

PowerPoint Accessibility

- It's best to start out with an accessible template
 - We offer an accessible template on the [Branding website](#)
 - You still need to check them, but it's a good place to start
 - **Keep in mind:** Elements on the Master slide won't be accessible by a screen reader
- Check Metadata/Document Information
 - File > Info > Properties > Title (Add a title)
 - Title always defaults to "PowerPoint Presentation"
- Check Accessibility
 - Review > Check Accessibility (found on the left side)
 - Also shown at the bottom left of the screen
 - Accessibility: Investigate — There are accessibility errors or warnings you need to review
 - Accessibility: Good to go — There were no accessibility issues found
- Accessibility ribbon tab
 - Made up of five groups (left to right)
 - Review – Check Accessibility
 - Color & Contrast – Inspect without Color
 - Screen Reader – Slide Title, Reading Order Pane, Alt Text
 - Captions & Subtitles
 - Resources – Accessibility Help
- Missing Slide Title
 - Drop down has three Recommended Actions:
 - Set as Slide Title: Marks the selected text box as the Slide Title
 - Add Slide Title: Adds a new text box where you can add a Slide Title
 - Add Hidden Slide Title: Adds a textbox for the Slide Title at the top of the slide that won't be visible while presenting
 - These Slide Title options are also available in the Accessibility ribbon tab in the Screen Reader group
- Check Reading Order
 - Verify object order
 - This is the order assistive technology will read the content
 - Accessibility > Reading Order Pane OR
 - Review > Check Accessibility (drop down) > Reading Order Pane
 - Content in the Reading Order is read from top to bottom
 - Objects lower on the list will be visually *in front of* objects higher up
 - This is the opposite of the Selection Pane
 - To re-order them, click and drag them up and down in the Reading Order Pane
- Missing Object Descriptions
 - Object Descriptions = Alternative Text (Alt text)
 - A warning sign next to objects in the Reading Order Pane mean they are missing Alt Text
 - Many ways to add/edit Alt Text:

- You can choose to view Alt Text from the Accessibility tab ribbon in the Screen Reader group
 - Double-click on the object in the Reading Order Pane to open a box to add Alt Text
 - Right-click on the image and chose View Alt Text from the drop-down
- If a picture is irrelevant to the text, you can mark it as Decorative (or simply uncheck it in the Reading Order Pane)
 - Irrelevant pictures may become audio clutter
- If not, then add alternative text to be read by a screen reader
- Do not have PowerPoint generate the alt text for you!
- Alt Text Guide
 - Not the same as a caption — don't add extra information such as photo credits, only what is visible in the image
 - This is reverse discrimination, as someone without assistive technology may not be able to access it
 - No need to add “picture of—” since it's already assumed to be a picture, only clarify if it's something such as an illustration
 - Keep it short and concise
 - Only describe what is necessary in the given context
 - Add a period at the end so the screen reader knows to pause before continuing to the text
- Note: PowerPoint will **not** read the Alt Text for Shapes drawn in the PowerPoint, so if you've Inserted a Shape
 - Right-click on the shape and select Cut from the top of the dropdown menu
 - Right-click on an empty area of the slide and select “Picture” from the Paste Options
 - Put the object in the correct spot and proceed to check its Reading Order and Alt Text
- Ungroup text that needs to be read, such as with SmartArt
 - Right-click > Group (drop-down menu) > Ungroup
 - Make sure the text boxes are in the correct order and mark the remaining objects as Decorative
 - Keep in mind that PowerPoint will still read text even if you mark it as decorative, so it's best to make sure all textual elements are in the correct order.
- Lists
 - Make sure your lists are actually *lists*!
 - Home (tab) > Paragraph (group) > Bullet/Numbering
 - The standard bullet is preferable, since not all bullet shapes are accessible by a screen reader
 - Be mindful of whether something needs to be a list, such as a single line or paragraph on a slide
 - Check for extra, blank bullets or spaces at the end of a list (sometimes they may not be visible unless you click underneath the text!)
- Tables
 - Insert > Table (Draw or Insert Table)
 - Make sure to have a Header Row and/or First Column

- Table Design > Table Style Options (check the relevant boxes)
 - Columns go down, Rows go across
 - Don't merge or split cells
 - Don't leave the first cell blank!
 - Avoid fixed width tables
- Links
 - Type text – either the URL (web address) or something descriptive, rather than “click here”
 - If it's a web address, Word should automatically make it a hyperlink. If not,
 - Highlight > Right Click > Link
 - Add address and ScreenTip
 - ScreenTip = Alternative Text
 - No need to add “Link” or “Click here to visit...”
 - Add something such as the name of the webpage
 - If it's something such as a PDF, write the title and clarify it's a PDF
 - Like with images, add a period to the end
 - Also link email addresses!
 - Make the address the email with “mailto:” added at the beginning (no quotations)
 - Or go to the E-mail Address option in the Insert Hyperlink dialogue box
 - The alt text should be “[name]'s email.”
- Videos and audio
 - Make sure videos and audio have captions or a link to a transcript!
 - To make captions:
 - Open Notepad or a similar program
 - Add WEBVTT to the top
 - Write time stamps as 00:00:00.000 --> 00:00:00.000, filling in the appropriate hour, minute, second, and millisecond.
 - Write the text for the corresponding timeframe underneath
 - Add a space between entries
 - Save as a .vtt file
 - Click on the video/audio and chose to add captions
- Symbols
 - Only Unicode symbols will be read correctly by a screen reader
 - Insert > Symbol
 - For example:
 - x will not be read as “times” the way a multiplication sign (×) will be
 - A hyphen (-) will be skipped over if used as a minus sign (–)
 - 1/2 will be read as “one slash two” rather than “one-half” (½)
 - Using the correct symbol makes things less confusing for someone using assistive technology
- Make sure to have an accessible font
 - Sans Serif — lack decorative strokes that may hinder readability
 - Size 18pt (minimum)

- Simple fonts, not cursive or handwriting
- Keep character styles, such as **bold** and *italics*, to a minimum
 - These styles will not be clarified by a screen reader, so if you use it to signify important information, consider also adding something such as an asterisk *
- Check color contrast
 - Accessibility > Inspect without Color (in the Color & Contrast group)
 - You can also use a 3rd party tool such as
 - [Colour Contrast Analyser](#) (Downloadable)
 - [WebAim: Contrast Checker](#) (Web Based)
 - UF adheres to AA minimum contrast
 - Large text – 18pt or 14pt bold
- Keep animations and transitions simple and to a minimum since they may be disorienting
- Save as a .pptx file NOT .ppt (unless it's a template, that should be saved as a .potx)