

PowerPoint 2013 – Accessibility

Making a PowerPoint Slideshow Accessible

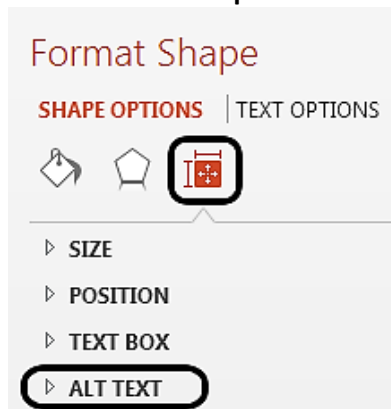
Using Accessibility Checker

1. Click the **FILE** tab > **Info**.
2. Click **Check for Issues > Check Accessibility**.
 - a. The **Accessibility Checker** task pane will open, showing the inspection results.
3. Click a specific issue to see **Additional Information (Why Fix and How To Fix)** at the bottom of the pane.

Adding Alternative Text

Note: Alt text should be added to pictures, clip art, charts, tables, shapes, SmartArt graphics, all objects in the list group, embedded objects, video, and audio files.

1. Right-click the image or object and select the **Format** item type (e.g., **Format Shape**, **Format Object**, **Format Chart Area**).
 - a. A format panel will open on the right.
2. Click the **Size & Properties** icon > **ALT TEXT**.

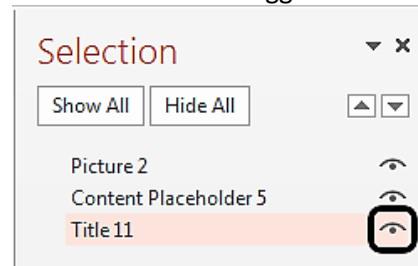


3. Enter the title and description in the **Title** and **Description** field.
4. When finished, click **X** in the format panel to exit.

Ensure that All Slides Have Unique Titles

Note: By default, PowerPoint will automatically add the **Title** field to the newly created slide.

1. Click the **HOME** tab.
2. In the **Slides** group, click **Reset** to restore slide placeholders for the selected slide.
3. Type a unique name in the **Title** text box.
4. To make the slide title not visible:
 - a. Click the **HOME** tab.
 - b. In the **Drawing** group, click the **Arrange** drop-down menu.
 - c. Click **Selection Pane...**
 - d. Click the eye icon next to the textbox of the desired title to toggle its visibility.



Use Meaningful Hyperlink Text

Note: Hyperlink text should provide a clear description of the link destination, rather than only providing the URL.

Adding a Hyperlink

1. Place the cursor where the hyperlink will be inserted.
2. Click the **INSERT** tab.
3. In the **Links** group, click **Hyperlink**.
4. Type in meaningful link text in the **Text to display** field.

5. Type the URL in the **Address** field.
6. Click **OK**.

Changing a Hyperlink Text

1. Select the link.
2. Click the **INSERT** tab.
3. In the **Links** group, click **Hyperlink**.
4. Edit the **Text to display** field.
5. Click **OK**.

Adding a ScreenTip

Note: **ScreenTip** text appears when the cursor hovers over a hyperlink, and can be used in a similar way to alt text.

1. Place the cursor in the desired hyperlink to add ScreenTip text.
2. Click the **INSERT** tab.
3. In the **Links** group, click **Hyperlink**.
4. Click **ScreenTip...** and type the desired text in the **ScreenTip** text field.
5. Click **OK > OK**.

Adding Header Information in Tables

Note: In PowerPoint 2013, header row is automatically added to the table. Header row information is required for accessibility, see example below.

Time\Day	Monday	Tuesday	Wednesday
12 pm	None	None	None
1 pm	In Class	None	In Class
2 pm	In Class	None	In Class

Using Simple Table Structure

Note: Nested tables, and merged or split cells inside of data tables are more difficult to navigate.

Testing the Table Structure

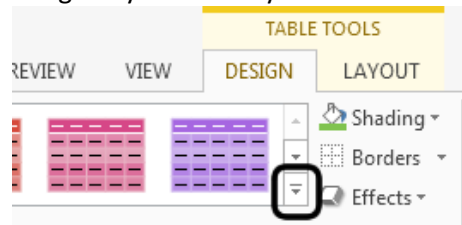
1. Select the first cell of the table.
2. Press the **Tab** key repeatedly to make sure the focus moves across the row and then down to the first cell of the next row.

Avoid Using Blank Cells for Formatting

Note: Blank cells can mislead someone using screen reader to believe that there is nothing more in the table.

Clearing All Table Styles

1. Select the entire table.
2. In the **TABLE TOOLS** tab, click the **DESIGN** tab.
3. In the **Table Styles** group, click the last arrow next to the style gallery to expand the gallery of table styles.



4. On the menu below the gallery, click **Clear Table**.

Adding Closed Captions for Audio/Video

Note: Ensure that your audio or video is available in alternative formats for users with disabilities, such as closed captions, transcripts, or alt text.

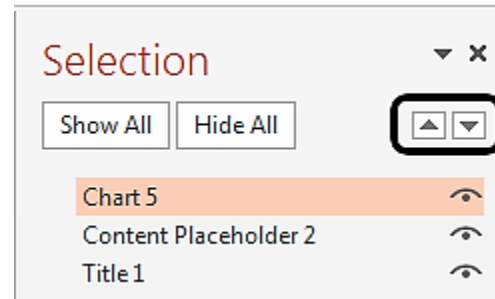
1. Download and install the [Sub-titling text add-in for Microsoft PowerPoint \(STAMP\)](#) which lets you easily create closed captions for video and audio in your presentation.

Ensure that the Reading Order of Each Slide is Logical

Note: People who cannot view the slide will hear slide text, shapes, and content.

Checking the Slide Content Order

1. Click the **HOME** tab.
2. In the **Drawing** group, click **Arrange > Selection Pane...**
 - a. The **Selection** pane lists the objects on the slide.
3. Correct any object out of order using the re-order arrows.



Increasing Visibility for Colorblind Viewers

Note: If you are colorblind, see the [Corrective lenses for the colorblind](#) (refer to the source link) to learn how you can select colors in PowerPoint.

- Avoid using orange, red, and green in your template and text.
- Use texture in graphs, instead of color, to highlight points of interest.
- Circle or use animation to highlight information, rather than relying on laser pointers or color.
- Keep the overall contrast in the presentation high.

Checking How a Colorblind Person Will See your Presentation

1. Click the **VIEW** tab.
2. In the **Color/Grayscale** group, click **Greyscale**.
 - a. In the **Close** group, click **Back To Color View** to exit the grayscale mode.