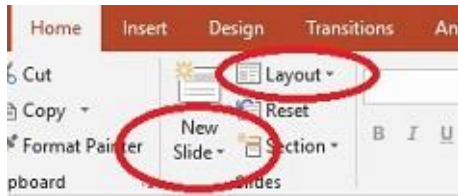


Creating an Accessible PowerPoint

Software Version 2019

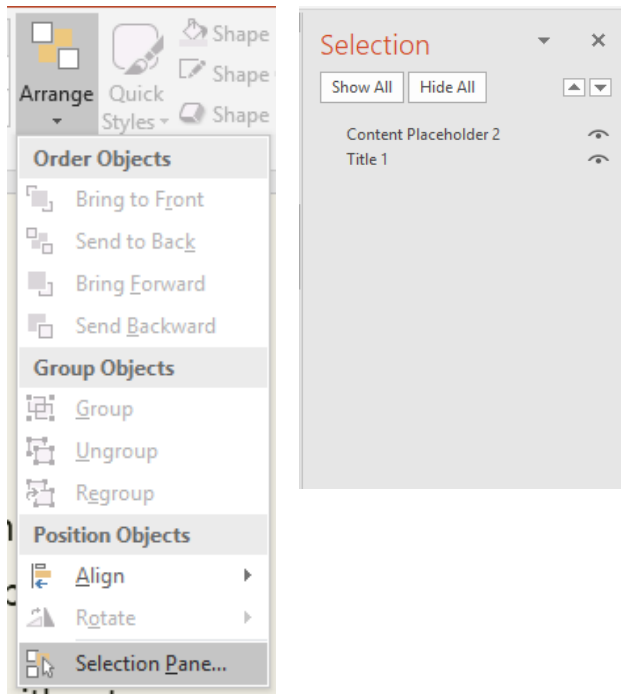
Use Slide Layouts

- Found in the Home Tab, in the Slides Toolbar
 - Verify that each slide has a title slide that differs from any other.
 - Choose the format which fits your content.



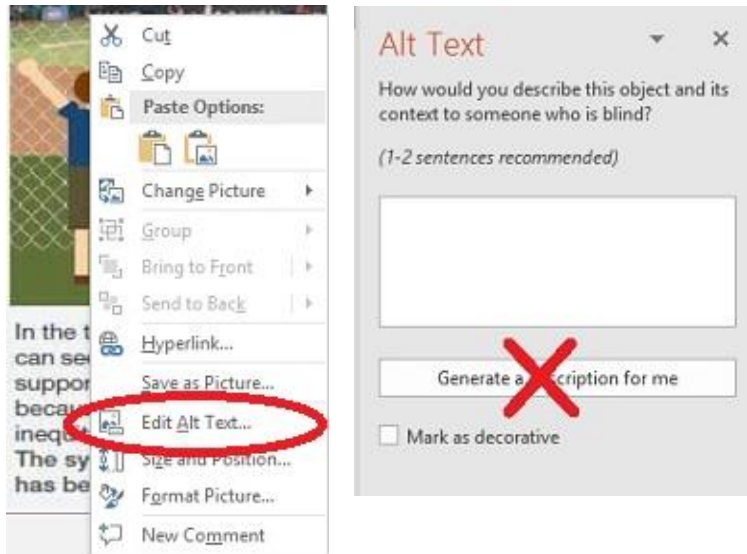
Verify Slide Reading Order

- In the Home Tab, click Arrange, found in the Drawing Toolbar.
- Click Selection Pane on the pop-up menu.
 - Will list all objects found on the slide.
 - Reading Order, will show items read from bottom to top.
- To reorder a slide, click an object within the Selection Pane and drag object to the appropriate location.

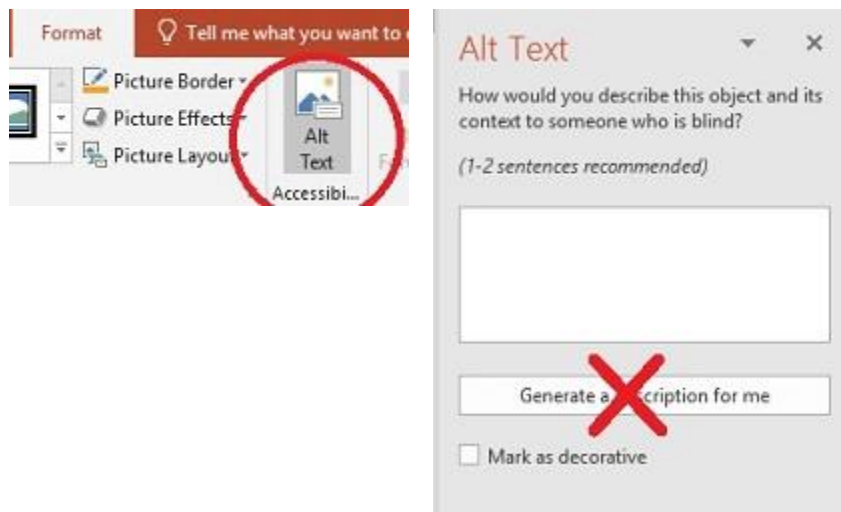


Alternative Text for All Images

- Right-click the image, click Edit Alt Text in the pop-up menu.



- Use clear, concise description, without stating picture of, or image of.
- Or, chose “Mark as decorative” if the image is not needed to provide usable information.
- Click the picture, click the Format Tab at the top of the page, click Alt Text on the Accessibility Toolbar.



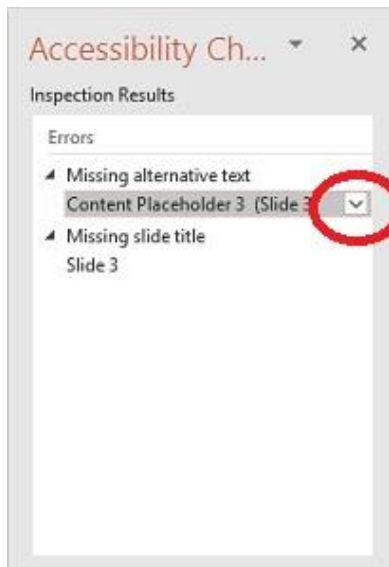
- Use clear, concise description, without stating picture of, or image of.
- Or, chose “Mark as decorative” if the image is not needed to provide usable information.
- Special Note: DO NOT CLICK THE GENERATE A DESCRIPTION FOR ME button.

Meaningful Text for Hyperlinks

- Right-click the URL within your Slide, click Edit Link, then add the appropriate text, to the Text to Display field box, click OK to save.
 - Important as PowerPoint automatically produces hyperlinks when a URL is added to a slide.
- URL can be added to the slide in parentheses after the meaningful text link if the document will also be provided in print version.

Check Accessibility

- Click the Review tab at the top of the screen, click Check Accessibility.
- The Accessibility Checker will show your errors, warnings, and tips to the right of the screen, provide information on why to fix, steps to fix, and allow you to make corrections right in the Accessibility Checker by using the drop-down menu.



- Special Note: The Accessibility Checker will not pick up all Accessibility issues, such as font style, font size used, and/or color contrast.

Additional Accessibility Basics

- Use bulleted lists – as set in the layout formats.
- Utilize sans serif font styles (examples: Arial, Calibri, Verdana).
- Utilize 20 – 24 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.

Verify the Color Contrast in the Template and Themes Used

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

Convert to an Accessible PDF

- Click File, click Save As, chose the folder to save your PDF, Change the Save As Type Field to PDF, click Save.
- Your PDF document will retain all the accessibility features built-in to the PowerPoint, but be a smaller file size to allow for ease of upload.