

How to Create Accessible Presentations in Microsoft PowerPoint

## How to achieve checklist item #1: Filename

### Accessible Filename

File > Save

Or

Control + S

Use a concise, meaningful filename that is free of spaces, unfamiliar abbreviations, and special characters. (Underscores and hyphens are okay).

Examples of accessible filenames:

* Accessible\_Documents\_2010
* USADA\_Guidelines
* 2016\_Benefits\_Package

Examples of inaccessible filenames:

* My Presentation1.pptx
* PEP Program.pptx
* Mary’s DTS@work.pptx
* My Presentation About the Challenges of Accessing Digital Information in the Workplace and at School.pptx

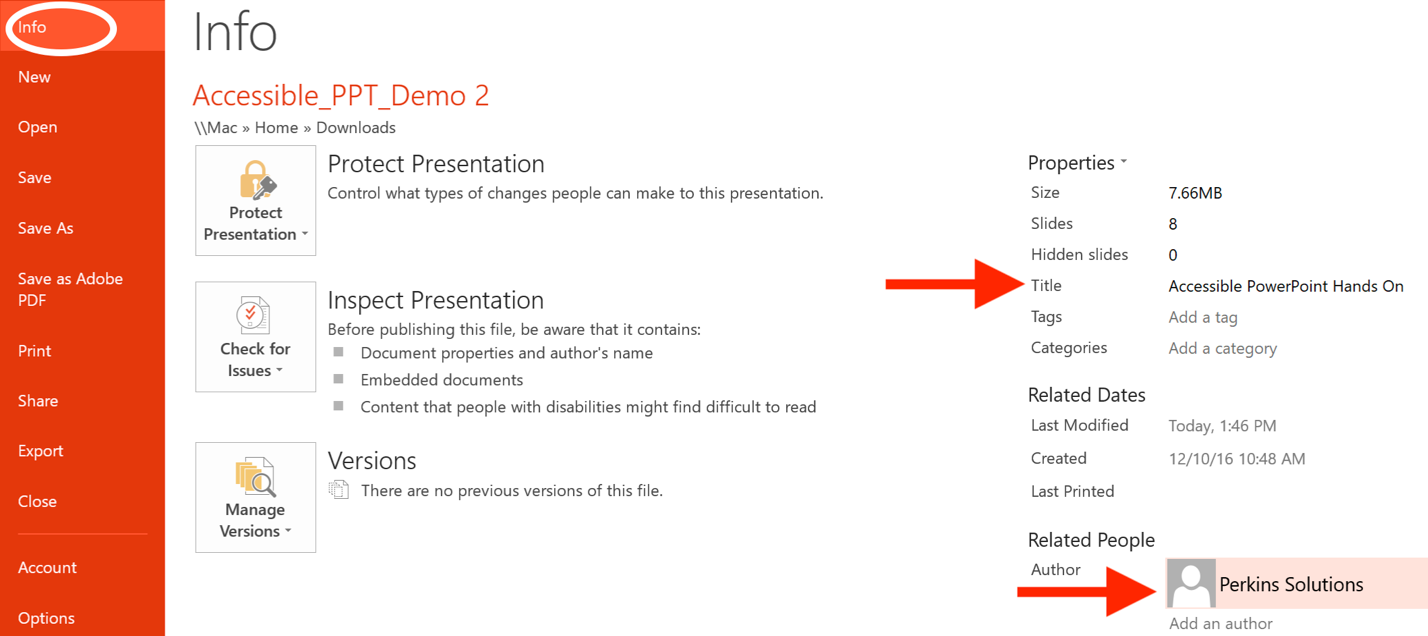
## How to achieve checklist item #2: File Properties

File > Info

On the right is the Properties pane.

Enter Author and Title information for the document in the appropriate fields. (See Figure 1)

Figure



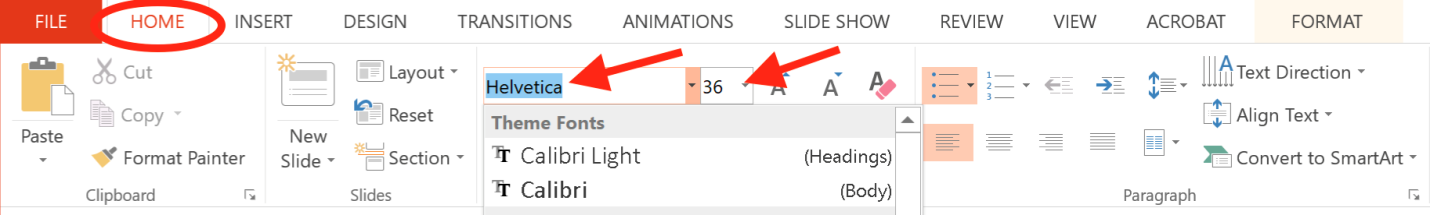
## How to achieve checklist item #3: Text

Home > Font

Note that specific fonts are associated with templates and themes, but can be changed (See Figure 2).

Avoid using scripts (handwriting) and condensed fonts.

