Creating Accessible PowerPoints

Similarities with Word

- Alt text descriptions for images
- Formatting tables
- Formatting lists
- Formatting links

Differences

PowerPoint cannot format headings, so each slide needs unique title.
Use the Slide templates as much as possible because the layouts have place holders added.

Floating Objects

If you need to have floating objects, such as pictures, diagrams, or icons, check the reading order by selecting the first title, layout box, or image (so that outline of the box or image is a solid line, not a dotted line) and use the tab key to check order.

Item selected to test for order with tab key:

Power Point 1

Item not selected yet (cursor is probably in the area, but the item is not selected)

Power Point 1
If you need to adjust, from the Home Ribbon, select Arrange from the Drawing pane and click on the Selection pane.

In the Selection panel, you can drag and drop items to different places, but the order is determined by using the small up and down arrows. Select an item in the panel and then change the order by the use of the arrows.

Outline View
Select **Outline View** from the **View Ribbon** in PowerPoint to ensure that each slide has a different title and that all slides have text. Slides will show up as blank if the slide has only an image on it.
1. **Online Accessibility**
   Information and Communication Technology
   Accessibility
   Beth René Rosepinack, Ph.D.

2. **Topics**
   - Identify the elements of an accessible document.
   - Create an accessible Microsoft Word document and PowerPoint presentation.
   - Export accessible source documents to create accessible PDFs.
   - Identify the tools available to check document accessibility.
   - Describe the benefits of accessible audio media.
   - Identify the steps for creating accessible video content.
   - Identify the steps for creating accessible video content.