Layouts ensure proper headings and lists are used in a presentation.
 - This allows screen readers to recognize items in the presentations.
- Location:
 - On the Home Ribbon, Select **New Slide**.
 - Choose a slide layout based on the information being presented.



Making Images Accessible

- All Images, graphics, graphs, charts, tables, etc...require Alternative Text (Alt text).
 - Alt Text provides written information about the images presented.
- Adding text:
 - Right-click on an image and select Format Picture.
 - Select Size & Properties.
 - Click on Alt Text.
 - Enter text in description box.



Format Picture

Text Box

Alt Text

Title ⓘ

Description

Lee Hall at the University of Mary Washington.

Hyperlinks

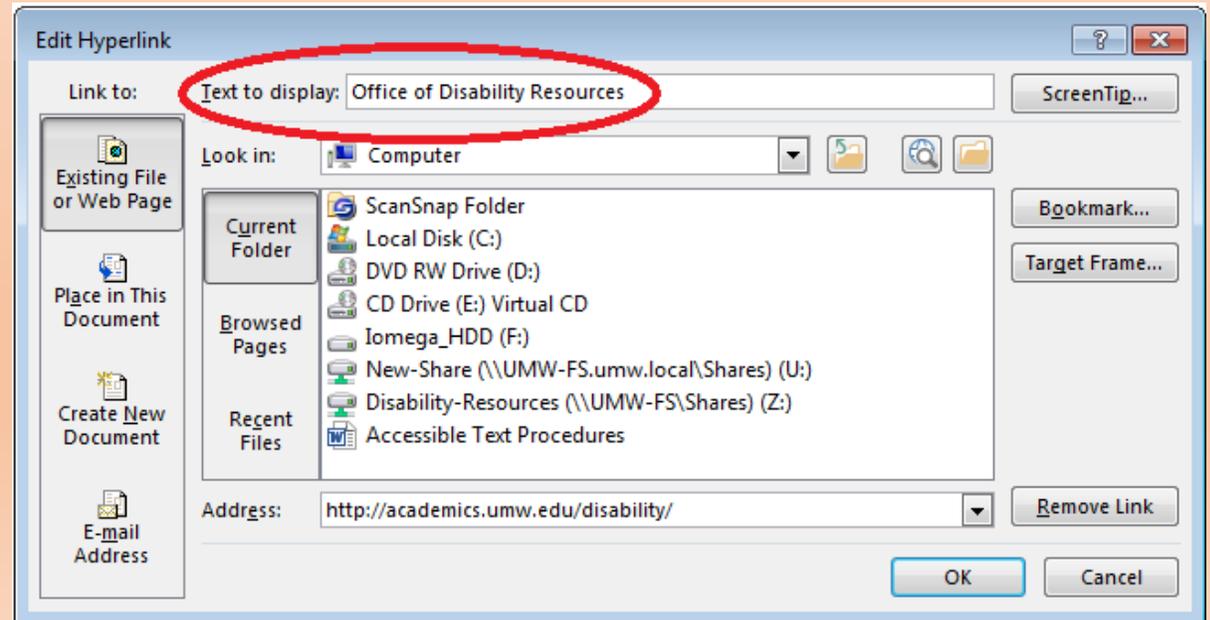
- Rename links to allow screen readers to provide users with useful information about the link.
 - Use simple, meaningful descriptions.
 - 2015 Quick Facts Data for incoming Freshman and Transfer students.
 - Avoid vague links descriptions.
 - Click here, read more, etc.

- **Creating Hyperlinks**

- Highlight text.
- Right-click and select **Hyperlink**.
- Enter the new name in the **Text to Display** field.
- Enter the address of the link in the **Address** field.
- Click **OK**.