Figure



## How to achieve checklist item #4: Theme & Background

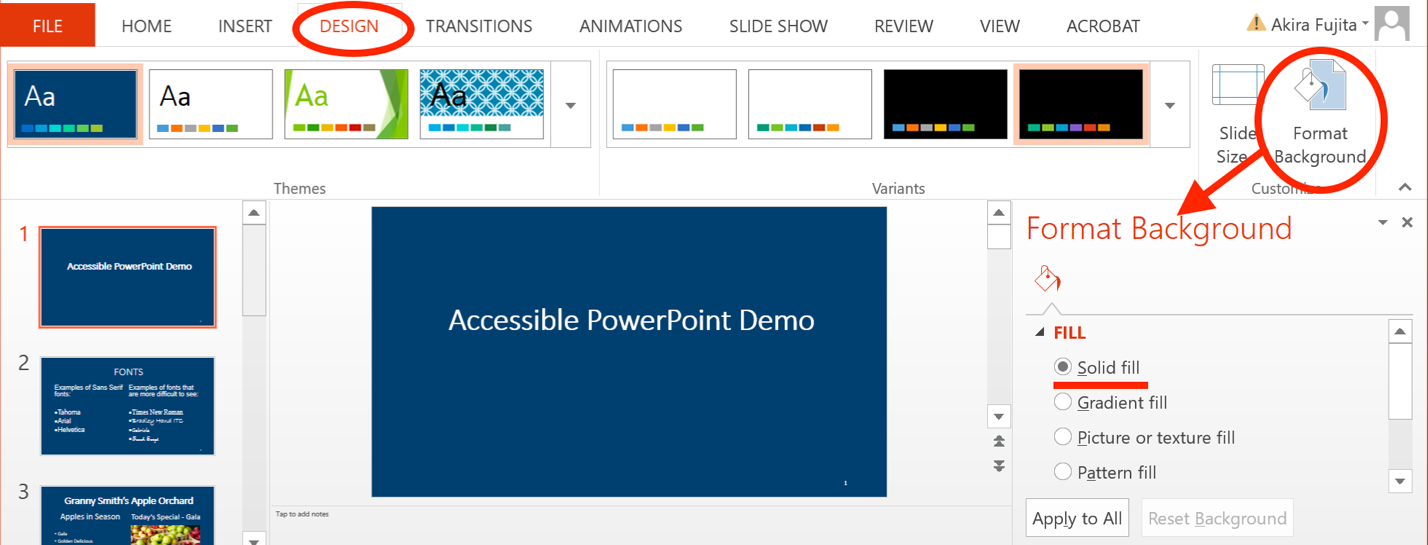
Design > Themes

Or

Design > Format Background (See Figure 3).

Choose a theme or style that preserves contrast between objects and does not make text harder to see.

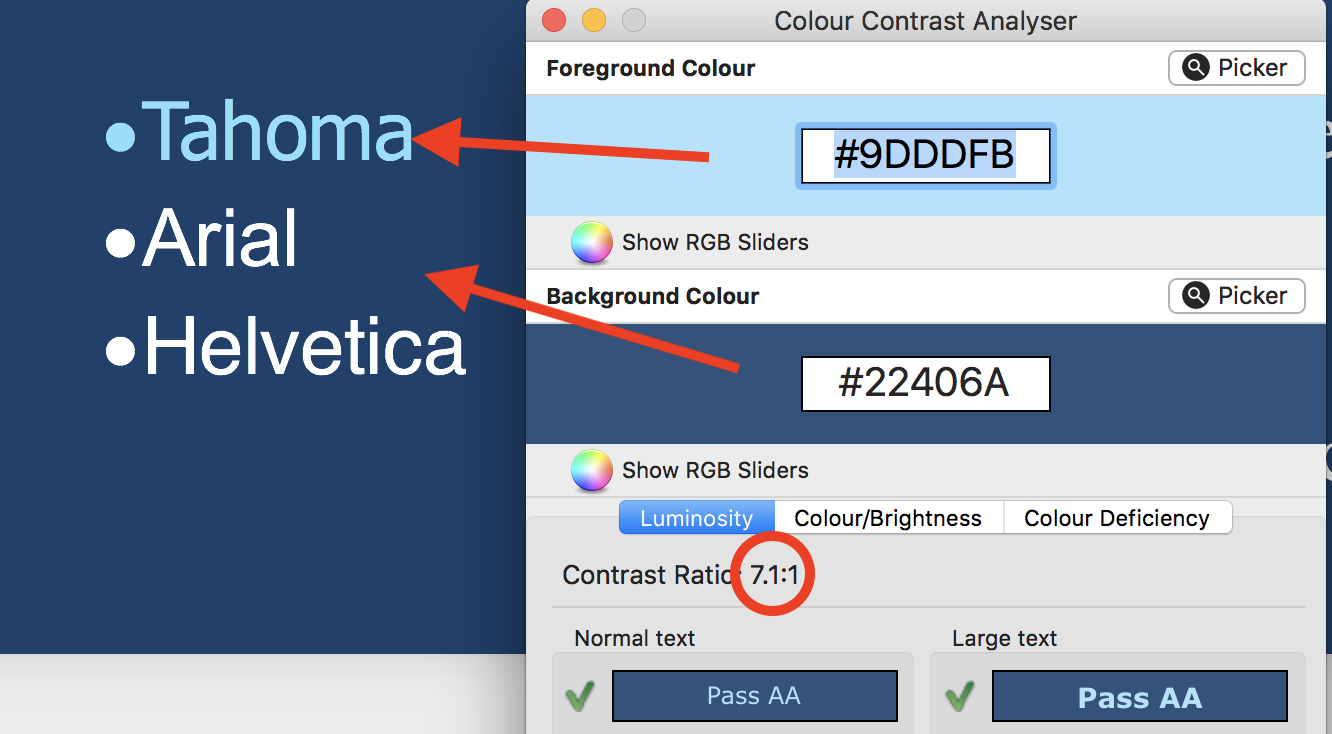
Figure



## How to achieve checklist item #5: Color

If text-background combinations appear to have poor contrast, use the [Colour Contrast Analyzer](https://www.paciellogroup.com/resources/contrastanalyser/) to test if contrast ratio is sufficient. Change font color or background color as needed to increase contrast (See Figure 4).

