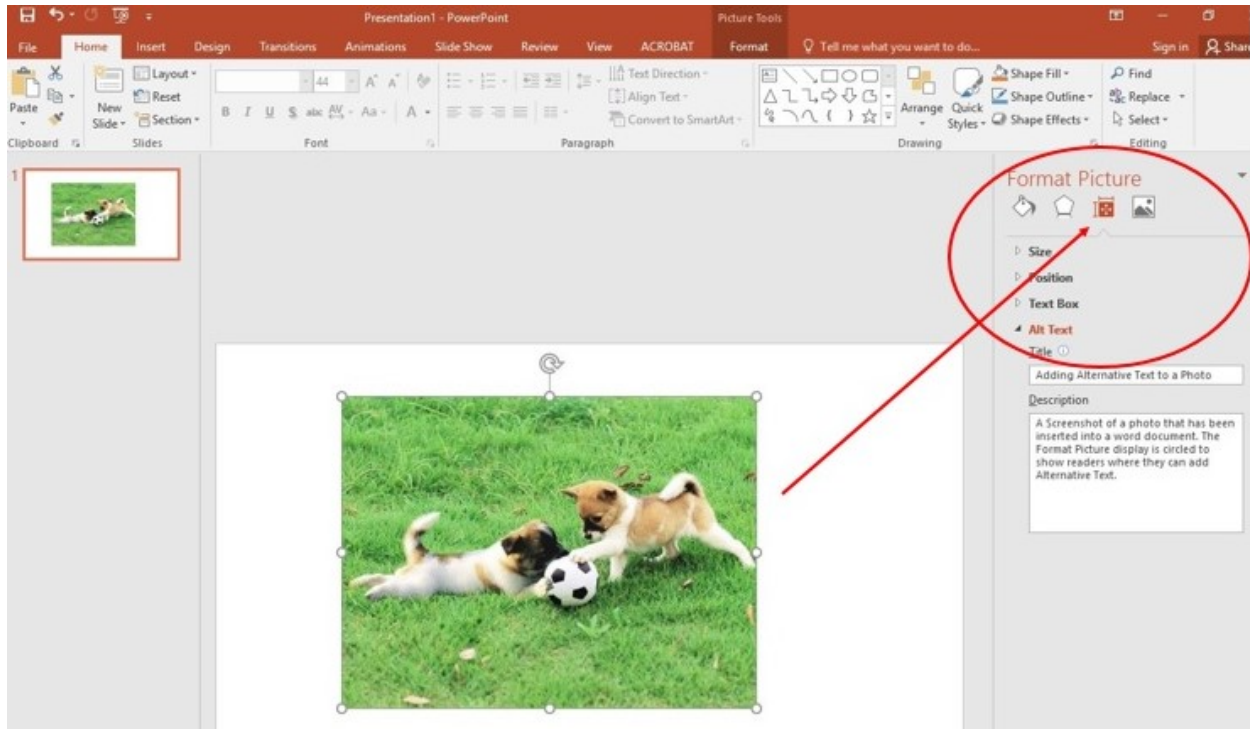


Guide to Make PowerPoint Files ADA Compliant

- **Slide Layouts** – PowerPoint contains a series of highly-accessible slide layouts. PowerPoint is designed to encourage the use of these slide layouts to ensure your presentation file has the correct structure and ensure accessibility for the reader.
- To use PowerPoint’s built in layouts in your presentation (you can create a blank presentation) select Home > New Slide and a menu of slide types will appear.
- **Alternative Text for Images** – Alternative text is needed to provide a non-visual person a means to know what the image is about. If you insert a photo into a PowerPoint presentation, it **MUST** have an alternative text added to it! Alternative text should be no more than 140 characters! There are two ways to do this!
 - Right click on the photo and select format picture
 - There will be 4 tabs that allow you to edit the photo, hit the 3rd one that looks like four arrows in a grey box with two bars around it (see image below)

