

Make your PowerPoint Documents Accessible

PowerPoint presentations tend to be highly visual, and people who are blind or have low vision can understand them more easily if you create your slides with accessibility in mind.

Windows: Best practices for making PowerPoint documents accessible

The following table includes key best practices for creating Word documents that are accessible to people with disabilities.

What to fix	How to find it	Why fix it	How to fix it
<p>Include alternative text with all visuals and tables.</p> <p>Visual content includes pictures, clip art, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos.</p>	To find missing alternative text, use the Accessibility Checker.	<p>Alt text helps people who can't see the screen to understand what's important in images and other visuals.</p> <p>Avoid using text in images as the sole method of conveying important information. If you must use an image with text in it, repeat that text in the document. In alt text, briefly describe the image and mention the existence of the text and its intent.</p>	<p>Add alt text to images</p> <p>Add alt text to SmartArt graphics</p> <p>Add alt text to shapes</p> <p>Add alt text to charts</p> <p>Add alt text to tables</p>
<p>Add meaningful hyperlink text and ScreenTips.</p>	To determine whether hyperlink text makes sense as standalone information and whether it gives readers accurate information about the destination target, visually scan the slides in your presentation.	<p>People who use screen readers sometimes scan a list of links. Links should convey clear and accurate information about the destination. For example, instead of linking to the text Click here, include the full title of the destination page.</p> <p>Tip: You can also add ScreenTips that appear when your cursor hovers over text or images that include a hyperlink.</p>	Add hyperlink text and ScreenTips
<p>Ensure that color is not the only means of conveying information.</p>	To find instances of color-coding, visually scan the slides in your presentation.	People who are blind, have low vision, or are colorblind might miss out on the meaning conveyed by particular colors.	Use an accessible slide design

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What to fix	How to find it	Why fix it	How to fix it
		<p>For example, add an underline to color-coded hyperlink text so that people who are colorblind know that the text is linked even if they can't see the color. For headings, consider adding bold or using a larger font.</p>	
<p>Use sufficient contrast for text and background colors.</p>	<p>To find insufficient color contrast, look for slide text that's hard to read or to distinguish from the background.</p>	<p>The text in your presentations should be readable in High Contrast mode so that everyone, including people with visual disabilities, can see it well.</p> <p>For example, use bright colors or high-contrast color schemes on opposite ends of the color spectrum. White and black schemes make it easier for people who are colorblind to distinguish text and shapes.</p>	<p>Use an accessible slide design</p>
<p>Give every slide a unique title, and check the reading order of slide contents.</p>	<p>To find slides that do not have titles, use the Accessibility Checker.</p>	<p>People who are blind, have low vision, or a reading disability rely on slide titles to navigate. For example, by skimming or using a screen reader, they can quickly scan through a list of slide titles and go right to the slide they want.</p> <p>A screen reader reads slide contents in a certain order, including the title, text, and alt text for shapes, and table contents. It's important to make sure that the slide contents are read in the order that you intend.</p>	<p>Use unique slide titles</p> <p>Hide a slide title</p> <p>Set the reading order of slide contents</p>
<p>Use a simple table structure, and specify column header information.</p>	<p>To ensure that tables don't contain split cells, merged cells, nested tables, or completely blank rows or columns, use the Accessibility Checker.</p>	<p>Screen readers keep track of their location in a table by counting table cells. If a table is nested within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point. Blank cells in a table could also mislead</p>	<p>Use table headers</p>

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		<p>someone using a screen reader into thinking that there is nothing more in the table.</p> <p>Screen readers also use header information to identify rows and columns.</p>	
<p>Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space.</p>	<p>To find potential issues related to fonts or white space, review your slides for areas that look crowded or illegible.</p>	<p>People who have dyslexia describe seeing text “swim together” on a page (the compressing of one line of text into the line below). They often see text merge or distort.</p> <p>For people who have dyslexia or have low vision, reduce the reading load. For example, they may benefit from familiar sans serif fonts, such as Arial or Calibri. Avoid using all capital letters and excessive italics or underlines. Include ample white space between sentences and paragraphs.</p>	<p>Use an accessible slide design</p> <p>Format text for accessibility</p>
<p>Make videos accessible to visually impaired and hearing-impaired users</p>		<p>Subtitles typically contain a transcription (or translation) of the dialogue.</p> <p>Closed captions typically also describe audio cues such as music or sound effects that occur off-screen.</p> <p>Video description means audio-narrated descriptions of a video's key visual elements. These descriptions are inserted into natural pauses in the program's dialogue. Video description makes video more accessible to individuals who are blind or visually impaired.</p>	<p>Use captions, subtitles, and alternative audio tracks in videos</p>

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Document properties

Properties -

Size 147KB

Pages 9

Words 1443

Total Editing Time 87 Minutes

Title Quick Guide For Word 2013 - Accessibility

Tags 2013, Word, Quick Guide, Accessibility

Comments Add comments

Template Normal

Status Add text

Categories Add a category

Subject Word Accessibility

Hyperlink Base Add text

Company NCUA

Related Dates

Last Modified Today, 1:30 PM

Created Today, 9:16 AM

Last Printed

Related People

Manager Specify the manager

Author  Information Technology Services - User Technology Support

Add an author

When creating or editing word documents that need to be posted online, or exported to acrobat format, the following fields need to be filled out in Document Properties:

- Title
- Tags
- Subject, and
- Company

The information in these fields are exported to acrobat, reducing the number of accessibility errors in the pdf file.

File naming conventions

In general, document file names should not contain spaces and/or special characters.

Document file names should be concise, generally limited to 20–30 characters, and make the contents of the file clear.

Add alt text to visuals and tables

The following procedures describe how to add alt text to visuals and tables in your PowerPoint presentations.

Note: We recommend only putting text in the description field and leaving the title blank. This will provide the best experience with most major screen readers including Narrator. For audio and video content, in addition to alt text, include closed captioning for people who are deaf or have limited hearing.