Figure



Avoid using backgrounds that contain images or patterns and compromises text-background contrast.

Use font colors that have a color contrast ratio (text to background) of 4.5:1 for 14 point font and smaller, and 3:1 for 14-point bold font or larger.

When color is used to convey meaning or distinguish elements, a secondary characteristic must also be used.

## How to achieve checklist item #6: Slide Title

Home > New Slide.

Or

Home > Layout.

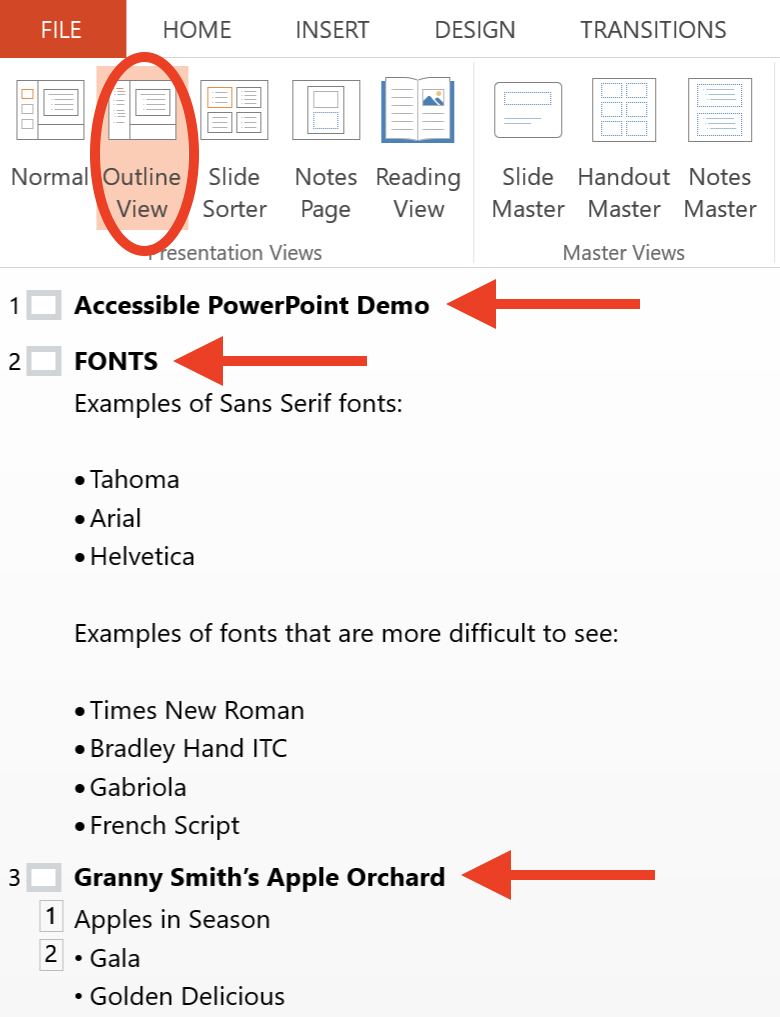
Or

“Right-Click” on the slide and select “Layout.”

Choose a slide layout that includes a Title placeholder.

Slide Titles can also be viewed or modified using the “Outline View” by selecting the “Outline View” button in the Presentation Views section of the “View” tab (See Figure 5).

Figure

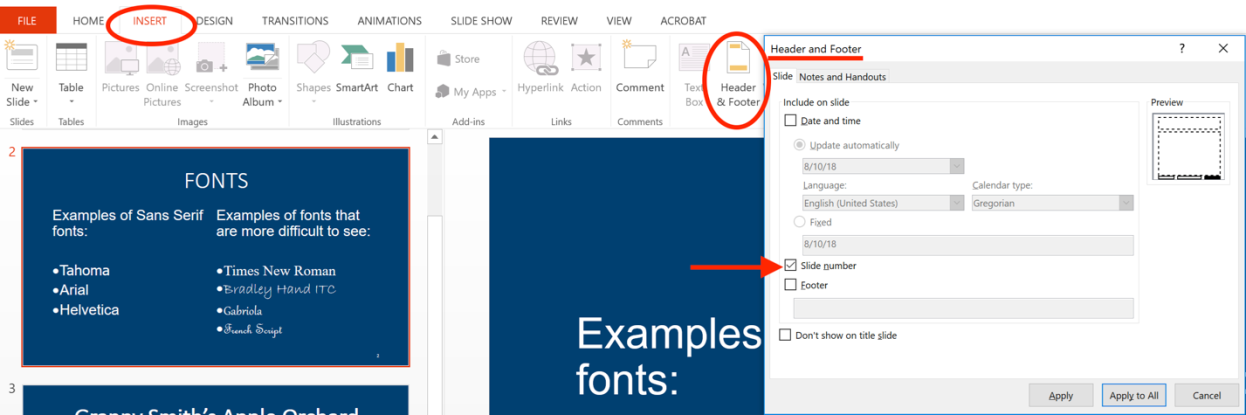


## How to achieve checklist item #7: Slide Numbers

Insert > Header and Footer.

Check “slide number” in the Header and Footer Window (See Figure 6).

