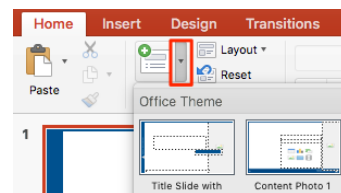


PowerPoint Accessibility - Quick Start Guide

Adding a new slide?

Use prebuilt slide layouts to avoid read order issues down the road.

Avoid slide transition animations.



Inserting new content (text boxes etc.) into a slide layout?

Check the reading order after doing so. Go to the Home ribbon > Click Arrange > Select the Selection Pane. The reading order is displayed, **bottom to top**. Sort your content in a logical order, with the title at the bottom.

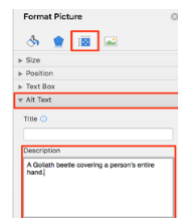


Adding an image?

Include an alt tag describing the **content** and **function**.

Right click the image > Select Format Picture > Select the Size and Properties icon > Enter alt text in the Description field.

If including an image of text, the alt tag must contain the entirety of the text in the image.



Adding a graph?

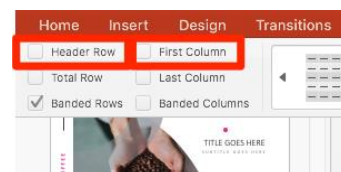
Include a corresponding table, or create an alt tag that describes the data.

Adding a table?

Keep tables simple, avoid merged cells. Tables with merged cells can often be split into two tables.

Populate blank cells with meaningful text or "---".

Mark table row and column headers. Select the table, go to the Table Design ribbon and check the appropriate Header Row and First Column boxes are checked.



Adding a link?

Ensure your link text is meaningful. Avoid phrases such as "click here" or "read more."

Checking Accessibility?

Run the Accessibility Checker before exporting your document. Remember, fixing the source document is easier than remediating the PDF later. Common errors and resolutions are on the reverse of this page.

- **Windows** - File> Info > Check for Issues > Check Accessibility
- **Mac** - Review ribbon > Check Accessibility

Posting to the web?

Export your presentation as a PDF.

Accessibility Checker Errors and Solutions

Errors

- **Missing alternative text** – See Adding an Image?
- **Table has no header row** – Mark table row and column headers. Select the table, go to the Table Design ribbon and check the appropriate Header Row and First Column boxes are checked.
- **Missing slide title** – This is caused by adding a blank slide and then adding text boxes. Add a pre-built slide (see Adding a new slide?) and copy your content over.

Warnings

- **Hyperlink text is meaningful** – Ensure your link text is descriptive of the destination.
- **Table structure** – Ensure tables don't have merged or blank cells. Consider splitting tables with merged cells into two tables. Blank cells can be populated with "----".

Tips

- **Check reading order** – See “Inserting new content (text boxes etc.) into a slide layout?” on reverse.
- **Duplicate slide title** – Ensure each slide has a unique title. If a section of content expands across multiple slides, consider using page or part numbers in the slide title.

Note: With older PowerPoint presentations you may encounter an error when trying to run the Accessibility Checker. The error will read “The Accessibility Checker can't check the current file type for accessibility issues.” To repair this:

1. Go to File > Save As
2. In the File Format field, select PowerPoint presentation .pptx
3. Re-run the Accessibility Checker.