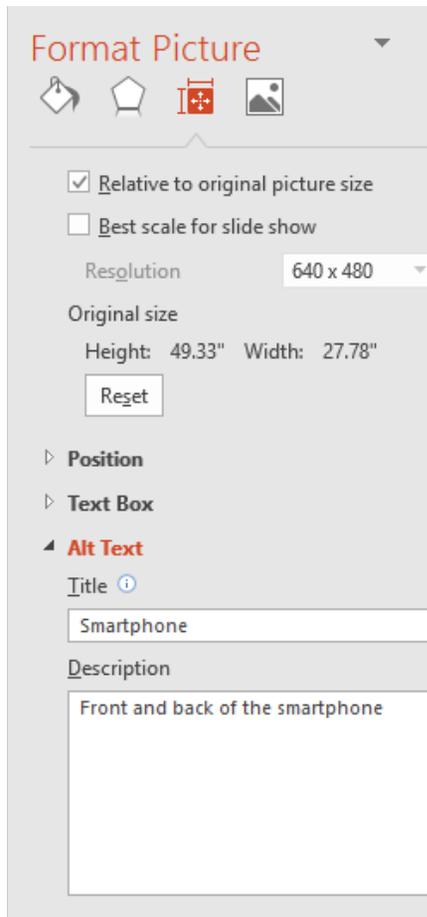
Add alt text to images

Add alt text to images, such as pictures, clip art, and screenshots, so that screen readers can read the text to describe the image to users who can't see the image.

1. Right-click an image.
2. Select **Size and Position**.
3. In the right pane, select **Alt Text**.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.

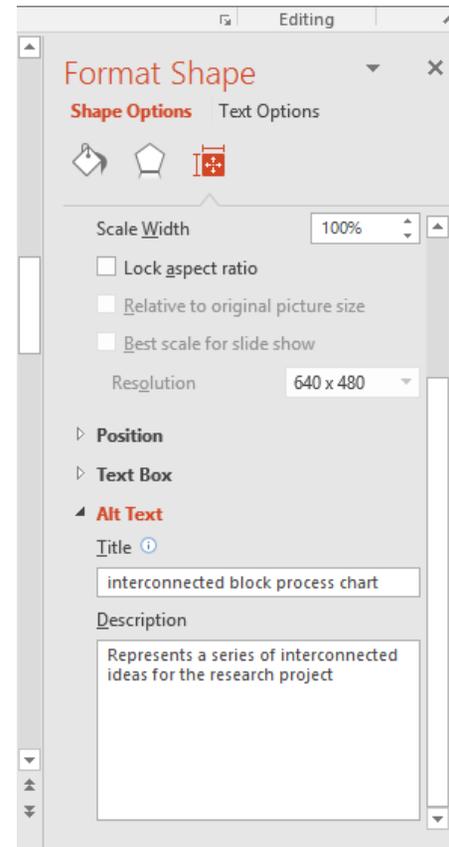
Make your PowerPoint Documents Accessible



Add alt text to SmartArt graphics

1. Right-click a SmartArt graphic.
2. Select **Size and Position**
3. In the right pane, select **Alt Text**.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.



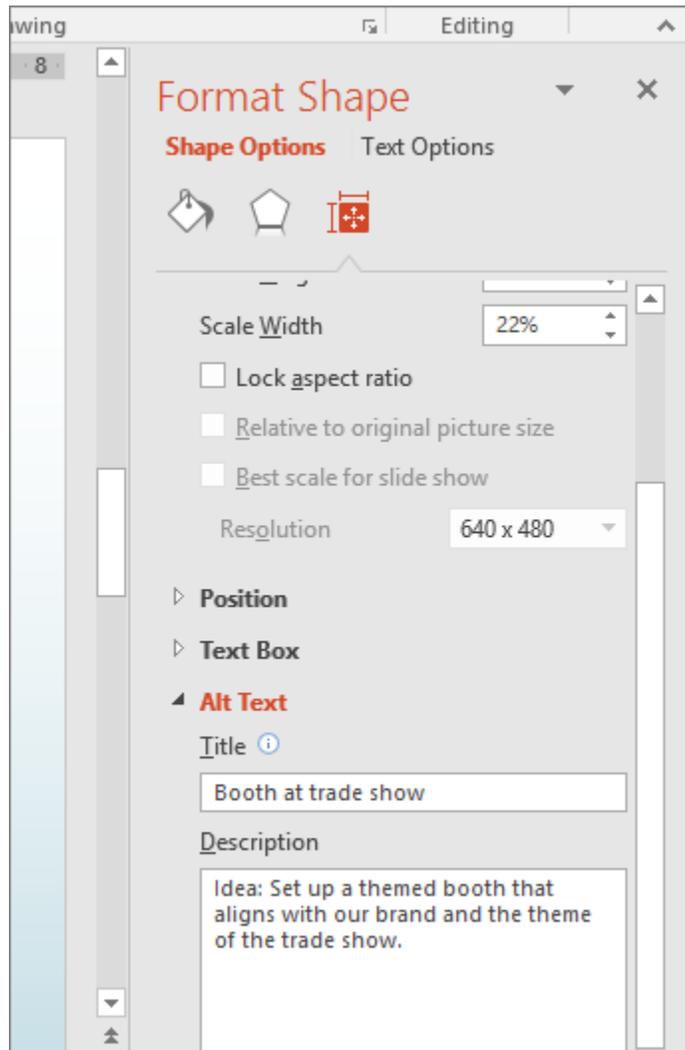
Add alt text to shapes

Add alt text to shapes, including shapes within a SmartArt graphic.

1. Right-click a shape.
2. Select **Size and Position**.
3. In the right pane, select **Alt Text**.
4. Type a description and a title.

Make your PowerPoint Documents Accessible

Tip: Include the most important information in the first line, and be as concise as possible.