Figure



## How to achieve checklist item #8: Hyperlinks

### Create a Link from Text

Select the text you want to become a link.

Insert > Hyperlink Or “Right-Click” and choose “Hyperlink…”

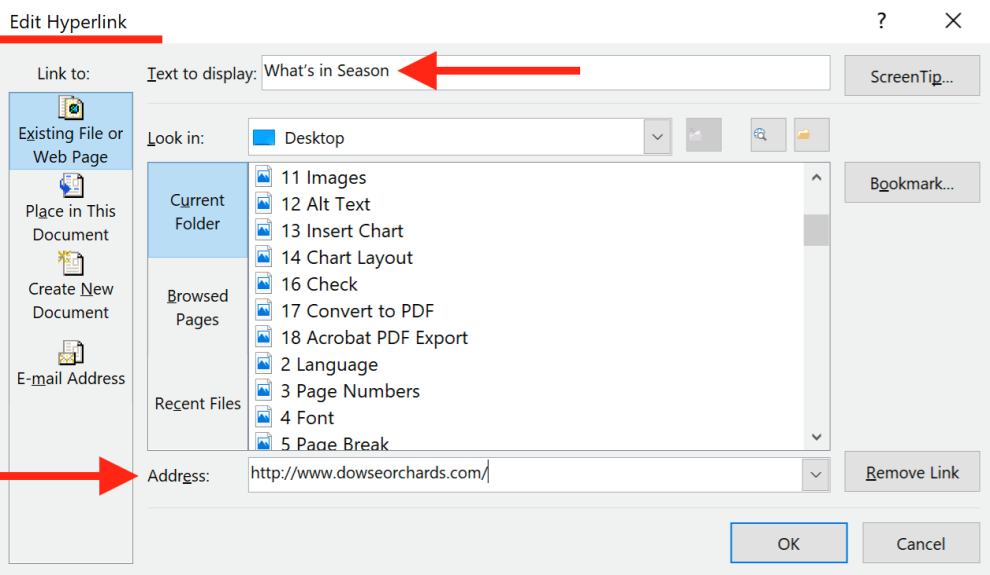
Enter or paste the URL into the “Address” field. Select OK.

### Add Unique Display Text to a URL

Insert > Hyperlink Or “Right-Click” and choose “Hyperlink…”

Enter unique display text in the “Text to display” field. Select OK (See Figure 7).

Figure



## How to achieve checklist item #9: Reading Order

Select the object that you want to receive focus first.

Drawing Tools > Arrange > Bring to Front

Repeat this process for each object.

### Test the Reading Order

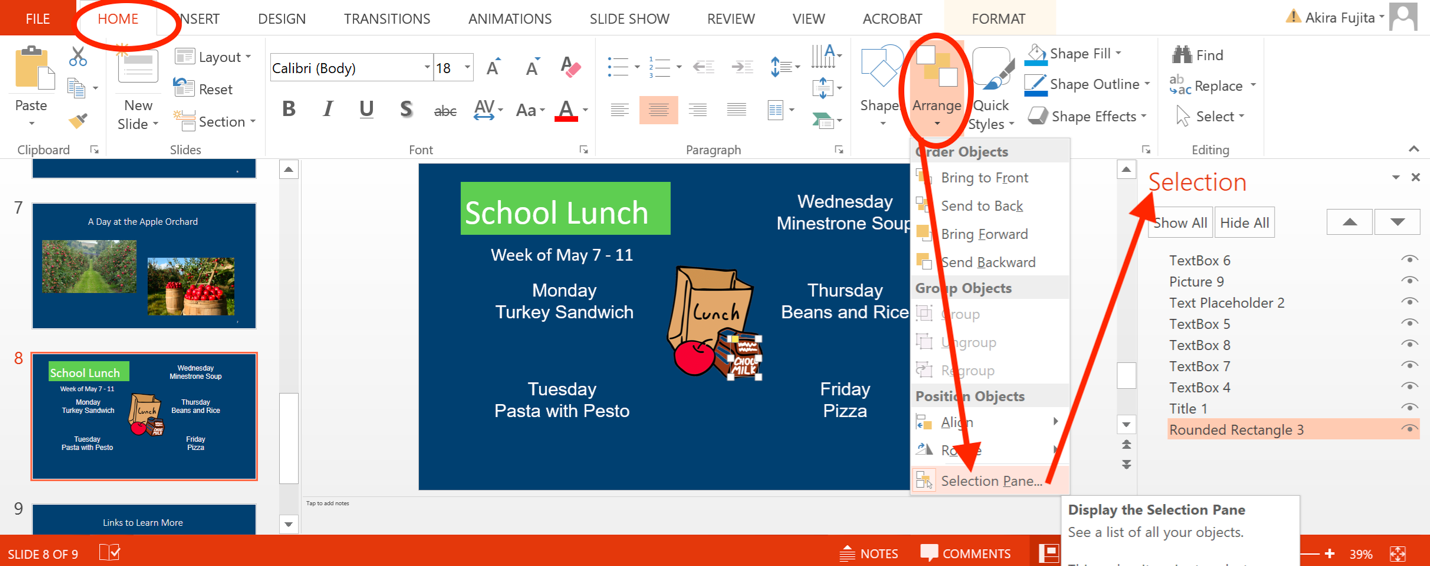
Click off the slide once.

Press the tab key and observe the reading order of the objects on the slide.

The “Selection” pane can also be used to view the position of and reorder objects.

Home > Arrange > Selection Pane…

Figure



Select the “arrange” Menu in the Home tab, and choose “Selection Pane” (See Figure 8).

