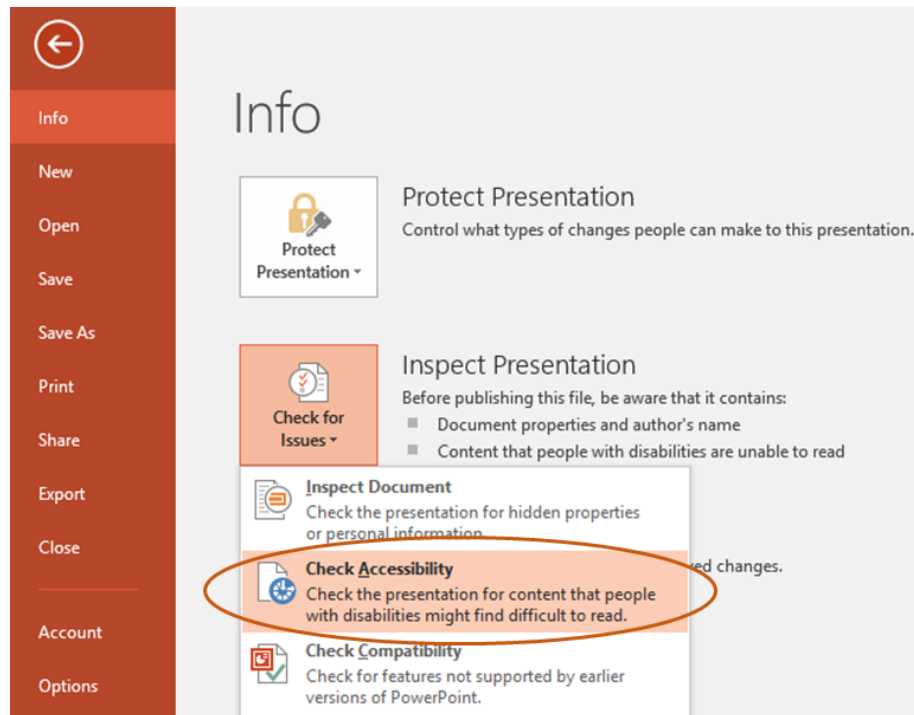


How to Create Accessible PowerPoints

1. Use the Accessibility Checker

File > Info > Check for Issues > Check Accessibility



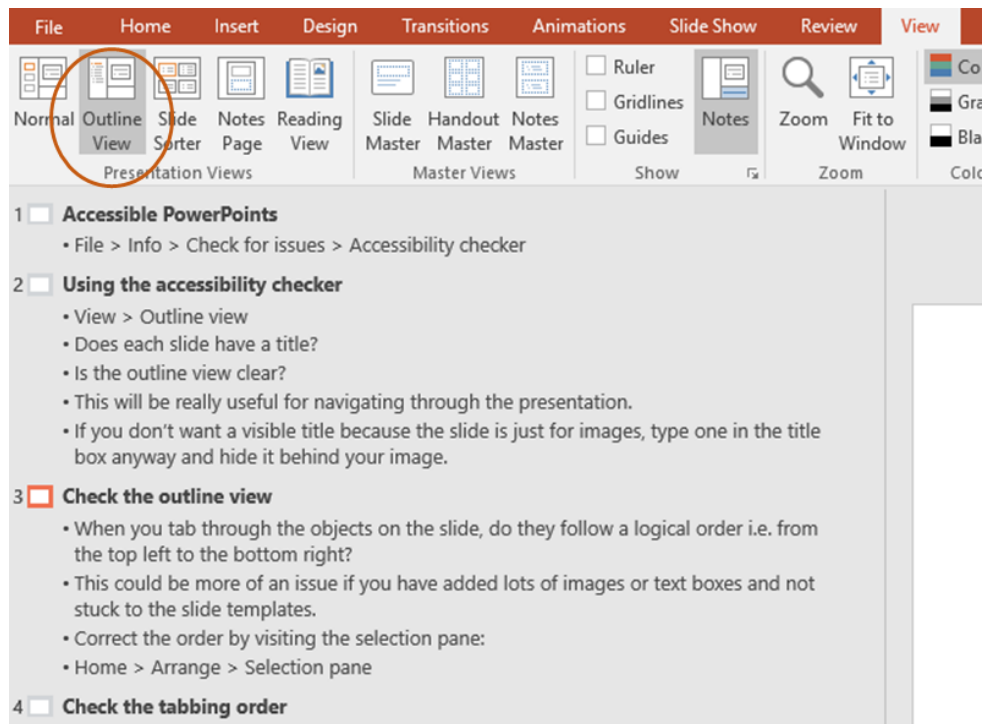
2. Check the Outline View

View > Outline view

- Is the outline view clear?
- Does each slide have a unique title?