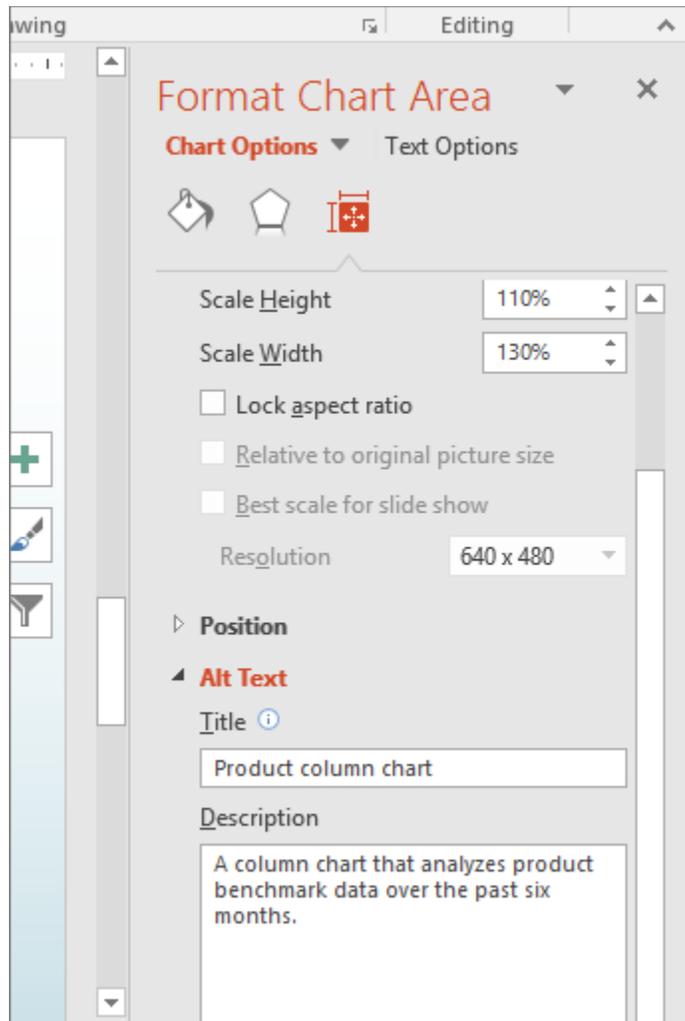


Add alt text to charts

1. Right-click a chart.
2. Select **Format Chart Area**.
3. In the right pane, select **Alt Text**.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.

Make your PowerPoint Documents Accessible

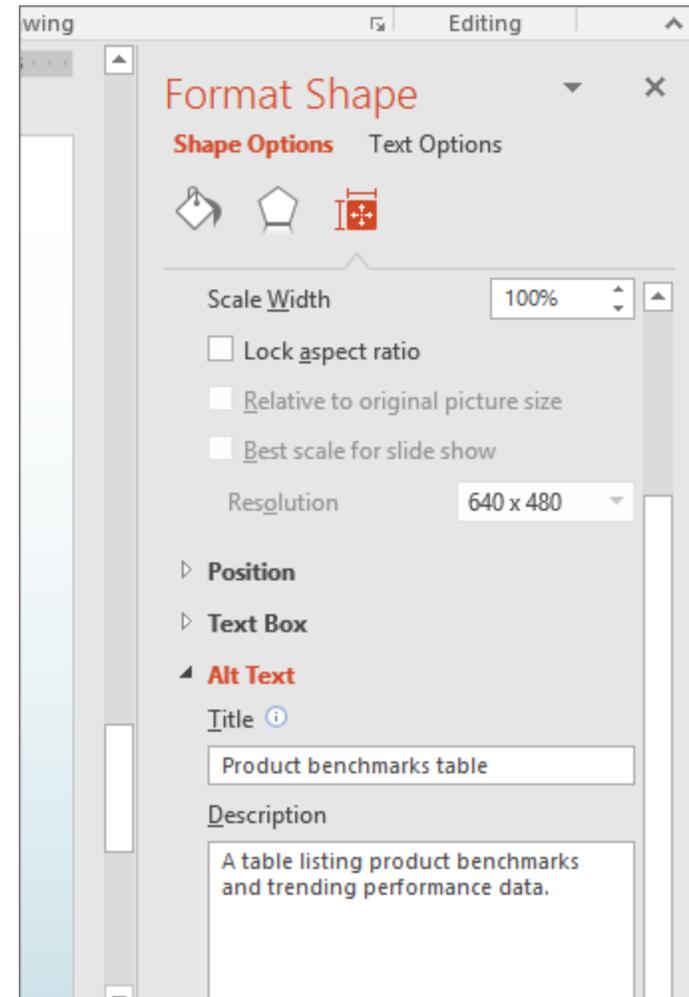


Add alt text to tables

1. Right-click a table.
2. Select **Format Shape**.
3. In the right pane, select **Size & Properties**.
4. Select the **Alt Text** tab.

5. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.



Make your PowerPoint Documents Accessible

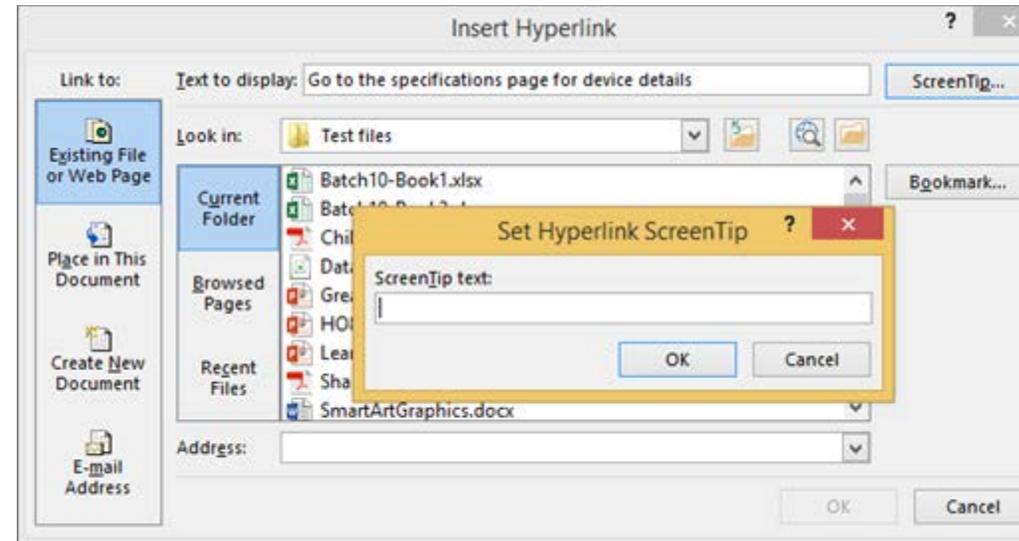
Make hyperlinks, text, and tables accessible

The following procedures describe how to make the hyperlinks, text, and tables in your PowerPoint presentations accessible.

