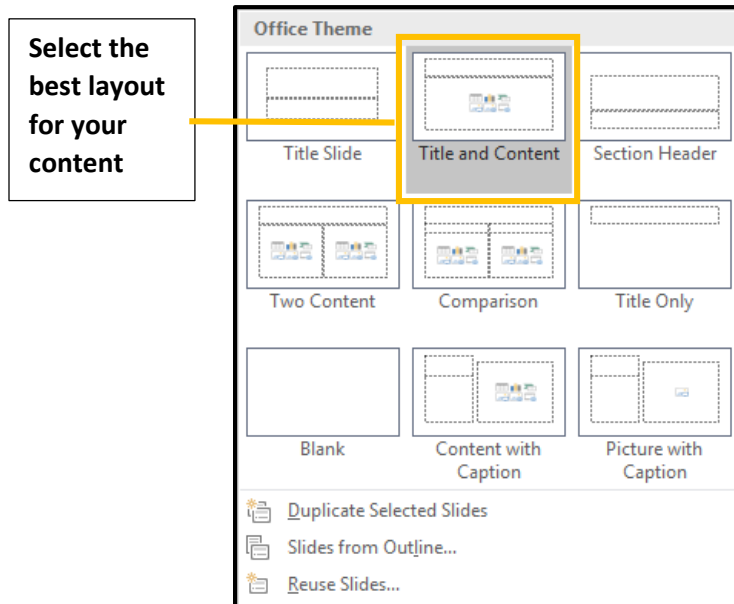


Creating Accessible PowerPoint Presentations

PowerPoint presentations are an inherently visual experience, but there are steps that can be taken to make the content more accessible to those with limited vision.

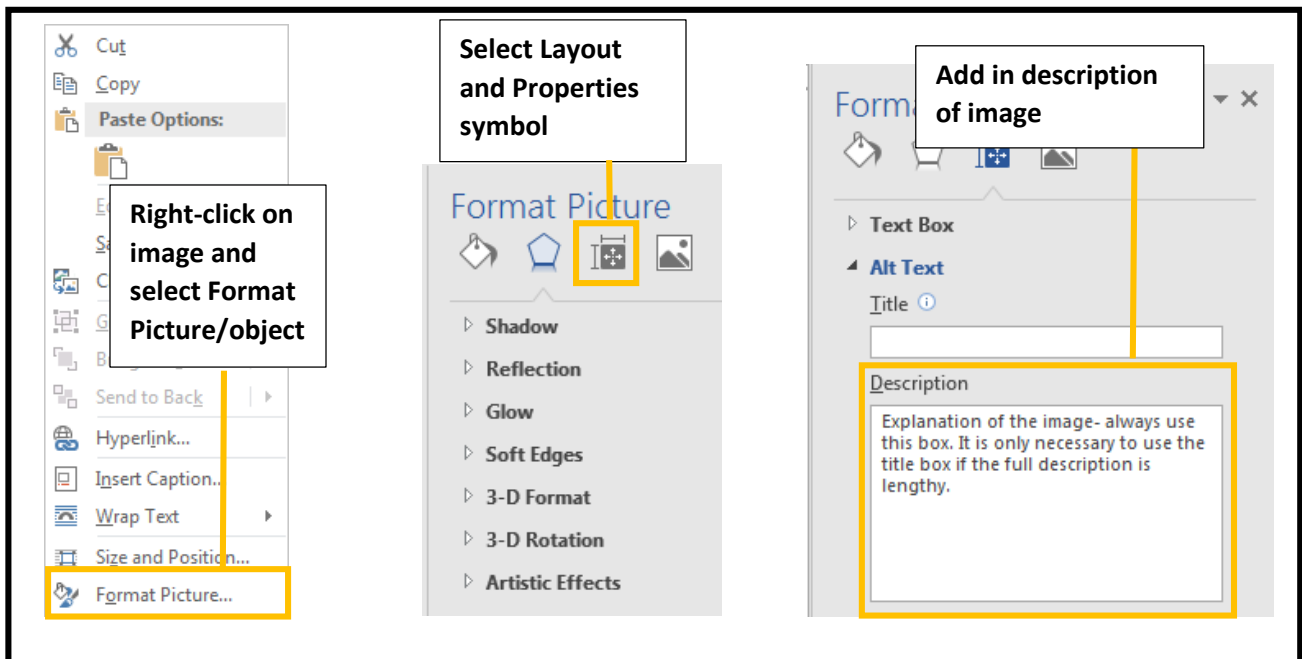
Use built-in slide layouts

Using the built-in slide layouts ensures that screen readers read each element in a logical order.