Note: The first Object should be at the very bottom and the last object should appear at the top of the list, in the “Selection Pane”.

## How to achieve checklist item #10: Images

### Insert an Image

Make sure you have an image placeholder on your slide.

Select the icon in the placeholder.

Browse and select the picture you want to insert.

### Add Alt Text to your Image

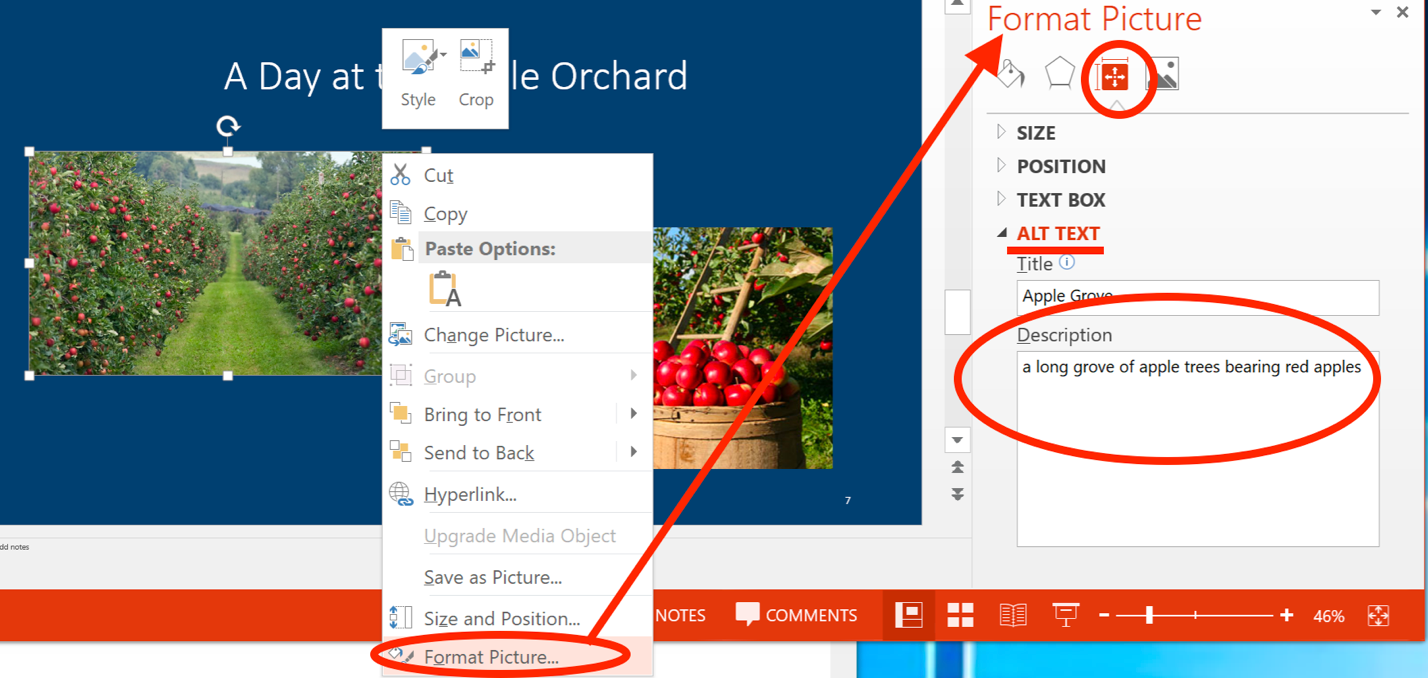
With the image selected, “right-click” on the image and choose “Format Picture.”

Select Alt Text in the Format Picture window.

Enter concise, meaningful alt text in the “Description” field.

Leave the “Title” field blank (See Figure 9).

Figure



## How to achieve checklist item #11: Tables

### Insert a table

Insert > Insert Table

Or

Select the table icon in a content placeholder.

Do not use “Draw Table”.

Choose a table style in Table Tools > Design.

Note: Ensure that the style you choose will maintain sufficient contrast between text and cell background.

### Add a Header Row

Table Tools > Design.

Make sure “Header Row” is checked.

### Add Gridlines

“Right-click” on the table and choose “Select Table.”

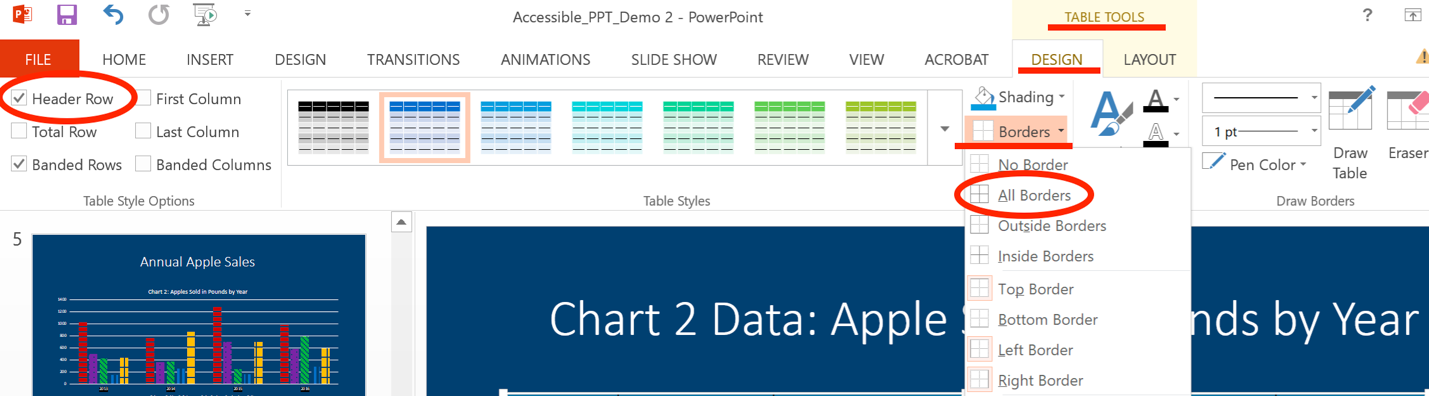
Or

Table Tools > Layout > Select Table.