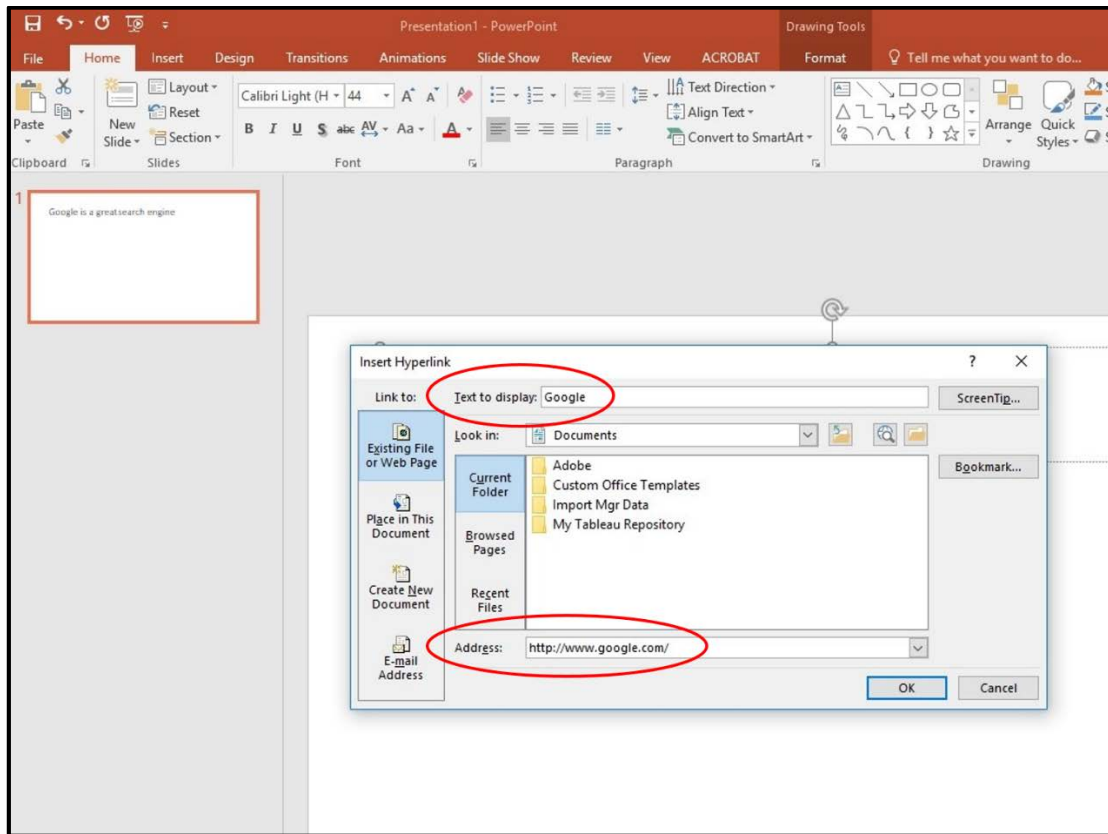


- Once here you will see several options > Hit Alt Text and put in a photo title and description

