

# Creating Accessible Documents in PowerPoint

## How to Use the Accessibility Checker

The Accessibility Checker is one of the best tools available in your quest to create accessible material. This tool will scan your document and tell you what kinds of problems exist and how to fix them.

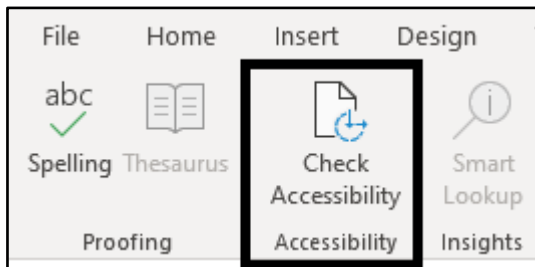
### Finding the Accessibility Checker

The location of the checker can vary based on operating system and program version. This section will walk you through both.

1. Start by opening the presentation you want to assess. Then, navigate to the **Review** tab.



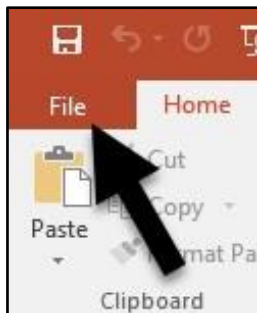
2. Find the **Check Accessibility** button.



If you do not see the accessibility checker here, please proceed to step 3 of this section.

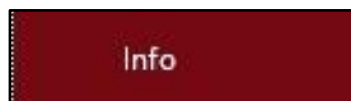
If you *do* see the accessibility checker, click the button, and skip to step 6 of this section.

3. Try navigating to the **File** tab.

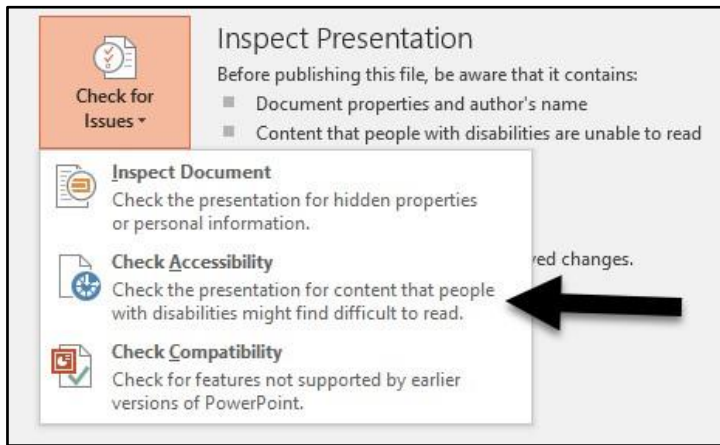


OR

4. Find the **Info** tab on the left side of the screen.

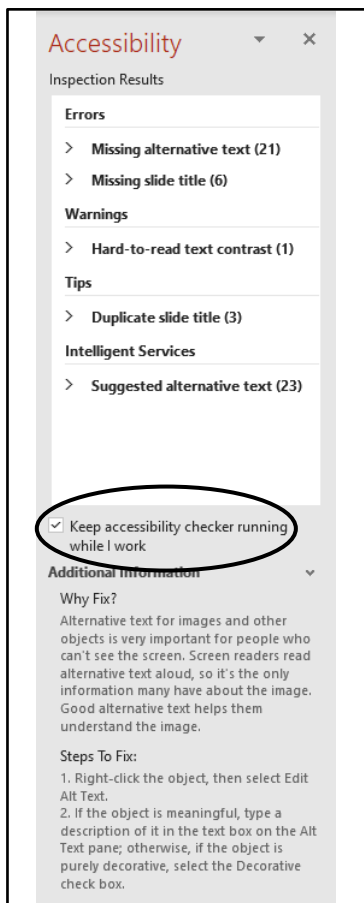


5. Locate the **Inspect Presentation** section and choose **Check for Issues**. Then, select **Check Accessibility**.



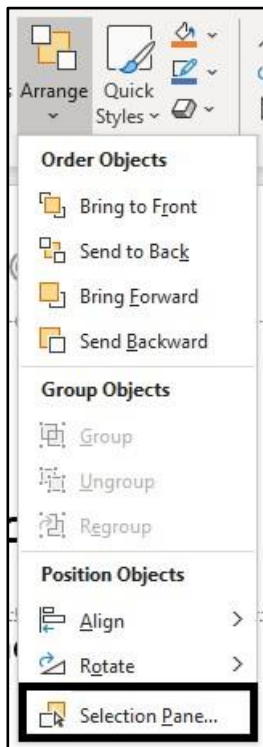
6. Like Word, PowerPoint will give you every potential problem and highlight where they are in the presentation for you. Sometimes, it will also provide you with a reason why the current format is not accessible (other times it will just provide an additional set of directions).