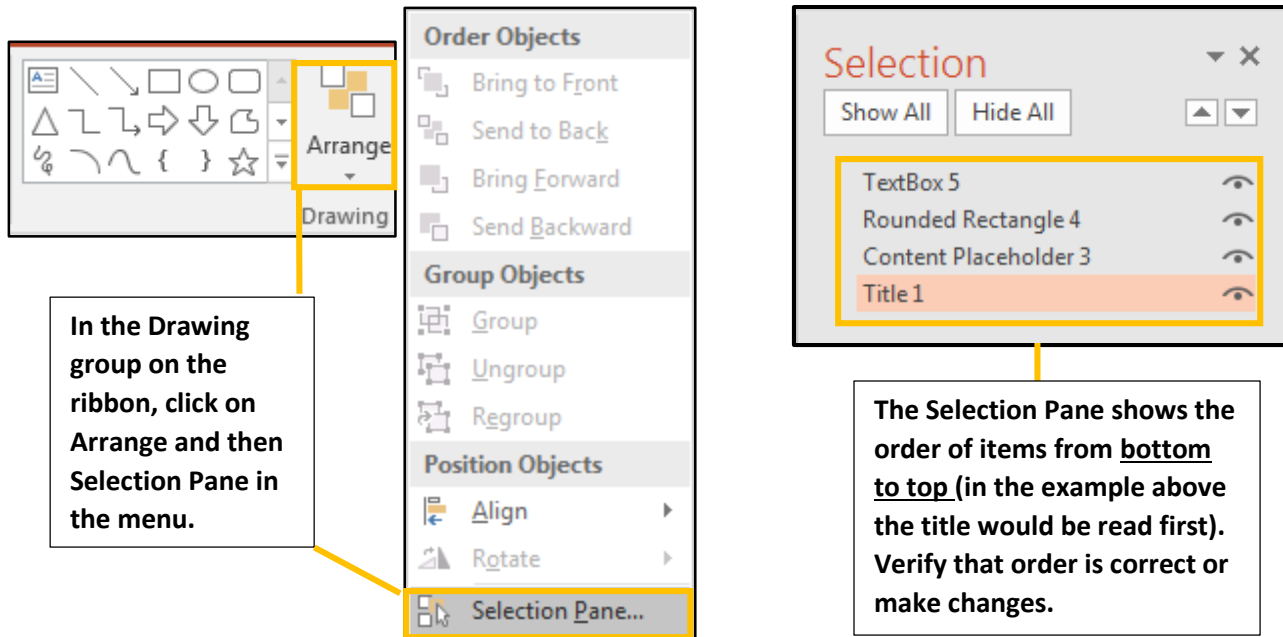
Add alternative text to images and other objects

Adding alternative text will help make images and other embedded objects within your presentation accessible. This includes pictures, charts, tables, SmartArt, and shapes. Follow these steps:



Verify reading order

If choosing not to use built-in layouts or elements in addition to those layouts, verify that slide elements will be read by a screen reader in a logical order.



The image shows two parts of a PowerPoint interface. On the left, the 'Drawing' group on the ribbon is shown with the 'Arrange' button highlighted. A callout box points to this button with the text: 'In the Drawing group on the ribbon, click on Arrange and then Selection Pane in the menu.' To the right, the 'Selection Pane' is open, showing a list of objects: 'TextBox 5', 'Rounded Rectangle 4', 'Content Placeholder 3', and 'Title 1'. The 'Title 1' is highlighted in orange. A callout box points to this list with the text: 'The Selection Pane shows the order of items from bottom to top (in the example above the title would be read first). Verify that order is correct or make changes.'

In the Drawing group on the ribbon, click on Arrange and then Selection Pane in the menu.

The Selection Pane shows the order of items from bottom to top (in the example above the title would be read first). Verify that order is correct or make changes.

Other tips and considerations for accessibility:

- Give every slide a unique title
- Use larger font size
- Avoid using color to create meaning
- Designate table headers
- Use simple slide transitions
- Use sufficiently contrasting colors
- Include meaningful text in hyperlinks