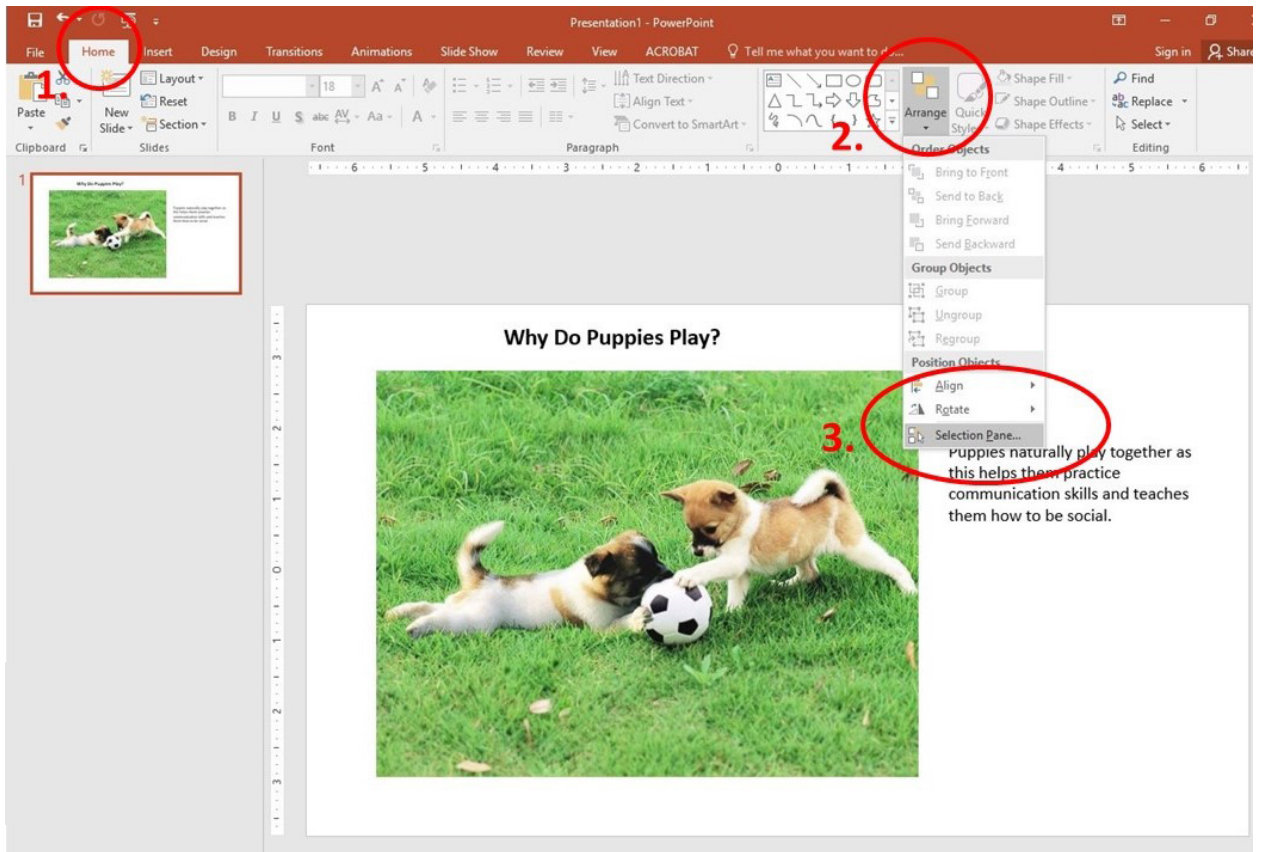
OR

- To add alternative text right click on the photo and select picture.
 - You will see at Alt Text tab as the last tab on the right.
 - Put a description of the photo so a non-visual person is able to understand what the photo represents.
- Another way to show Alternative text is to put a caption of the photo next to it. This means that you write a small description or sentence about the photo instead. Alternative text and captions should be no more than 140 characters!
 - Photos acting as decorations to the document and aren't essential to the informative part only need to have Alternative Text that says `alt=""` (alt + and equals sign + two quotation marks works best for screen readers to know this is a decorative image.) If you have trouble remembering this, then it is best to leave the Alternative Text field blank so as most screen readers should pass over the image entirely.
 - Image types in PowerPoint that can be given alternative text include:
 - Pictures
 - Word Art (if using Office 2003-2007 version)
 - Embedded Charts (if your presentation contains numerous charts or graphs, consider including a link to the original file)
 - Illustrations
 - Images of text
 - Shapes
 - Embedded objects
 - Screen Reader software is able to identify images so avoid using phrases such as "image of..." or "graphic of..." as these will be redundant and may confuse the reader.
 - **Data Tables** – Make sure your tables serve their purpose, to provide data in a grid or matrix style with no images or un-needed characters.
 - **Links** – When using links in a presentation always use a hyperlink and not the url itself. For example, a screen reader may have trouble recognizing <http://www.google.com> is a great search engine, where as it would recognize, [Google](#) is a great search engine. The Google hyperlink is the exact same web address, but the screen reader will now recognize it as text that needs to be clicked!
 - To hyperlink text simply highlight the text, right click it and select the hyperlink option. Then paste the desired url in the "Address" field at the bottom of the pop up window.
 - You can rename how your text will show in the "Text to display" window at the top of this pop up window. This acts as a sort of "title" for your text and

