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.
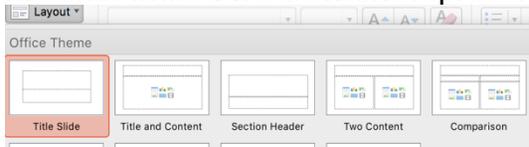

➜ Offer Unique Slide Titles

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.)

➜ 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.
2. Navigate to **Home** > **Drawing** group > **Arrange** > **Selection Pane**.
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.
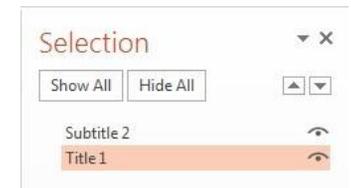

➜ Inject Hyperlinks

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.
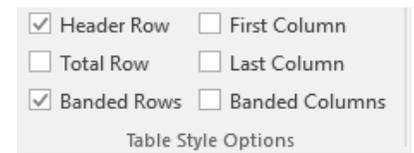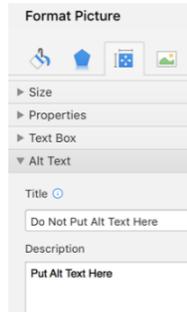
➔ Add Descriptions to Graphics

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").
3. Navigate to **Layout & Properties** > **Alt Text**.
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**.
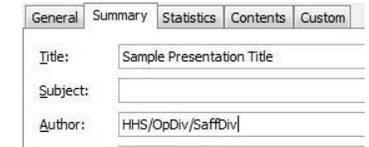
➔ Perform a High Level Accessibility Check

Check Accessibility can review some checkpoints automatically. Manual inspection is required in order to complete a full accessibility review.
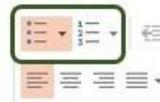
1. Navigate to **File** > **Info** > **Check for Issues** > **Check Accessibility**
2. Locate the **Accessibility Checker** pane and select an issue for **Additional Information**.
   Note: False positives are possible.

➔ 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.