Helpful hint: Check the box labeled **Keep accessibility checker running while I work** which will keep the panel open and provide instant notification of accessibility problems while you build your slides.

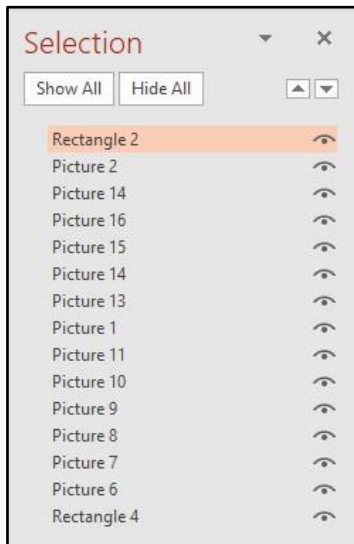


## Reading Order

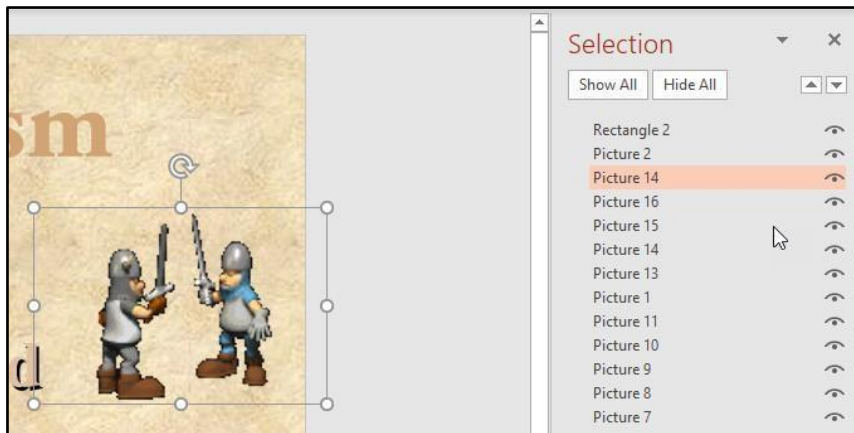
1. Navigate to the **Home** tab. Click **Arrange**, then click **Selection Pane** at the bottom of the drop-down menu.



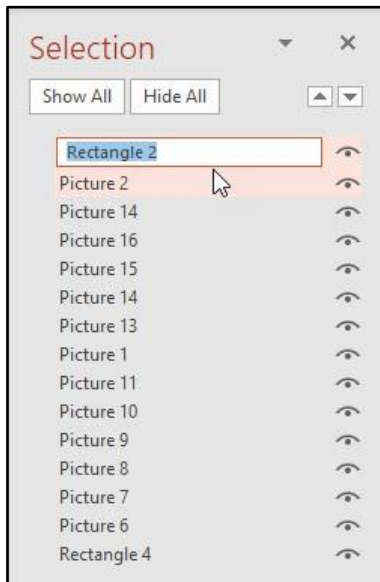
2. You must now drag and drop each of the items in the **Selection Pane** in the correct order—or, the order that assistive technologies will read them. The title should usually be read first; then, you can customize how the rest of your slide is read. Most presentations should be read from the top of the slide to the bottom of the slide, but it is your choice. **Please note that the elements should be listed in the Selection Pane in reverse order.** For example, if your title should be read first, the corresponding element name should be listed at the very bottom of the Selection Pane.



To navigate between the elements listed, click on an image or textbox on your slide. The corresponding element name will then be highlighted in the **Selection Pane**. Below, the image of two knights is clicked and the element name **Picture 14** is highlighted. Therefore, we can tell that the picture of the knights will be read as the element on the slide.



As a note, you can rename the elements in the **Selection Pane**. This will only benefit you, but it can make editing the reading order easier. To do this, double-click or two finger-click the name of the element you want to edit.



3. As for decorative images, it doesn't matter what order they go in, as they don't have any alternative text to be read by the assistive technologies.

## Slide Titles

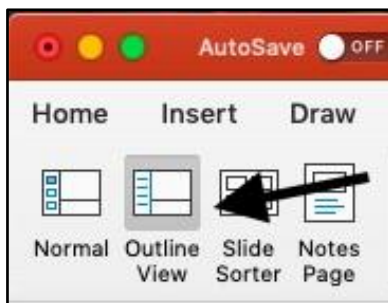
Slide titles are a crucial part of the presentation. These titles serve as indicators of the slide's content and assist with navigation. In this section, we will cover how to add a slide title and how to make slide titles invisible.