This will be really useful for navigating through the presentation.

If you don't want a visible title because the slide is just for images, type one in the title box anyway and hide it behind your image.



3. Check the Tabbing Order

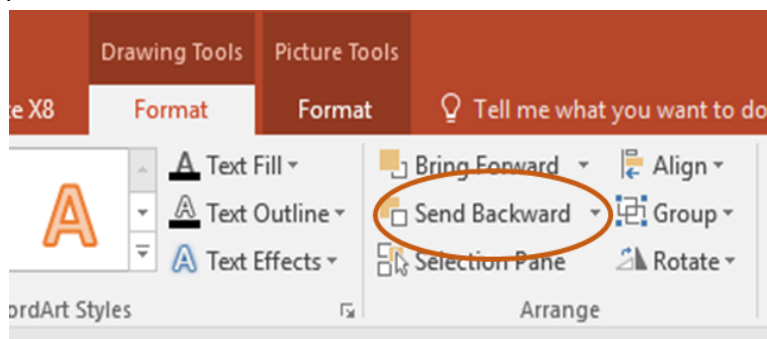
When you tab through the objects on the slide, do they follow a logical order i.e. from the top left to the bottom right?

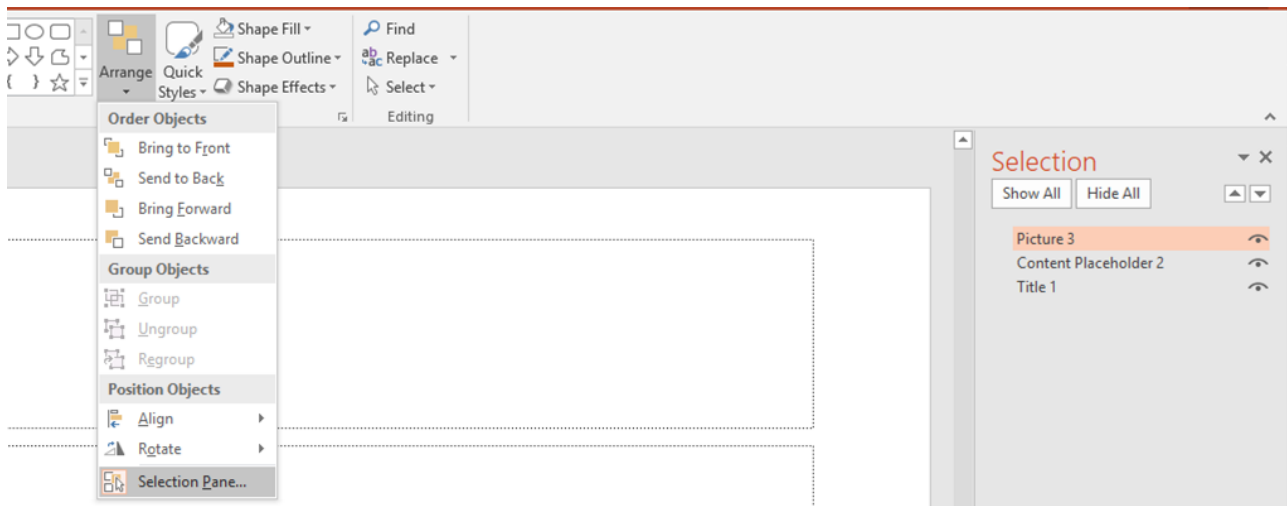
This could be more of an issue if you have added lots of images or text boxes and not stuck to the slide templates.

Correct the order by visiting the selection pane:

