

# Accessibility Guidelines for Microsoft PowerPoint Presentations

This document offers tips and tools to help ensure that the PowerPoint presentations you submit for this conference are 508 accessible.

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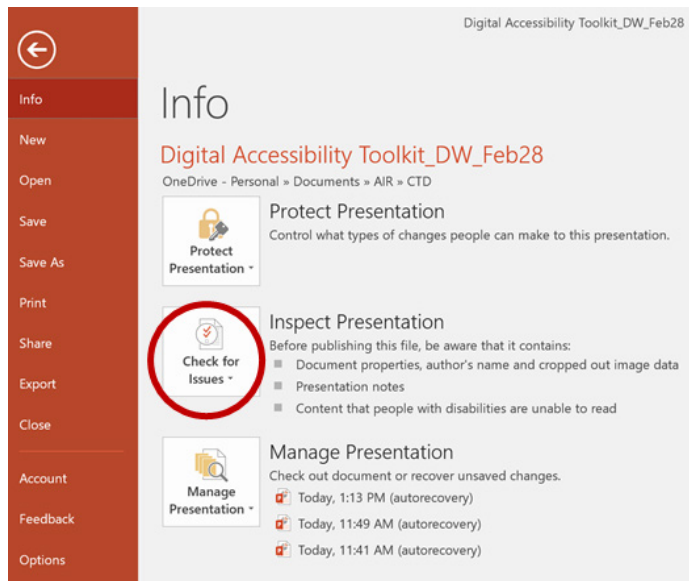
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## Check the Accessibility of PowerPoint Presentations

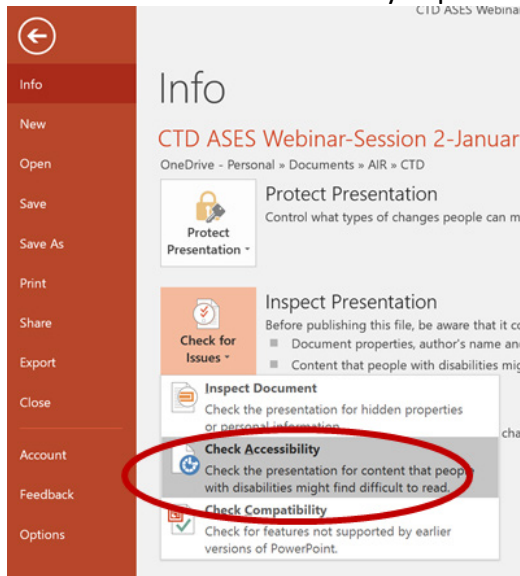
The first thing to do when making a presentation file 508 compliant is to check its accessibility to know what aspects of the file need to be revised. All Microsoft Suite programs allow you to check the accessibility of the file.

To check the accessibility of your file, follow these steps:

1. Click on the “File” tab and then on the button that says “Check for Issues.”



2. Select the “Check Accessibility” option.



3. The results of the Accessibility Checker will appear in a box on the right-hand side of the screen. Text in the box will describe errors that need to be addressed.



## Accessibility Tips for PowerPoint Presentations

When submitting a PowerPoint presentation, please make sure that you follow these steps to ensure accessibility:

1. Use recommended, standard fonts (e.g., Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri) and font sizes larger than 10 pt.
2. Add any custom slide layouts through the slide master. These layouts are imperative for accessibility through a screen reader because fields must be added to the slide master to be read by a screen reader. Slide masters also ensure that your files have, for example, correctly structured headings and lists, proper reading order, and consistent formatting.
  - Navigate to the master slide section by going to the “View” tab and clicking on “Slide Master.”



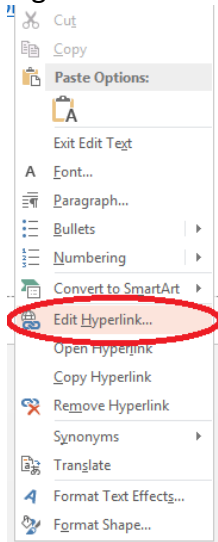
3. Apply [alternate text \(alt text\)](#) to all images (e.g., logos and charts) and tables.
4. Use only simple tables. A simple table has no merged cells. (A complex table has merged cells as part of the header row.) Identify the header row by first highlighting the header row in your table; then open the “Design” tab and click on “Header Row.” If you must use a complex table, consider either converting the table to an image and applying alt text or converting the entire presentation to a 508-compliant PDF file. If possible, do not leave any table cells blank.



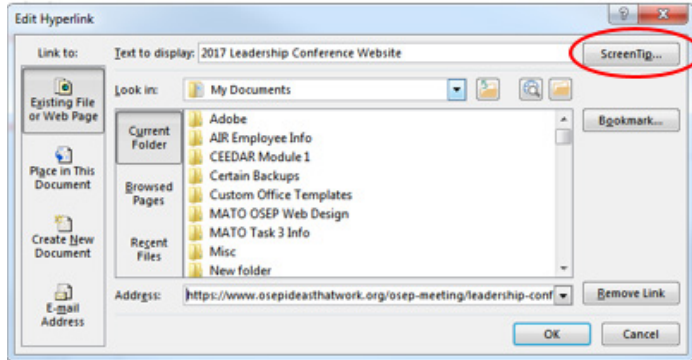
5. Use simple slide transitions and animations. Make sure they are brief and do not distract from the content. Do not use flashing, flickering, or animated text on slides. It is acceptable to use a presentation with animations when presenting, but you must submit a version without the animation for posting on the website.
6. Include a transcript (or video captioning) for any audio or video that you embed on a slide in an additional Word document attachment.

