General Guidelines for Accessible PowerPoint Presentations

- Use the accessible slide templates that OTL will provide

- Ensure font size is sufficiently large

- Make sure text has sufficient contrast

- Do not use color as the only way to convey meaning

- Avoid automatic slide transitions

- Do not put alternative text in the notes. Use the Alt Text function (see below)

- Use the title prompts in the slides so that titles can be read by screen readers (Do not simply add a text box and put it in the place of the title you will get an error when you run the accessibility checker that says "No Title")

- Provide alternative text for images – this includes images of tables. Screen readers cannot read a screenshot of a table and you will be excluding anyone with visual issues from your content

- Use descriptive links: **Cheatsheets** not **http://ncdae.org/resources/cheatsheets/**

- Arrange the items on the slide in the order that you want them read (see below for instructions)

- If you have animations, keep them brief and ensure they do not distract from content

- **Download the PowerPoint Templates**

Accessibility Checker

The accessibility checker in PowerPoint will scan your document and alert you about accessibility issues. To check accessibility, navigate to: **File > Check for Issues > Check Accessibility**
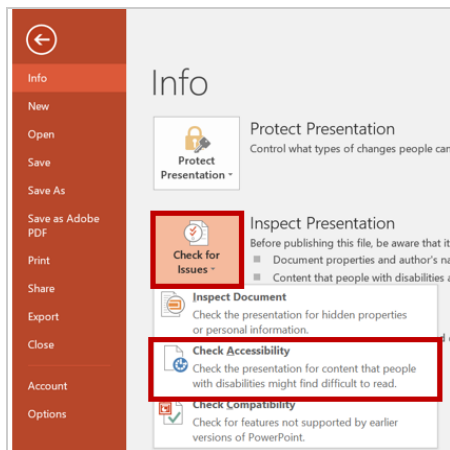
Slide Layouts

Use slide layouts provided within PowerPoint to ensure files have correctly structured titles, headings, and lists.

- Select **Home > New Slide**

- Choose your layout from the dropdown menu
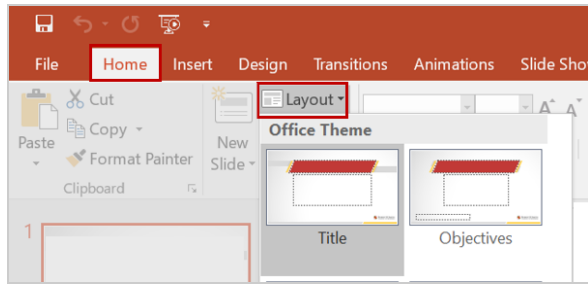
Slide Reading Order:

Screen readers will read content according to the order that it is inserted in the slide. If you insert a text box last, the screen reader will read it last, even if it is visually the first object on the slide. To rearrange slide reading order:

- Select the **Home** tab
- Find the **Drawing** group
- Select **Arrange**
- Choose **Selection** Pane
- To rearrange the reading order, drag the object to the location that you want it in the list

The Selection Pane lists the objects on the slide in reverse order. Objects are read beginning with the last item on the list and ends with the first item.

Creating Accessible PowerPoint Presentations
Updated: Dec 2019

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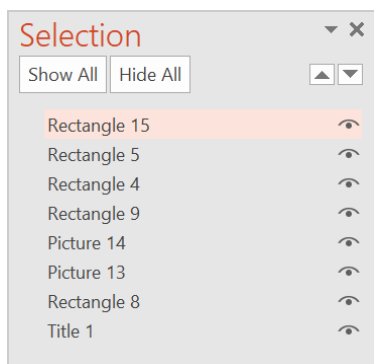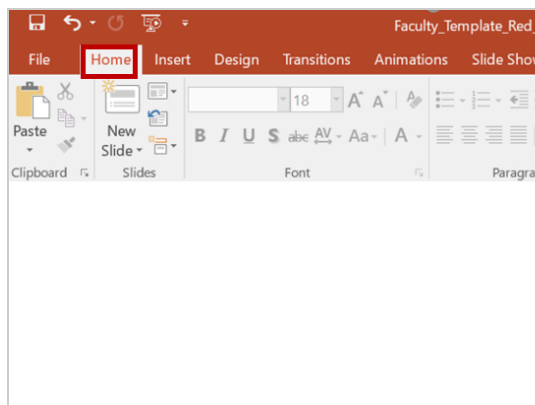
Alternative Text

Images should 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.

- Right-click on the image and choose **Format Picture** (or shape)
- Select the **Size & Properties** icon and choose **Alt Text**
- Enter appropriate alt text **only in the Description field** (not the Title field)
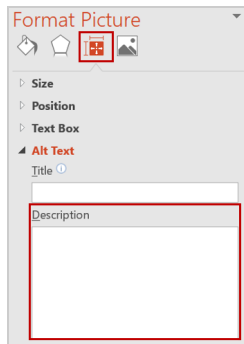
Hyperlinks

PowerPoint automatically creates a hyperlink when a user pastes a full URL onto a slide and presses Enter or Space. These can be difficult to understand for a screen reader, so use descriptive text instead.
For example, do not use **http://ncdae.org/resources/cheatsheets**, instead use **Cheatsheets**.

To create descriptive text hyperlinks:

- Select a hyperlink

- Right click

- Select **Edit Hyperlink**, or use Ctrl+K

- Change the text in the **Text to Display** field to a more meaningful description