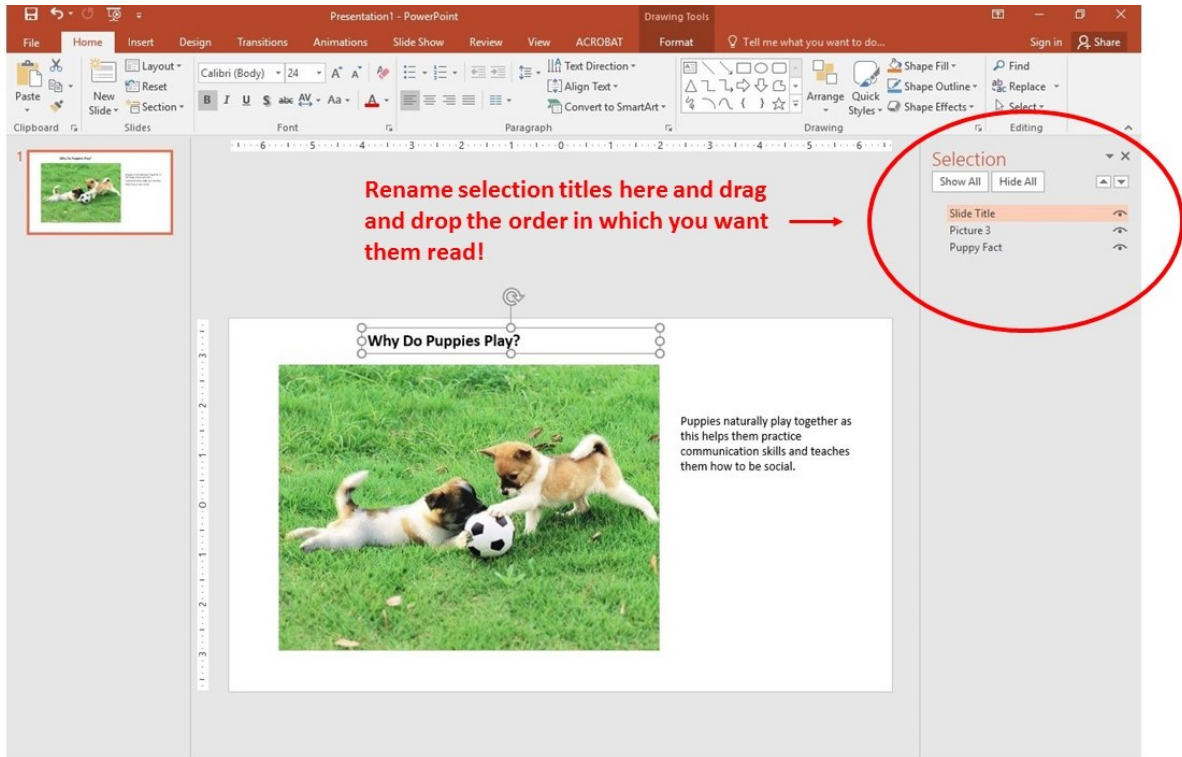
whatever you type here is what will show up on your presentation so make it relevant and easy to understand where the link will direct you to. See image below for where both of these fields are located.



- It is important to avoid saying phrases such as “click here” or “for more information go here” as this may become confusing to a screen reader. Instead type a title or label that is unique, but understandable to the reader as to where the clickable link will take you.
- **Text Boxes** – Please be conscious of the order in which you create your text boxes as almost all screen readers read text boxes in the order they were created and not based on the position they are on the screen!
- **Check Reading Order** – One thing to do before checking your document for accessibility is to make sure the reading order of each slide is how you want it. You can check the reading order by selecting the Home tab. Once here you will see a function towards the right of the toolbar that says Arrange. Click the down arrow under it and then select Selection Pane at the bottom of this menu (see image below).



- Once here you will see all the different elements for each particular slide arranged in the order they were created. You can click on a selection and it will highlight to know which selection is which. You can then drag and drop the selections around to ensure the reading order is appropriate for each individual slide (see image below).



- Remember, you will need to check the reading order for each individual slide and rearrange the selections as necessary!
- **Accessibility Checker** – Once you have completed your PowerPoint presentation, it is now time to check it for accessibility. To do this click the File tab at the top left > then hit Info. > You will then see an option that says “Check for Issues” > Click this and it will show a drop down menu with the second choice saying “Check for Accessibility”
 - The Accessibility checker will display on your screen in the right pane and show you Inspection Results for your document.
 - You will see three sections in the Inspection Results - Errors, Warnings and Tips.
 - Errors – Content that makes a presentation very difficult or impossible for people with disabilities to access (Ex: an image with no alt text)
 - Warnings – Content that in most, but not all cases make the presentation difficult for people with disabilities to access. (Ex: a link with text that is not descriptive for its function)
 - Tips – content that people with disabilities can access, but that might be better organized or presented (Ex: slide order or text box order on a particular slide)
 - Clicking on an item in the Inspection Results will highlight the corresponding item in the presentation and display the Additional Information Section:
 - Why Fix: explains why the issue impacts accessibility
 - How to Fix: suggestions for repairing the issue.

- **Convert PowerPoint to PDF** – PowerPoint is a great in person presentation method, but when putting up content on the web it can be difficult to view or require the user to download the file. To make it easier, convert your presentations to PDFs for web use! An important thing to note is that by converting your presentation to a PDF (assuming you have checked it for accessibility) is that the PDF will keep all of the accessibility information in your presentation.
- To learn how to properly convert a PowerPoint presentation to a PDF see the “Guide to Make PDFs ADA Compliant” document!

For more help on PowerPoint Accessibility you can visit [WebAIM's](#) step-by-step walkthrough on how to ensure your PowerPoint Presentation is ADA Compliant!