Home > Arrange > Selection pane

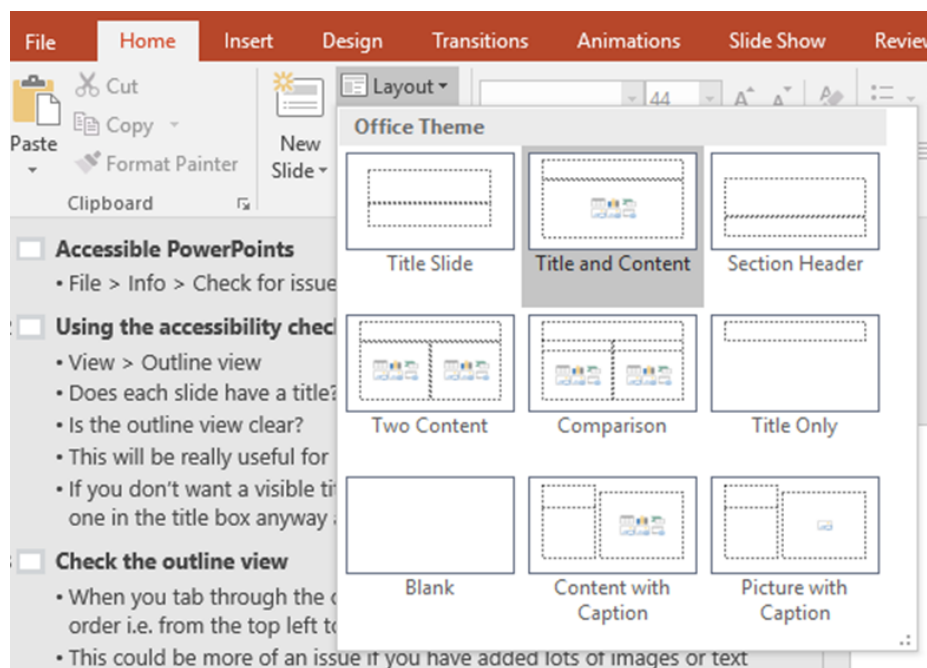
Note: The selection pane reads from the bottom up. The first thing to be read out should be at the bottom of the stack. Use Arrange > Send Backward, or drag items in the selection pane.





4. Stick to Templates

By sticking to templates, there is little room for error in terms of accessibility as PowerPoint has done all the work for you! Have a look at the different layout options available before you start adding your own text boxes. If you need to, you can always create additional slide masters to suit your needs. See **Slide Master** next.



5. Use Slide Master

To open slide master, select View > Slide Master

Here you can make changes to the Master Layout which will be applied to every slide in the presentation. You can also make changes to individual layouts. This ensures proper heading structure and reading order is maintained when you change your layouts. Remember to tab through and check the order of the objects. See **Check the Tabbing Order**.

Also see the [guide on using Slides Masters](#).

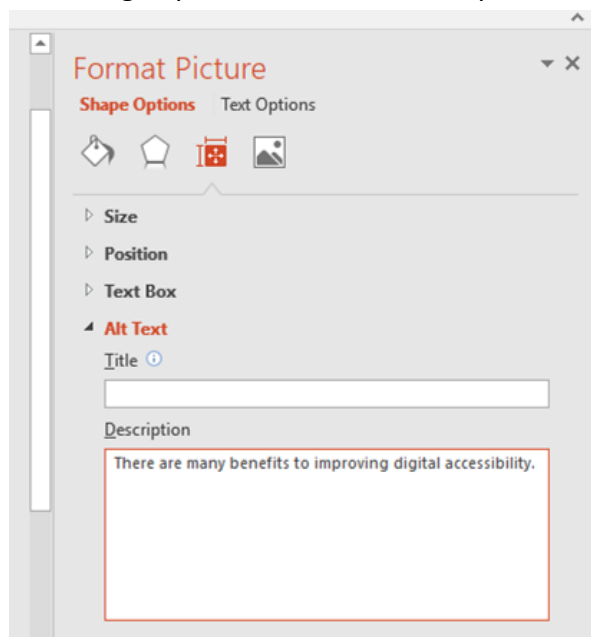
6. Add Slide Notes

Can the slide be understood purely based on the textual content?

Include slide notes on slides that would be elaborated on a lot verbally during the presentation, particularly those that are heavily reliant on images or graphs.

7. Add Alt Text to Images, Tables and SmartArt Graphics

Add a text **description** to non-text items by right clicking on the image, table or graphic; Format Picture/Format Shape; Size & Properties; Alt Text. Keep the description short. If it has to be longer, put more detail in the speaker notes.



For guidance on describing different types of images in alt text, check out [Poet Image Description training tool](#).

8. Remember the Font Rules

Keep your presentation clear by avoiding italics, capitals or underlining (with the exception of hyperlinks).

Stick to a clear font with a good colour contrast and consider the size of your text.

9. Sharing your presentation

You can save your presentation as a PDF to share, but consider that users may not have easy access to the ALT text of your images or speaker notes. Providing the original PowerPoint will make it most accessible.

10. Further Guidance

For more guidance on making your PowerPoints accessible, visit [WebAIM: PowerPoint Accessibility](#).