Add hyperlink text and ScreenTips

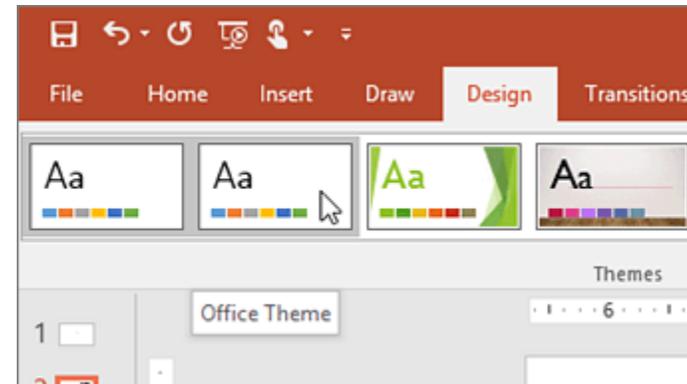
1. Select the text to which you want to add the hyperlink, and then right-click.
2. Select **Hyperlink**.
The text you selected displays in the **Text to display** box. This is the hyperlink text.
3. If necessary, change the hyperlink text.
4. In the **Address** box, enter the description address for the hyperlink.
5. Select the **ScreenTip** button and, in the **ScreenTip text** box, type a ScreenTip.

Tip: If the title on the hyperlink's destination page gives an accurate summary of what's on the page, use it for the hyperlink text. For example, this hyperlink text matches the title on the destination page: Templates and Themes for Office Online.



Use an accessible slide design

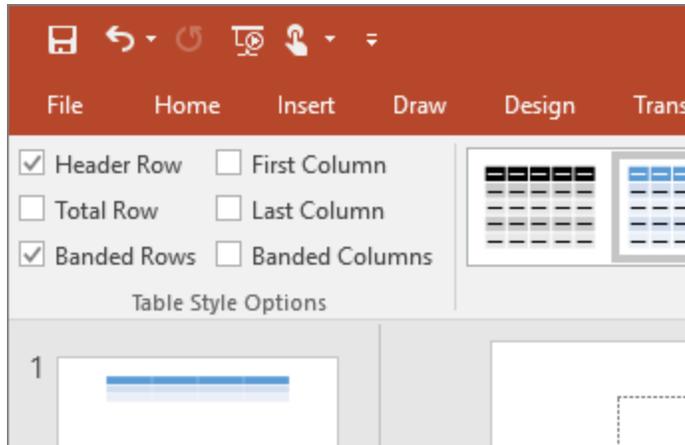
1. On the **Design** tab, in the **Themes** group, select **Office Theme**.
The Office Theme is designed for accessible colors, contrast, and fonts. It's also designed so that screen readers can more easily read slide content.



Make your PowerPoint Documents Accessible

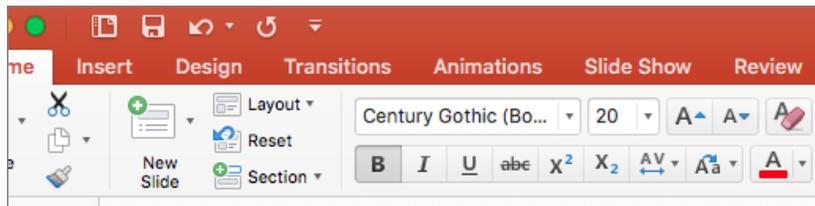
Use table headers

1. Position the cursor anywhere in a table.
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.
3. Type column headings.



Format text for accessibility

1. Select your text.
2. Select the **Home** tab.
3. In the **Font** group, which provides options for font type, size, style, and color, select your formatting choices.

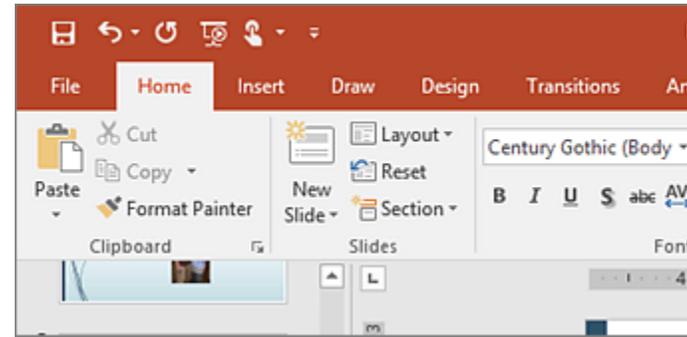


Make slides accessible

The following procedures describe how to make the slides in your PowerPoint presentations accessible.

Use unique slide titles

1. To restore all placeholders for the selected slide, on the **Home** tab, in the **Slides** group, select **Reset**.
2. On the slide, in the **Title** box, type a unique name.

