Microsoft PowerPoint 2013 (Windows)

The National Center on Disability and Access to Education

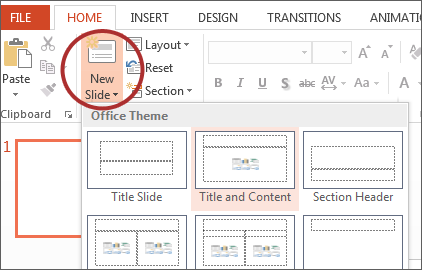
NCDAE

http://ncdae.org/resources/cheatsheets/powerpoint2013.php

Creating Accessible Microsoft PowerPoint 2013 Presentations (Windows)

Slide Layouts

Using slide layouts provided within PowerPoint will ensure files have ***correctly structured headings and lists, and proper reading order.***

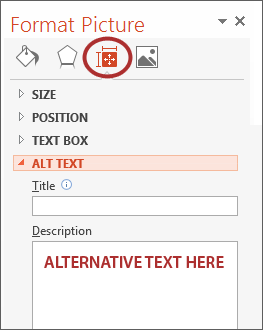


Creating Slide Layouts

1. Select *Home > New Slide.*
2. Choose the desired layout from the *Layout* option.

Alternative Text for Images

***Images can 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.

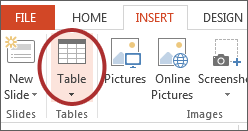


Adding Alt Text

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).

Data Tables

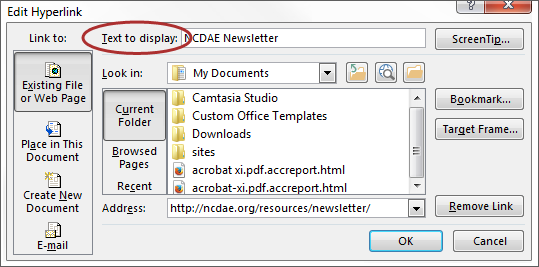
Accessible tables need a ***clear table structure*** and ***table headers*** to help guide a screen reader user.



* Select the *Insert* tab on the ribbon, then select *Table > Insert Table.*
* PowerPoint can style rows and columns so they appear as data tables, but ***there is no way to add table header information in a way that will be identified by a screen reader.***
* If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, ***consider saving your presentation to PDF*** and adding the additional accessibility information in Acrobat Pro.

Links

PowerPoint ***automatically creates a hyperlink*** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so ***more information is needed.***



Editing Hyperlinks

1. Select a hyperlink, right click, and select *Edit Hyperlink* or *Ctrl + k.*
2. Change the text in the *Text to Display* field to a more meaningful description.

Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the *Outline* panel and the *Notes* panel.

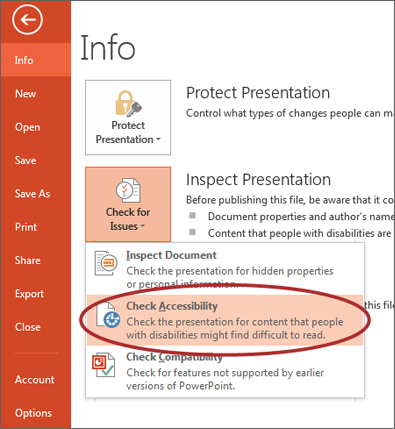
Outline Panel

* The *Outline* panel, found under *View > Outline View,* contains a text outline of the content that appears in your slides.
* Reviewing this panel can help ensure the content on the slides is ***logically sequenced,*** that slide titles are ***unique and meaningful,*** and that reading order is ***appropriate*** for any user.

Notes Panel

* The *Notes* panel, found under *View > Notes,* allows the speaker to add notes and information that will ***not appear on the slides.*** This information ***may not be accessed*** by a screen reader, so do not put important information in this area.

Accessibility Checker



PowerPoint includes an accessibility resource that ***identifies accessibility issues.***

1. Select *File > Info.*
2. Select the *Check for Issues* button 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 task 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 content.
* Avoid ***automatic slide transitions.***
* Use ***simple slide transitions*** when possible.
* Check ***reading order of text boxes*** that are not part of the native slide layout. They are usually the last thing read by a screen reader.
* If you have embedded video, ensure the ***video 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.