7. Include ScreenTips for all hyperlinks:

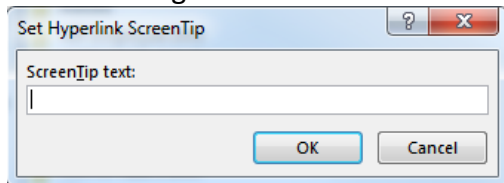
- Right-click on the hyperlink and select “Edit Hyperlink.”



- Click on the “ScreenTip” button in the top-right corner of the Edit Hyperlink dialog box.

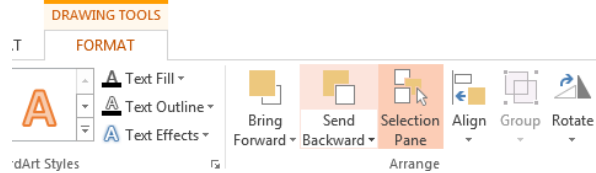


- Enter a brief description of where this link will take the user. The Accessibility Checker will generate an error if this is not done.

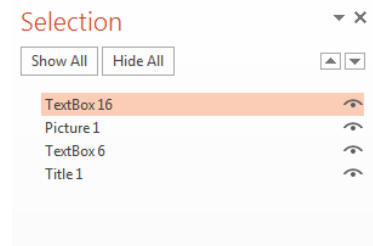


8. Check the reading order of the slides:

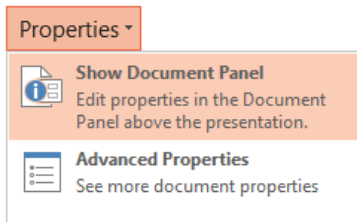
- Go to the “Format” tab and click on “Selection Pane.”



- Ensure that the items on the slide are listed in the correct order, from bottom to top (e.g., the slide title should be the last thing listed).



9. Fill in the Document Properties for Title, Author, Subject (i.e., Description), Keywords, Language, and Copyright Status. To access these fields, click on the “File” tab. Then access the drop-down menu under “Properties” (at top right) and select “Show Document Panel.”



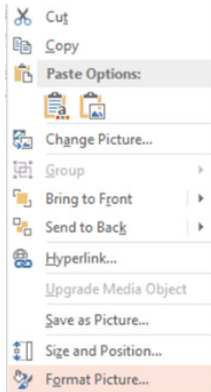
10. Name the document with a file name that is between 20 and 30 characters. The file name should not include spaces or special characters. You can use hyphens to separate words in a file name. This is a best practice and should be followed, if possible.

## Accessibility of Images and Tables (Alt Text)

Alt text must be applied to all images, graphics, and tables in your presentation.

1. Right-click on the image, graphic, or table.

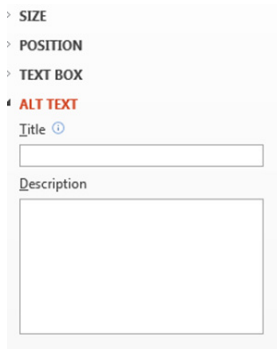
2. Select “Format Picture” (or “Format Shape” for a table).



3. Select “Alt Text” under the third icon titled “Layout & Properties” (text for the icon title will appear if you hover over the icons).



4. Insert text in the “Description” field (the “Title” field is optional) and then close the box.



Best practices for alt text:

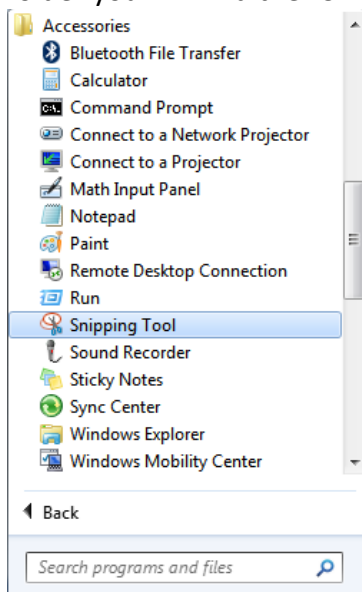
- Accurately describe the content of the image or table so that its meaning is understandable for an individual with a visual impairment.
- Be concise with the description.
- Do not use “image of,” “graphic of,” or “table of” when describing the image or table.

## Tips for Accessibility When Using Multiple Icons or Complex Graphics

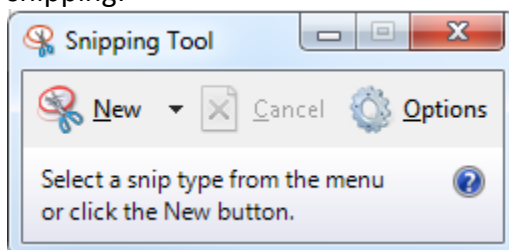
If you are using multiple icons or complex graphics (including smart art), two easy ways can be used to capture all the visual information in one picture: The first is the “Snipping Tool,” and the second is “Print Screen.” *Note: If you are using a Mac, you can only use the “Print Screen” option.*

### Snipping Tool

1. Navigate to your computer’s “Start” button and find the “Accessories” folder. In that folder you will find the “Snipping Tool” application.



2. The application will look as follows, and you will need to hit the “New” button to begin snipping:



3. After you have hit the “New” button, you can select any area of your screen for the “Snipping Tool” to capture. Once you have made this selection, you can simply select the area you would like the image to be and hit “Paste.”

## Print Screen

1. The vast majority of keyboards have a button that is labeled “Print Screen” or a variation of abbreviations of those words. Hit that key and your entire screen is captured and copied to your computer’s clipboard. *(If your computer does not have a print screen key, it most likely has an onscreen keyboard option where that key is accessible. To access the onscreen keyboard, search in your computer’s start menu or application menu.)*
2. Paste that image in your preferred image editor (for PCs we recommend Paint; for Macs we recommend Paintbrush) and use the cropping tool to isolate the image you would like to include in your presentation.