Table Tools > Design > Border Icon > All Borders.

Note: Avoid merging cells or leaving cells blank.

Figure



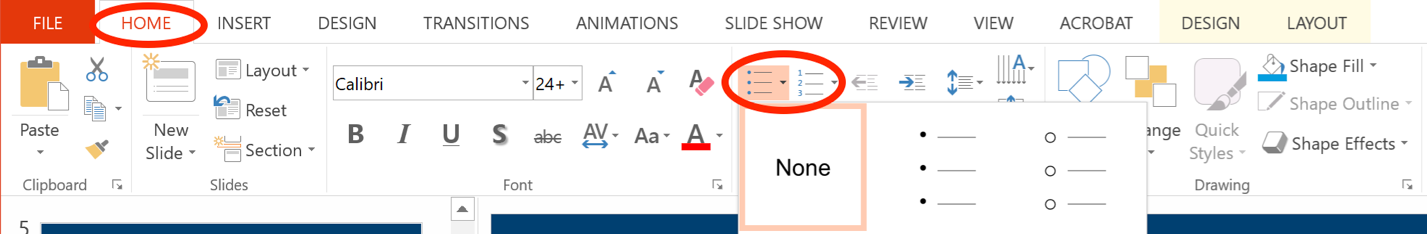
Note: Alternative Text can be used for complex tables and/or tables with an unusual structure.

## How to achieve checklist item #12: Lists

Home > Paragraph section > Bulleted List or Numbered List.

Note: Typical text placeholders will default to list style. To remove bullets, select text, then select “None” from the Bulleted List icon.

Figure



## How to achieve checklist item #13: Charts & Graphs

### Add Alt Text to a Chart or Graph

**Option 1:**

“Right-click” on the chart and select “Format Chart Area”.

Or tab to chart and press Shift + F10.

Add a description of the chart in the “Description” field.

Leave the “Title” field blank.

**Option 2:**

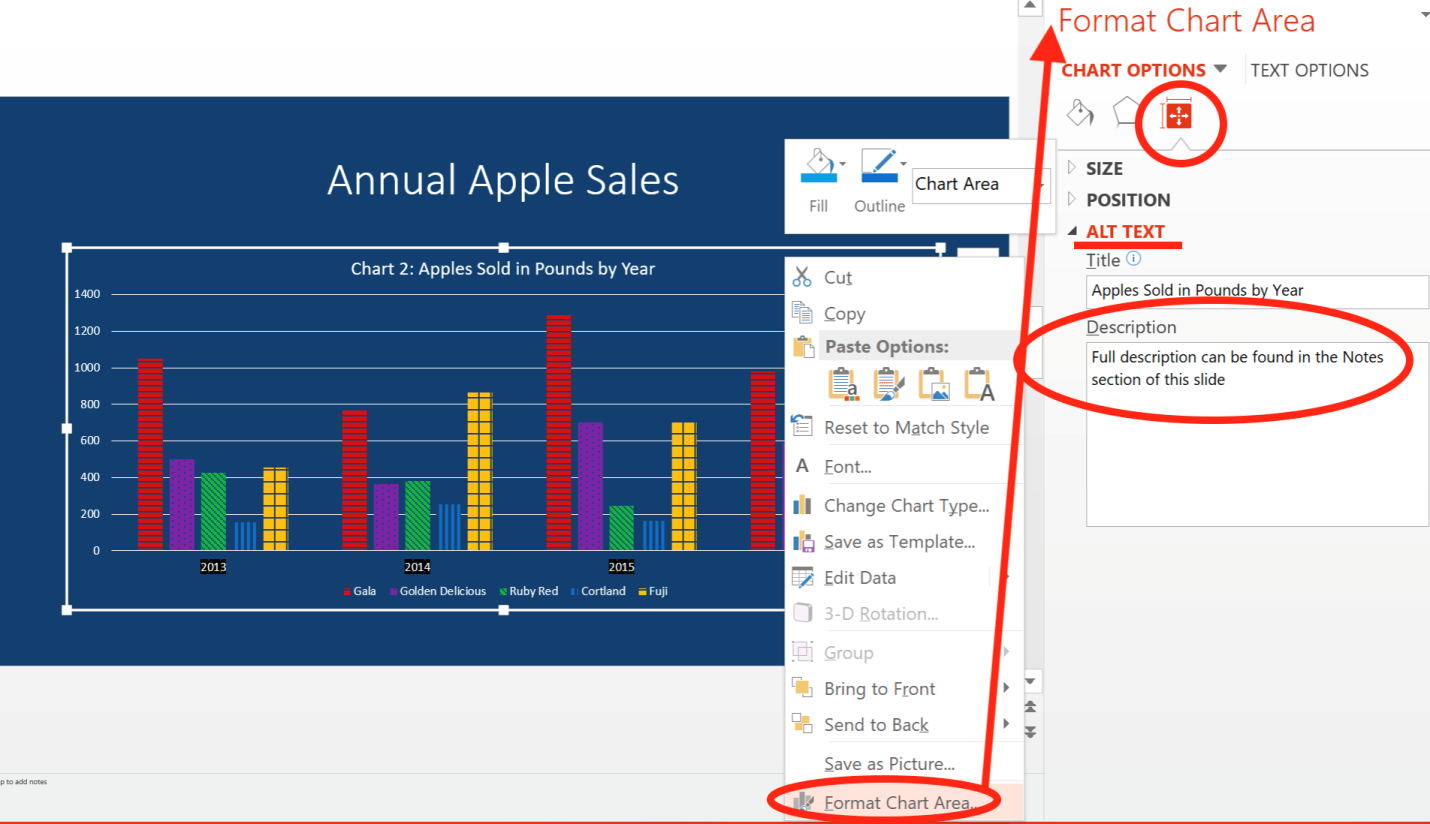
Add the alt text, “Full description can be found in the Notes section of this slide.”