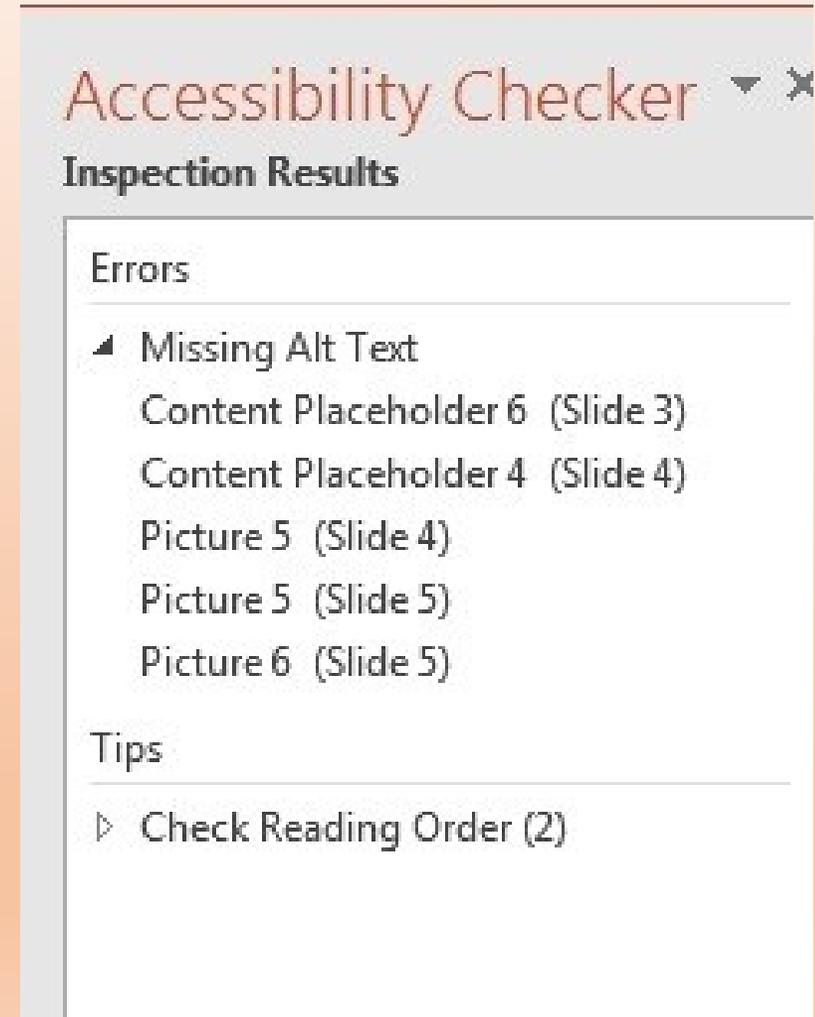
Original Link: <http://academics.umw.edu/disability/>

New Link: [Office of Disability Resources](#)



Checking Accessibility

- Click File.
- Under Info, Click **Check for Issues**.
- Click **Check for Accessibility**.
- The Accessibility Checker will pop up towards the right of the screen.

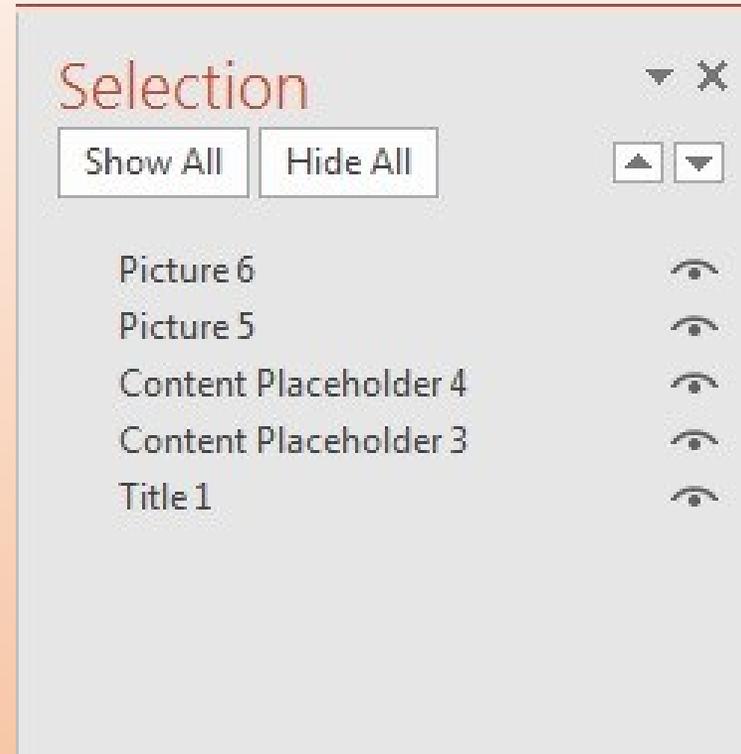


Accessibility Checker

- The accessibility checker is used for identifying and repairing accessibility issues. The Inspection results classifies accessibility issues into three categories:
 - Errors: Content that makes a document very difficult for people with disabilities to access.
 - Example: No alt text associated with an image.
 - Warnings: content that in most – but not all – cases make the document difficult for people with disabilities to access.
 - Example: A link with text that is not descriptive of its function, “click here”.
 - Tips: content that people with disabilities can access, but that might be better organized or presented.
 - Example: Checking the reading order of a slide.