### Creating Slide Titles

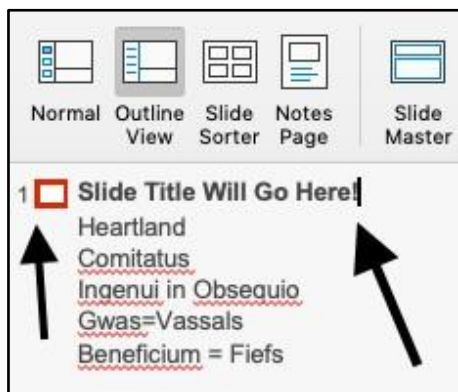
1. Navigate to the **View** tab.



2. Click the **Outline View** button.

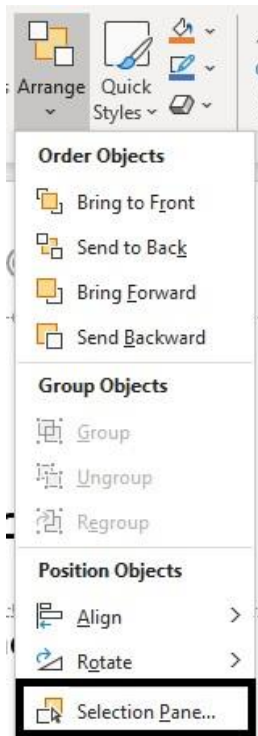


3. Type your slide title next to the orange box for the correct slide. The number next to the orange box indicates the slide number.

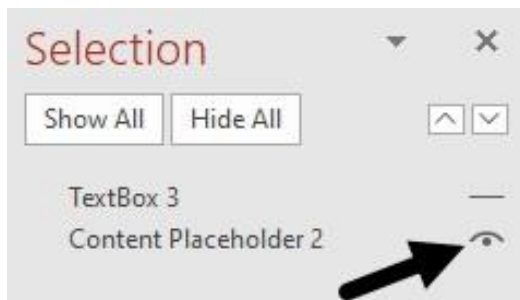


### Making Slide Titles Invisible

1. Navigate to the **Home** tab. Click **Arrange**, then click **Selection Pane** at the bottom of the drop-down menu.



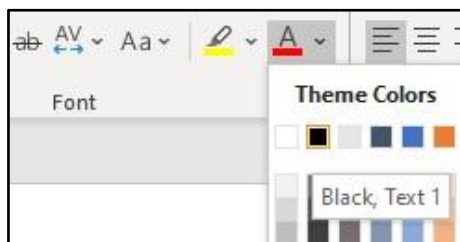
2. In the **Selection Pane**, you should see an eye symbol next to each of the items on the slide. To make one of the items invisible, such as the title (so it will still be in the table of contents but will not be visible on the slide itself), click on the eye icon so it will turn into a dash symbol.



## Color Contrast

1. The background behind text and the font color itself must contrast enough to be easily distinguishable. This is not recognized by the accessibility checker, so it's something to keep in mind while making/editing your presentation. To change font color, first navigate to the **Home** tab. In the **Font** section, select the font color option (the button

that looks like an underlined A) and change it to one that contrasts with your chosen background.



Please make sure to avoid red and green, as color blind people have trouble distinguishing those colors from each other and from gray.

If you need to emphasize specific words or sentences, consider using **bold**, underline, or *italics*, as these formatting options can be distinguished by assistive technologies.

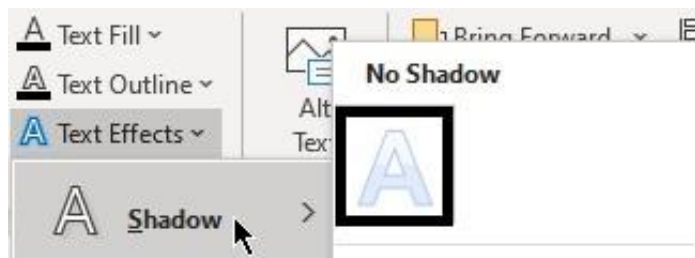
2. The shadow effect on bullet points is also difficult to read, so that should be avoided as well. To fix text that already has shadow effects, highlight all the text in that text box. After highlighting the text, the **Shape Effects** tab should appear.