Enter a description of the chart or graph in the Notes section.

Warning: If converting to PDF, notes content will not be accessible. This technique should only be used if format remains PPT. Otherwise, a text alternative will need to be provided in a subsequent slide or adjacent text box.

Note: Remember, a pie chart with a legend is using color alone to convey meaning. You will need to customize pie chart labels.

Figure



### Customize Data Labels in a Pie Chart

Chart Tools > Design > Quick Layout.

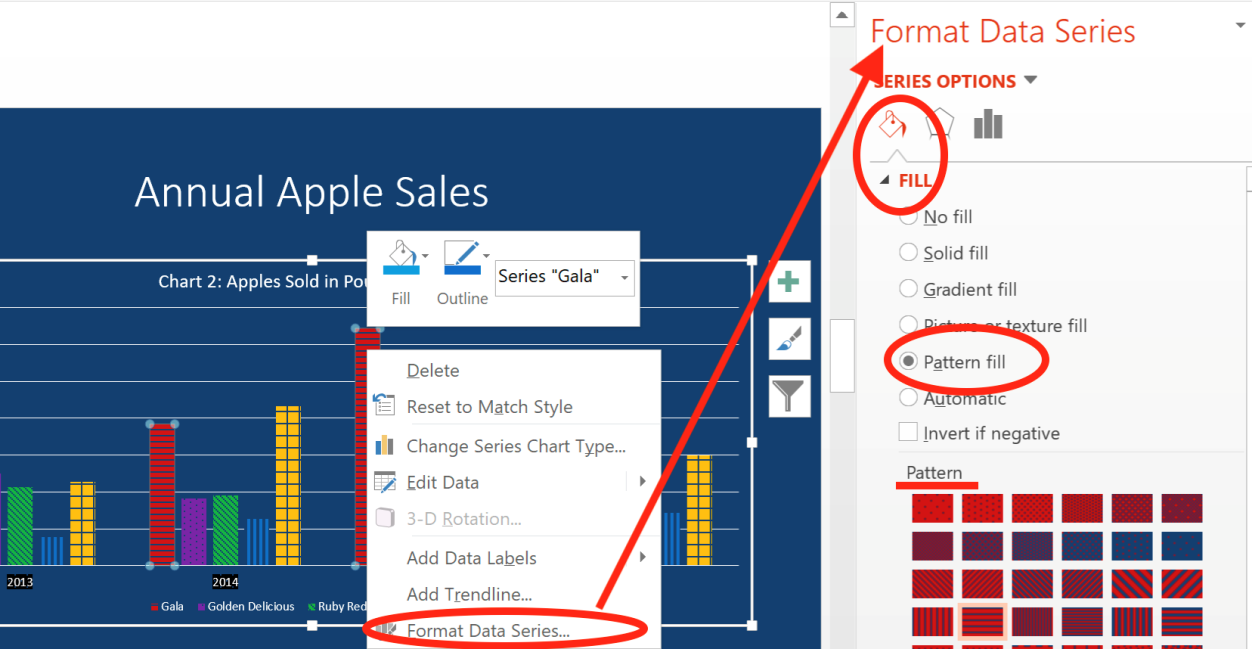
Choose layout that positions labels and data inside or adjacent to pie slices.

Note: You can choose an inside or outside position as long as the user can determine which label corresponds with which “slice” of the pie chart.

**Note**: Remember that color-alone cannot be the only means of conveying information. Avoid using chart and graph styles that rely solely on color. Use labels and/or pattern fills so that a secondary visual characteristic is present.

To add a pattern fill to a chart, “Right-click” the Data Point or Series. Select the “Fill” icon that appears in the “Format Data Point (or Series) section, and choose the Pattern fill, Radio Button. Choose a Pattern that is distinguishable from neighboring chart items (See Figure 10).