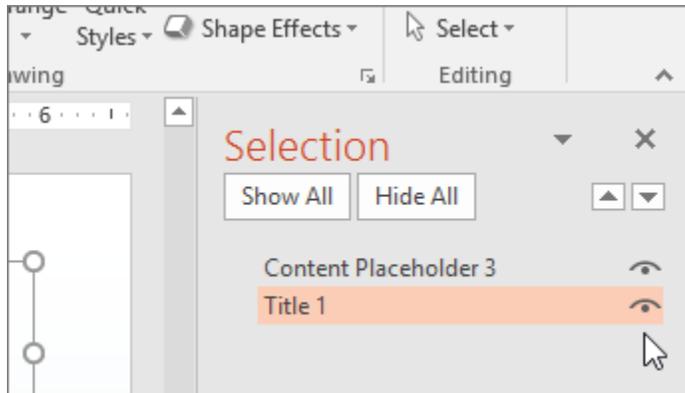


Hide a slide title

Make a title invisible on the slide, but still voiced by screen readers.

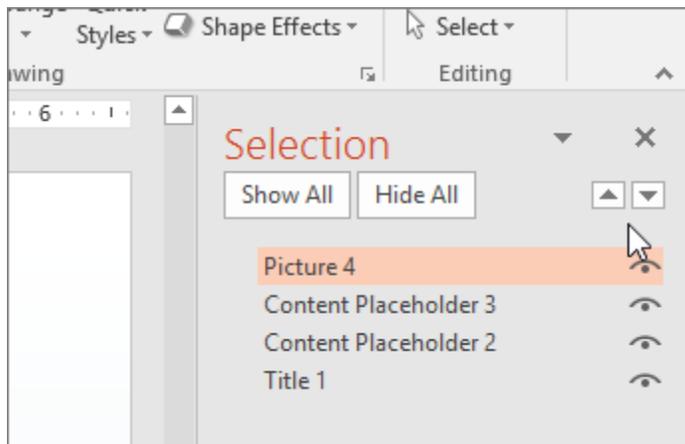
1. On the **Home** tab, in the **Drawing** group, select **Arrange**, and then choose **Selection Pane**.
2. Select the **Home** tab.
3. In the **Selection** pane, next to the **Title** text box, click the eye icon.

Make your PowerPoint Documents Accessible



Set the reading order of slide contents

1. On the **Home** tab, in the **Drawing** group, select **Arrange**, and then choose **Selection Pane**.
The **Selection** pane lists the objects on the slide in reverse order. When the screen reader reads this slide, it reads the objects in the reverse order listed in the **Selection** pane.
2. To change the reading order, drag items to the location that you want or select the item and then select the **Bring Forward** or **Send Backward** button.



Use captions, subtitles, and alternative audio tracks in videos

PowerPoint 2016 supports the playback of video with multiple audio tracks. It also supports closed captions and subtitles that are embedded in video files.

Closed captions or subtitles must be encoded into the video before it is inserted into PowerPoint. PowerPoint does not support closed captions or subtitles that are stored in a separate file from the video file.

Supported video formats for captions and subtitles vary depending on the operating system that you're using. Each operating system has settings you can use to adjust how the closed captions or subtitles are displayed.

Closed captions, subtitles, and alternate audio tracks are not preserved when you use the Compress Media or Optimize Media Compatibility features. Also, when saving your presentation as a video, closed captions, subtitles, or alternate audio tracks in the embedded videos are not included in the video that is saved.

When you use the Save Media as command on a selected video, closed captions, subtitles, and multiple audio tracks embedded in the video are preserved in the video file that is saved.

To make your PowerPoint presentations accessible, ensure the following:

- Videos include an audio track with video descriptions, if needed, for users that are blind or visually impaired.
- Videos that include dialogue also include closed captions or subtitles in a supported format for users that are deaf or hard of hearing.

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Add alt text to visuals and tables

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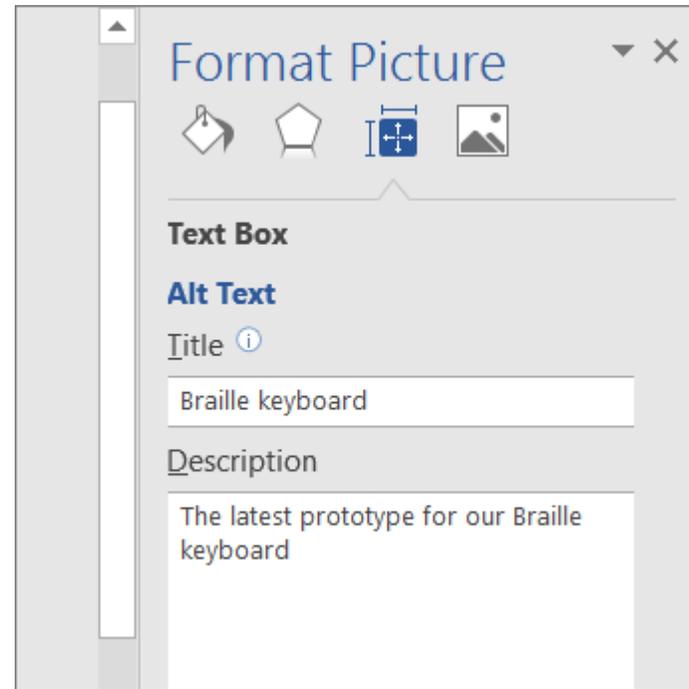
Note: We recommend only putting text in the description field and leaving the title blank. This will provide the best experience with most major screen readers including Narrator. For audio and video content, in addition to alt text, include closed captioning for people who are deaf or have limited hearing.

Add alt text to images

Add alt text to images, such as pictures, clip art, and screenshots, so that screen readers can read the text to describe the image to users who can't see the image.

1. Right-click an image.
2. Select **Format Picture > Layout & Properties**.
3. Select **Alt Text**.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.