3. In the **WordArt Styles** section, open the **Text Effects** menu.



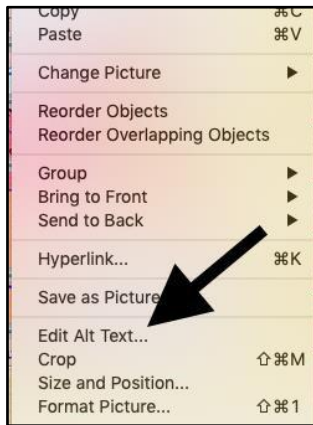
4. Find **Shadow Effects** and hover over the word. Then, click the **A** under the **No Shadow** option in the next pop-up window.



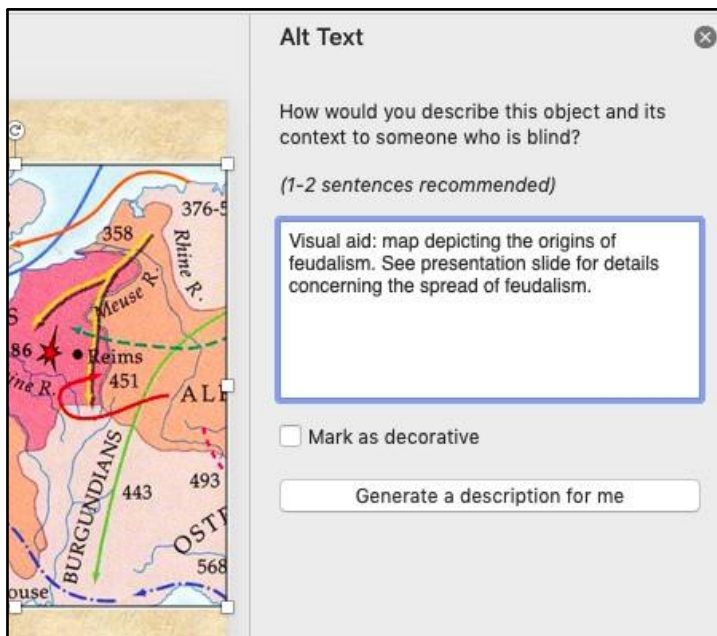
## Creating Alt Text

1. Locate the picture you need to add alternate text to. Then, right click the image.
2. Select **Edit Alt Text**.





3. In the pane that opens on the right, add a title that is descriptive of your image. Then, describe the image as you would to someone that can't see it. If the image is not relevant to the presentation, you can click the **Mark as Decorative** box. Make sure to save your changes to your document!



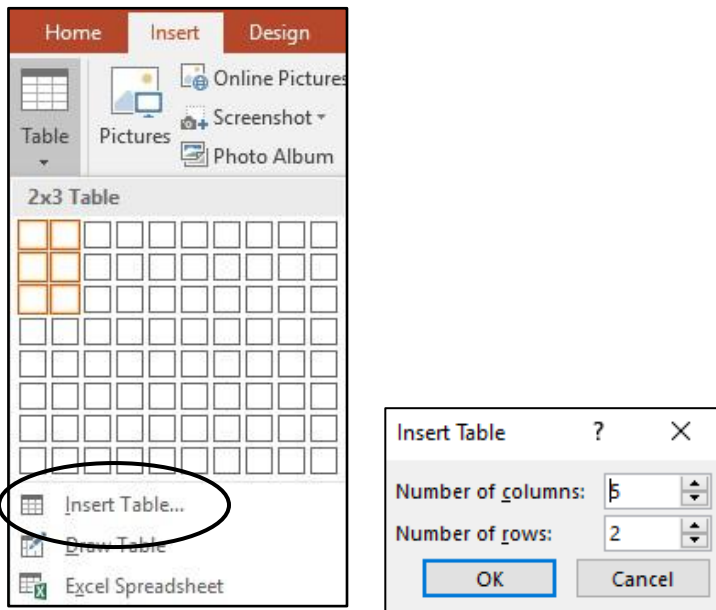
## Accessible Tables

PowerPoint automatically formats tables in an accessible manner, but like all technology, it can goof. Let's look at how to create and check a table's accessibility.

1. Start by inserting a table under the **Insert** tab.

2. Use the **Table** tool to create a table with the number of rows (vertical/height-wise) and columns (horizontal/widthwise) you need.

Alternately, you can select the **Insert Table** button also select the number rows and columns for your table from the window that will appear.



3. Now, let's look at the **Design** tab. Make sure that the **Header Row** is marked.



If that is marked, you can use any of the premade designs to format your table and the setting will automatically mark the designated row.

Created by Brayden Milam, July 2019

Updated by William Schneider and Brayden Milam, June 2020