Check the Reading Order

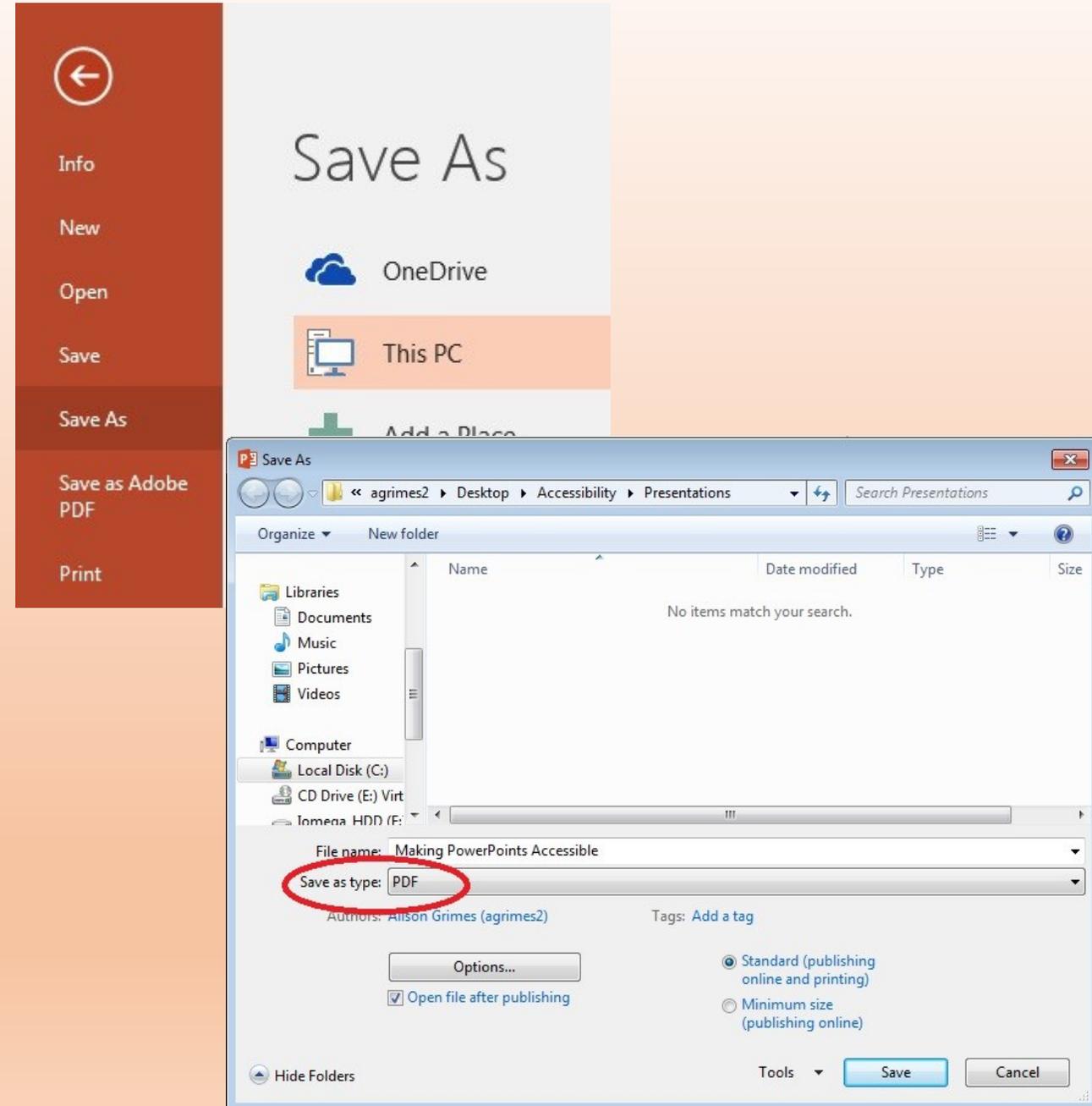
- Click **Home**.
- Under the Drawing Tab, Click **Arrangement**.
- Select **Selection Pane**.



The Selection panel shows a reverse order of content on one slide. Screen readers will read what is presented in the reverse order listed (Title 1 to Picture 6). Reorder content by clicking item and dragging it to your chosen location.

Converting to PDF

- Review document to ensure accessibility before converting to a PDF
 1. Select **File**.
 2. Click on **Save As**.
 3. Select the **save destination folder**.
 4. Enter a name for the document.
 5. Set the **Save as type** to PDF.
 6. Click **Save**.



Questions?

- Resources
 - [WebAim Techniques for an Accessible PowerPoint](#)
 - <http://webaim.org/techniques/powerpoint/>
- Contact the Office of Disability Resources at:
 - 540-654-1266
 - ODR@UMW.EDU