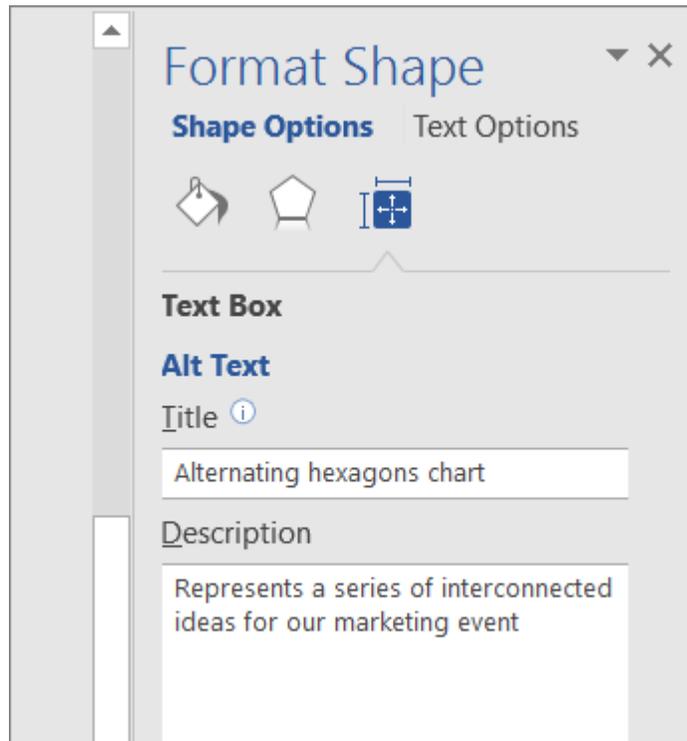


Make your PowerPoint Documents Accessible

Add alt text to SmartArt graphics

1. Right-click a SmartArt graphic.
2. Select **Format Object > Shape Options > Layout & Properties**.
3. Select **Alt Text**.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.

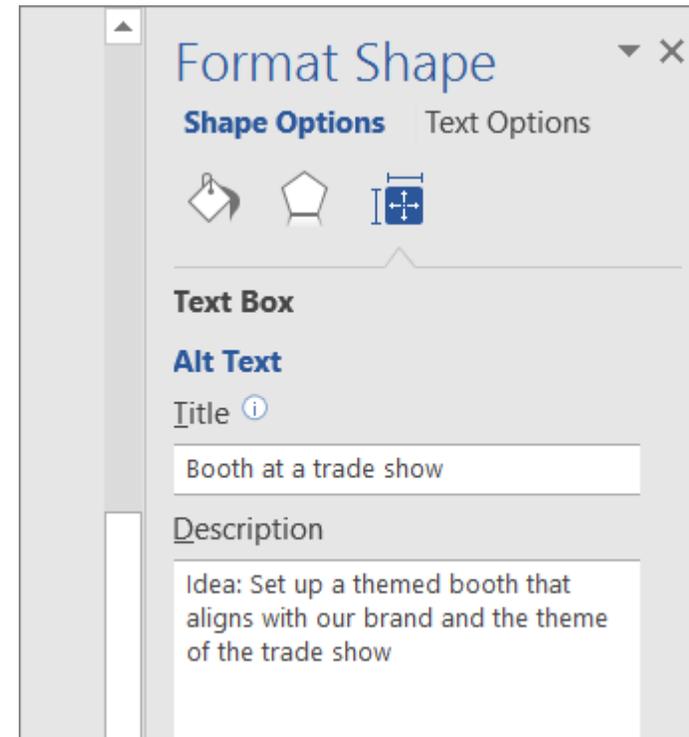


Add alt text to shapes

Add alt text to shapes, including shapes within a SmartArt graphic.

1. Right-click a shape, and then select **Format Shape**.
2. In the right pane, select **Layout & Properties**, and then select **Alt Text**.
3. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.

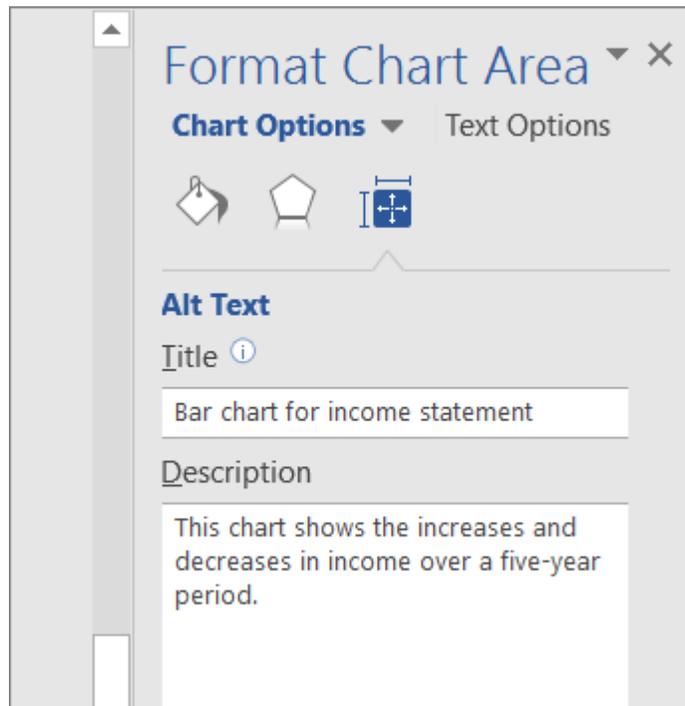


Make your PowerPoint Documents Accessible

Add alt text to charts

1. Right-click a chart.
2. Select **Format Chart Area > Chart Options > Layout & Properties**.
3. Select **Alt Text**.
4. Type a description and a title.

