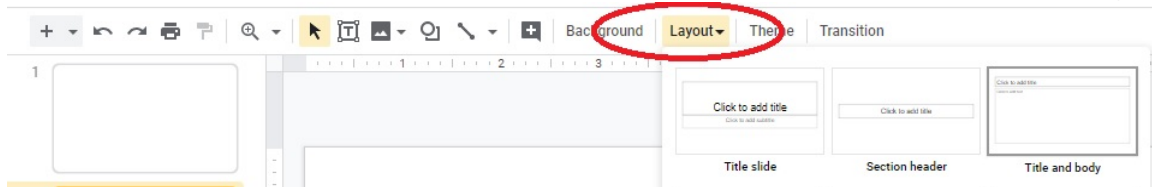


Creating Accessible Google Slides

Use Predefined Slide Layouts

- Found in the main toolbar labeled Layouts.
 - Each slide used should have a title on the slide to allow for screen reader navigation.



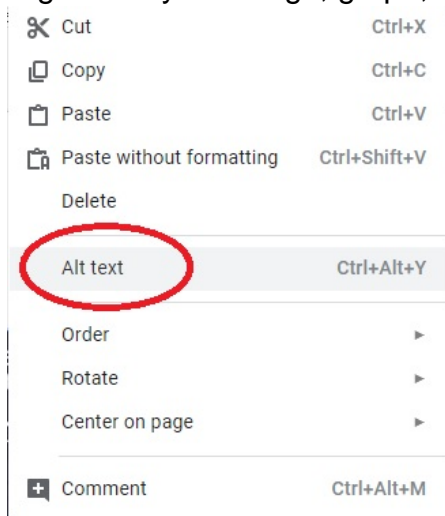
Special Note: Do not use the Blank slide with manually added text boxes.

Check/Adjust the Read Order of the Slides

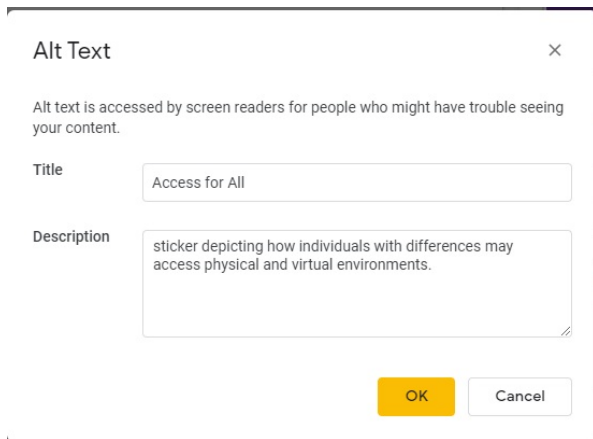
- Place your cursor on the top, left-most content place holder on your slide. Press the tab key and watch as it selects additional content place holders. This is the order that a screen reader will read the content on your slides.
- Should you need to adjust the order, select the content place holder you need to adjust, click the Arrange menu found on the Toolbar at the top of the page, click Order. Special Note: “Send backward” raises the object higher in the reading order, “Bring forward” makes the object lower in the reading order. Test the slide again with the tab key to verify read order is correct.

Use Alternative Text for All Images

- Right click your image, graph, or chart. Click Alt text in the pop-up menu.



- Enter your alternative text in the description text box, and click OK to save.
Special Note: Should you notice text already in this field, verify that it is an accurate description as some images from the internet will come with inaccurate alternative text.
Special Note: Should you add additional text boxes to a predesigned slide, this will also require alternative text to be added.



Alt Text


Alt text is accessed by screen readers for people who might have trouble seeing your content.

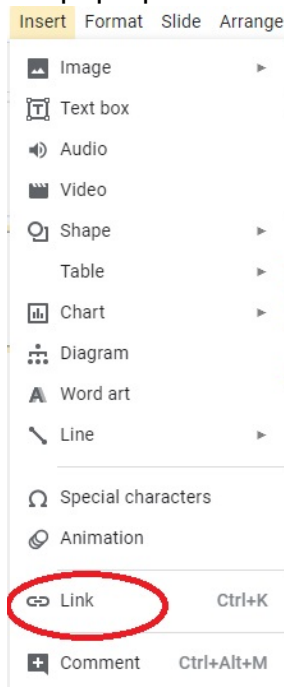
Title: Access for All

Description: sticker depicting how individuals with differences may access physical and virtual environments.

OK Cancel

Meaningful Text for Hyperlinks

1. Type the meaningful text within your slide.
2. Highlight the text, then click the Insert Link button  found on the tool bar. Special Note: if the insert link is not on the tool bar, click insert at the top of your page, and choose the insert link form the drop-down menu. You can also right-click the highlighted text and chose link from the pop-up menu.



Additional Accessibility Basics

- Use bulleted lists – as set in the layout formats.
- Utilize sans serif font styles (examples: Arial, Calibri, Verdana).
- Utilize 20 – 24-point font size.
- Do not use color as the only way to convey information
- Use clear, simple, concise language.
- All embedded videos should have captions.
- All embedded audio should come with a transcript or have captions. Special Note: Google Slides allows you to create captions in real time: Please see [Present slides with Captions for the How to Guide](#).

Verify the Color Contrast

- Recommend Using a [Color Contrast Checker](#). (See Section 5 under Digital Accessibility for download instructions).