Microsoft PowerPoint Accessibility Reference

➔ Hide Decorative Content
Use the Slide Master to visually display repetitive or decorative content (i.e. logos, slide numbers). Placeholder content will be read by assistive technology, while text boxes will be ignored in Normal and Slide Show views. Important: All instances of informative content must be directly placed in the presentation.
1. Navigate to and select View > Slide Master.
2. Locate desired layout(s) and make formatting changes.
   a. Tip: In this view set up the color scheme, list styles, layout of content, insert repetitive content and placeholder instructional text.
3. Upon completion, navigate to and activate Slide Master > Close Master View or View > Normal on the ribbon.

➔ Use Pre-Defined Layouts
Use of the default layouts ensures the presentation has a logical reading order and uses the attributes set in the Slide Master.
1. Navigate to Home > Slides group and select Layout.
2. Select the best layout to meet the needs of the content.
   Title and Content offers fields for a slide title and slide material while Two Content represents columns.

➔ Order Slide Content Logically
The order in which slide content is rendered has an impact on comprehension of the content.
1. Place the cursor outside of any slide object and press Tab to view the order the objects will be encountered.
3. Ensure objects are ordered from bottom to top following the intended visual order.
4. Correct disordered items using the re-order arrows in the pane.

➔ Inject Hyperlinks
Where link text is used, the raw URL must be duplicated in slide content or Slide Notes to enable all users to access the link.
1. From Insert > Links group, activate Hyperlink to open the Insert Hyperlink dialog.
2. In the Text to display field, type a phrase that describes the link’s purpose or insert the URL.
3. Place the URL in the Address field.
4. Navigate to and activate OK.

➔ Design Data Tables
Tables must be kept simple and used for data (not layout). A data cell should only relate to one row and/or column header.
1. Navigate to Insert > Tables group > Table and select the desired size of the table.
2. Navigate to and confirm that Table Tools Design > Table Style Options group > Header Row is checked.

➔ Offer Unique Slide Titles
Slide titles orient users to structure and hierarchy of content.
- Use Title or Sub-Title placeholders.
- Slides regarding the same topic require unique titles (i.e. # of #). (Multiple “Cont.” is not sufficient.)
➔ Add Descriptions to Graphics
Alternate (ALT) text should be added to pictures, clip art, charts, and shapes. Keep ALT text to 250 characters or less.
Note: Complex images, such as process flows and data graphs, require text alternatives in Slide Notes or an alternate location. The ALT text should direct users to the additional description.

1. **Pre-step for Complex Images:** For an image made of multiple pieces, select all the pieces and activate the context menu (or right click) to select Group > Group.
2. Activate the context menu of (or right click) the image or object and activate Format Picture (or Format Shape).
   a. For grouped objects, place ALT text on the container (i.e. “Group 1”).
4. Provide the purpose of the image or object in the Description field.

➔ Group as Lists
Properly structured lists can be ordered (numbers & letters – offering hierarchy) or unordered (bullets).

1. Locate and select the desired text or place the cursor at the desired location for a list
2. From Home > Paragraph group, select Bullets or Numbering. Select the arrow next to Bullets or Numbering to change the list style.
3. Note: Sub-list (indented) items need a different list style appearance than the parent.

➔ Illuminate with Color and Contrast
Sensible color arrays promote allure yet accessible content.

1. Color cannot be the only means of visually conveying information or prompting a response. Textured patterns (to represent data sets) or textual representation (i.e. an asterisk [*]) must be included to distinguish content.
2. Confirm sufficient contrast is provided between the foreground and background colors. A minimum contrast ratio of 4.5:1 is required. Use the Home > Font Color picker to choose an appropriate foreground color.

➔ Title the Document
Document titles inform users of a document’s purpose.

1. Navigate to and select File > Info > Properties
2. Select Advanced Properties > Summary
3. Enter a meaningful phrase in the Title field.
4. Optional: Enter an Author (i.e. organization name)
5. Navigate to and activate OK.

➔ Perform a High Level Accessibility Check
Check Accessibility can review some checkpoints automatically. Manual inspection is required in order to complete a full accessibility review.

1. Navigate to File > Info > Check for Issues > Check Accessibility
2. Locate the Accessibility Checker pane and select an issue for Additional Information. Note: False positives are possible.

➔ Additional Hints
1. Avoid Animation and Slide Transition effects, media and other embedded objects, blinking or flashing content and action controls when possible
2. Access the Slide Notes pane by navigating to View > Show group and ensure Notes is selected.
3. Choose san-serif fonts (Arial, Verdana). Times New Roman and Calibri (serif fonts) are commonly accepted.
4. Use a minimum font size of 18pt for slide content.

*Instructions based on Microsoft Office 2016.*