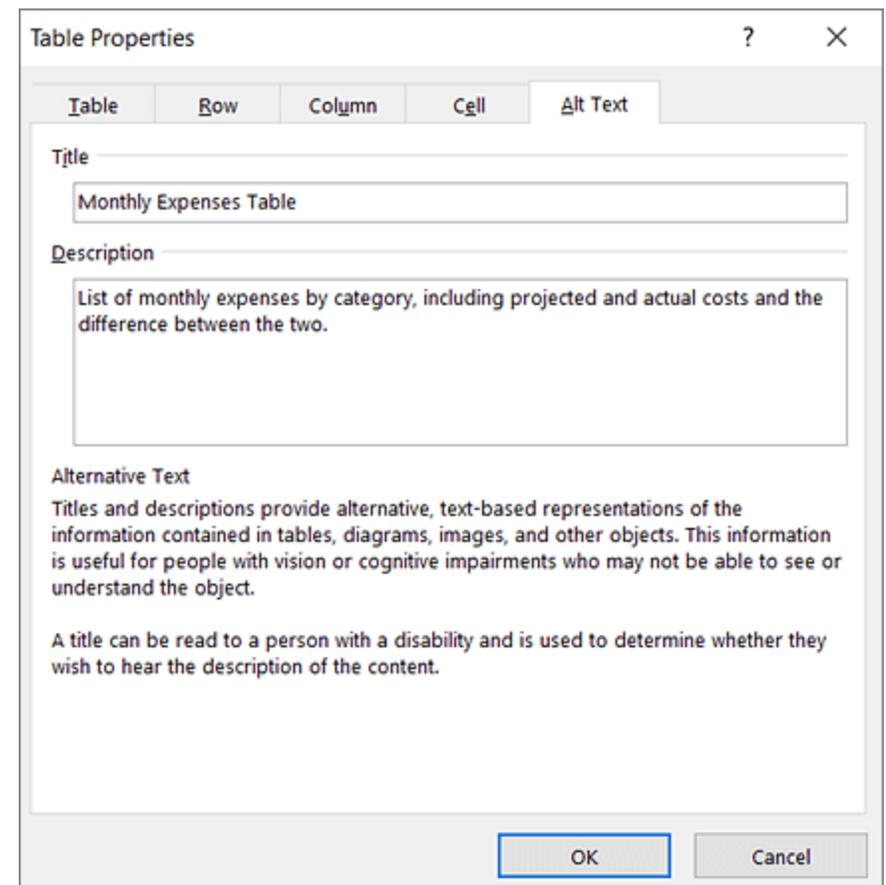
Tip: Include the most important information in the first line, and be as concise as possible.



Add alt text to tables

1. Right-click a table.
2. Select **Table Properties**.
3. Select the **Alt Text** tab.
4. Type a description and a title.

Tip: Include the most important information in the first line, and be as concise as possible.



Make your PowerPoint Documents Accessible

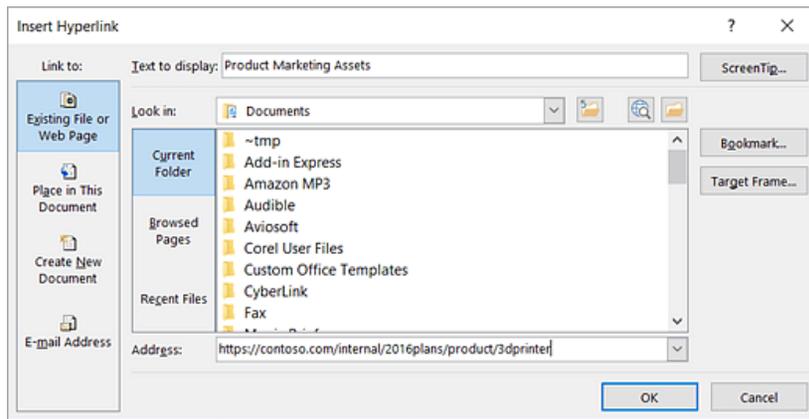
Make hyperlinks, text, and tables accessible

The following procedures describe how to make the hyperlinks, text, and tables in your Word documents accessible.

Add hyperlink text and ScreenTips

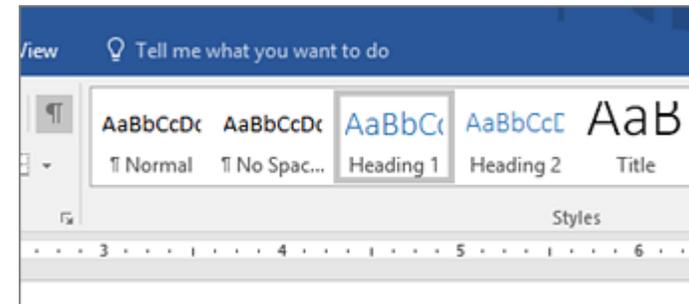
1. Select the text to which you want to add the hyperlink, and then right-click.
2. Select **Hyperlink**.
The text you selected displays in the **Text to display** box. This is the hyperlink text.
3. If necessary, change the hyperlink text.
4. In the **Address** box, enter the destination address for the hyperlink.
5. Select the **ScreenTip** button and, in the **ScreenTip text** box, type a ScreenTip.

Tip: If the title on the hyperlink's destination page gives an accurate summary of what's on the page, use it for the hyperlink text. For example, this hyperlink text matches the title on the destination page: Templates and Themes for Office Online.



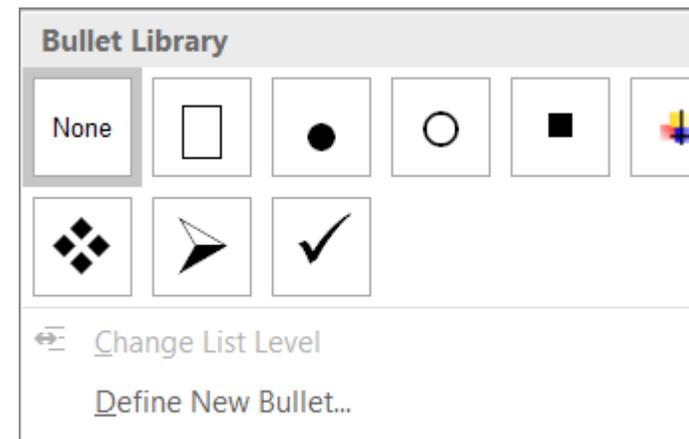
Apply built-in heading styles

1. Select the heading text.
2. On the **Home** tab, in the **Styles** group, select a heading style, for example, **Heading 1** or **Heading 2**.