Figure

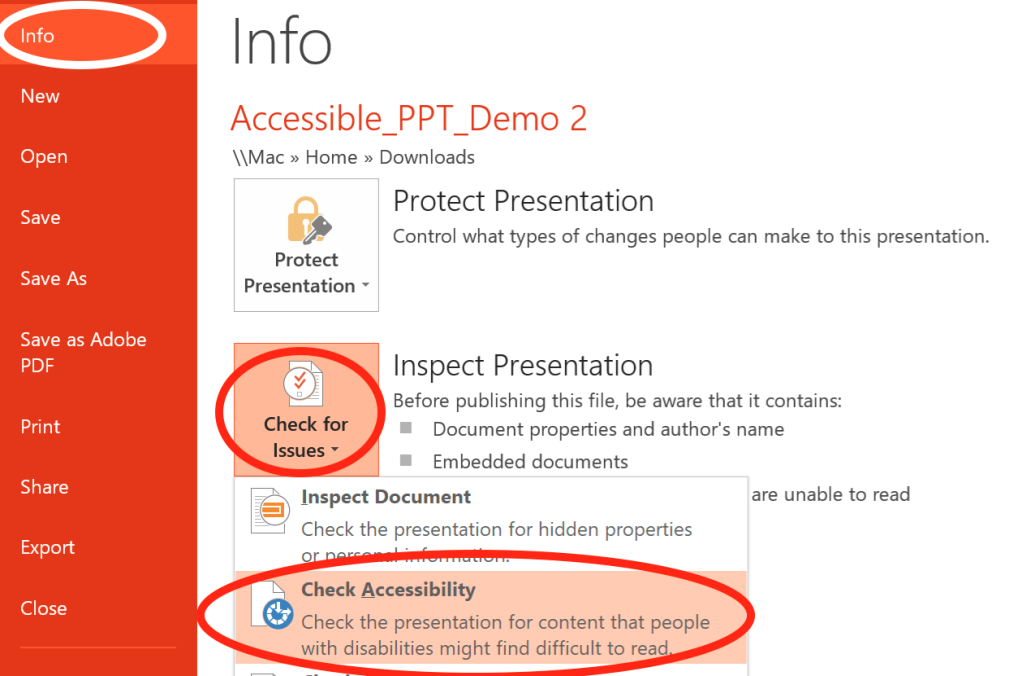


## How to achieve checklist item #14: Check

File > Info > Check for Issues > Check Accessibility.

Correct all found errors.

Figure



## How to achieve checklist item #15: Convert to PDF

Convert to PDF using “Save as”

File > Save as.

Select destination.

Enter filename.

Select PDF from the “Save as type”.

Select Options.

Make sure the following are checked:

Document properties.

Document structure tags for accessibility.

Select OK.

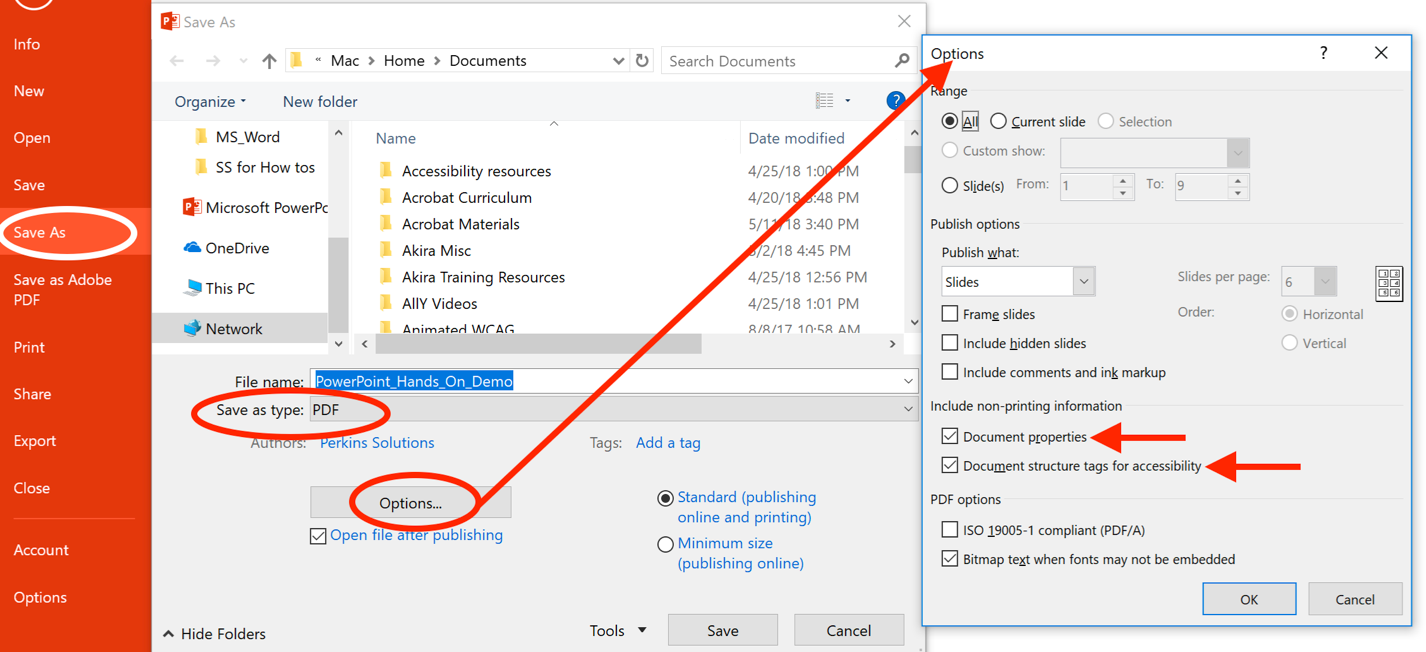
Or

File > Export > Create PDF/XPS.

Select “Options” and follow instructions as provided above.

Select Publish.

Figure



**Note: Following these guidelines does not guarantee your PDF meets all accessibility requirements. Check your PDF in Adobe Acrobat pro DC and remediate any found issues.**