Use bulleted lists

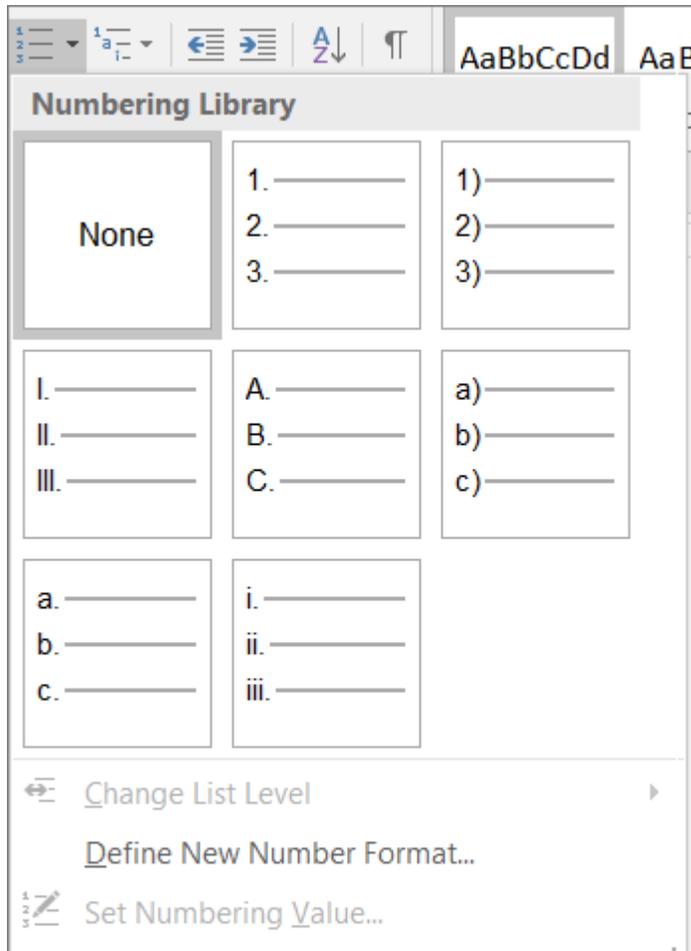
1. Position the cursor anywhere in your document.
2. Select the **Home** tab.
3. In the **Paragraph** group, select the **Bullets** button.
4. Type each bullet item in the bulleted list.



Make your PowerPoint Documents Accessible

Use ordered lists

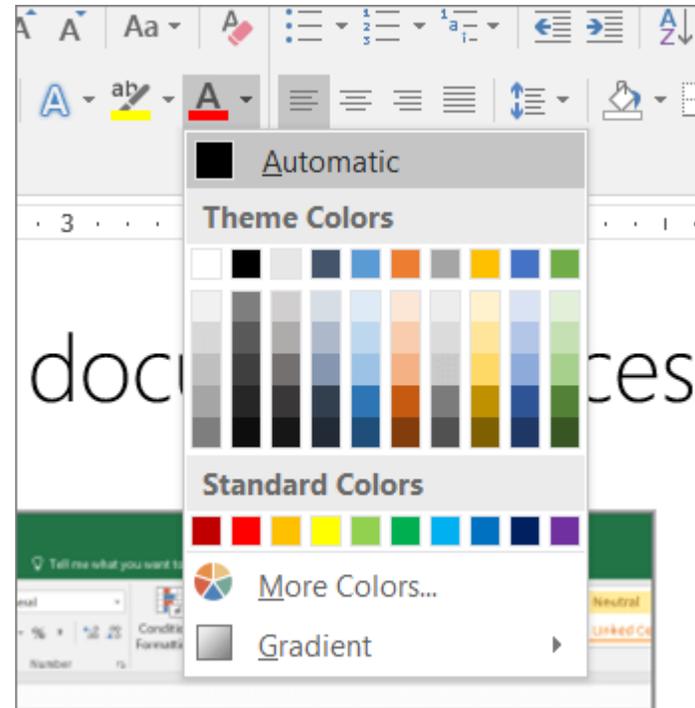
1. Position the cursor anywhere in your document.
2. Select the **Home** tab.
3. In the **Paragraph** group, select the **Numbering** button.
4. Type the sequential steps.



Use accessible text color

Here are some ideas to consider:

- Ensure that text displays well by using the **Automatic** setting for font colors. Select your text, and then select **Home > Font Color > Automatic**.



- Use the Colour Contrast Analyzer, a free app that analyzes colors and contrast, and displays results almost immediately.

Make your PowerPoint Documents Accessible

Use accessible text format

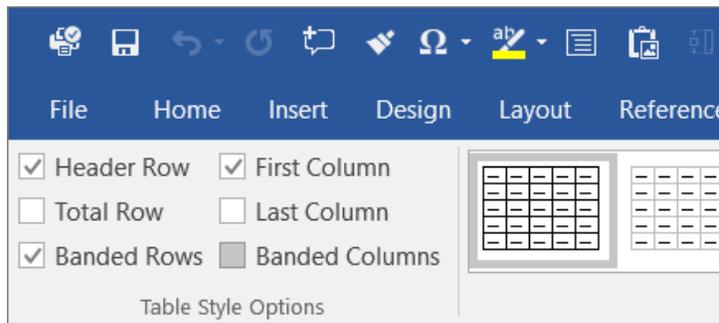
Here are some ideas to consider:

- Add an underline to color-coded hyperlink text. That can help colorblind people know the text is linked even if they can't see the color.
- Add shapes if color is used to indicate status. For example, add a checkmark symbol  if green is used to indicate "pass" and an uppercase X  if red indicates "fail".

Note: These resources provide other suggestions: usability.gov and Web Accessibility for Users with Color Blindness.

Use table headers

1. Position the cursor anywhere in a table.
2. On the **Table Tools Design** tab, in the **Table Style Options** group, select the **Header Row** check box.
3. Type column headings.



Use text spacing

Increase or decrease white space between sentences and paragraphs.

1. Select your text.
2. Select the **Home** tab.
3. In the **Paragraph** group, in the lower-right corner of the group, select the **More** button. The **Paragraph** dialog box opens, showing the **Indents and Spacing** tab.
4. Under **Spacing**, select the spacing options you want.

