



## Making Microsoft PowerPoints Accessible

Microsoft PowerPoint presentations are commonly used and because of their widespread use, it is helpful for them to be constructed in a way that makes them readily available to all users. Making your presentations accessible acknowledges learner variability and benefits all learners.

As you begin to create a PP presentation document, the first thing to consider is the font you will use. For your slides to be accurately read by an assistive technology, such as a screen reader, the font should be a San Serif font, such as Calibri, Arial, Tahoma, and Verdana. Select font colors that maximize contrast, such as black text on a white background since it is a combination most individuals can see. Microsoft PowerPoint has built-in formatting tools that when used increase the access of the presentation's content to all users. These include built-in templates, alternative text for images, a slide reading order pane, and an accessibility checker.

### Templates

When you create PowerPoint presentations, using one of the built-in templates increases the accessibility of your presentation. To access slide templates, on the home menu, click on the chevron next to the Office Theme; a drop-down menu, named Office Theme, will appear with the available slide templates.

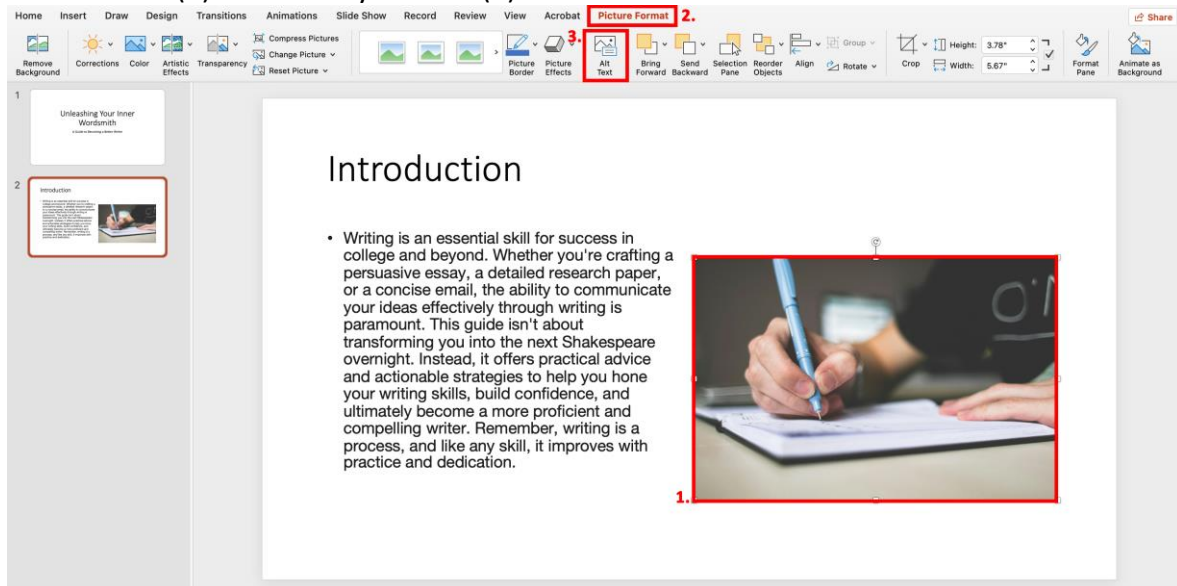


Note: It is a best practice to avoid manually creating text boxes and adding text in them. Manually added text boxes affect the reading order of the different elements of the slide, making it difficult for an assistive technology, like a screen reader, to accurately read content to a user. Another best practice involves slide titles. Every slide should have a unique title. If there is a topic that requires multiple slides, it should be reflected in the title of the slide as Parts X of X.

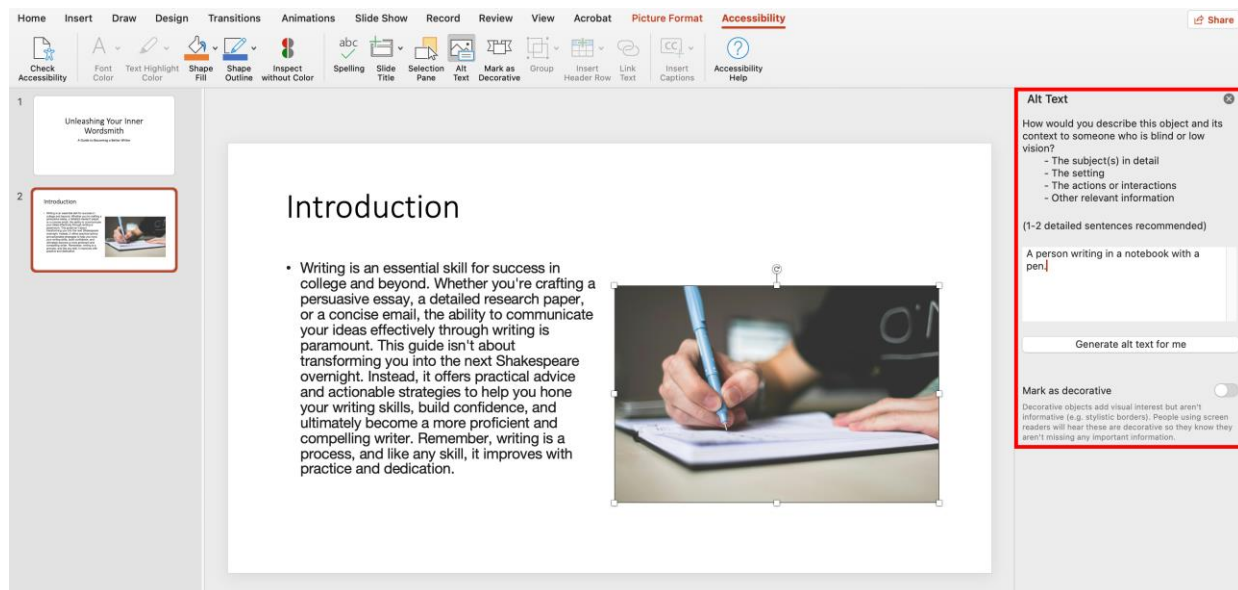
## Alternate Text for Images

All images in your PowerPoint should have alternate text (alt text) applied to them, so that they can be read by a screen reader. To add alt text to an image:

- Select the image you added in the slide template placeholder (1) and then select the Picture Format item (2) followed by Alt text (3).



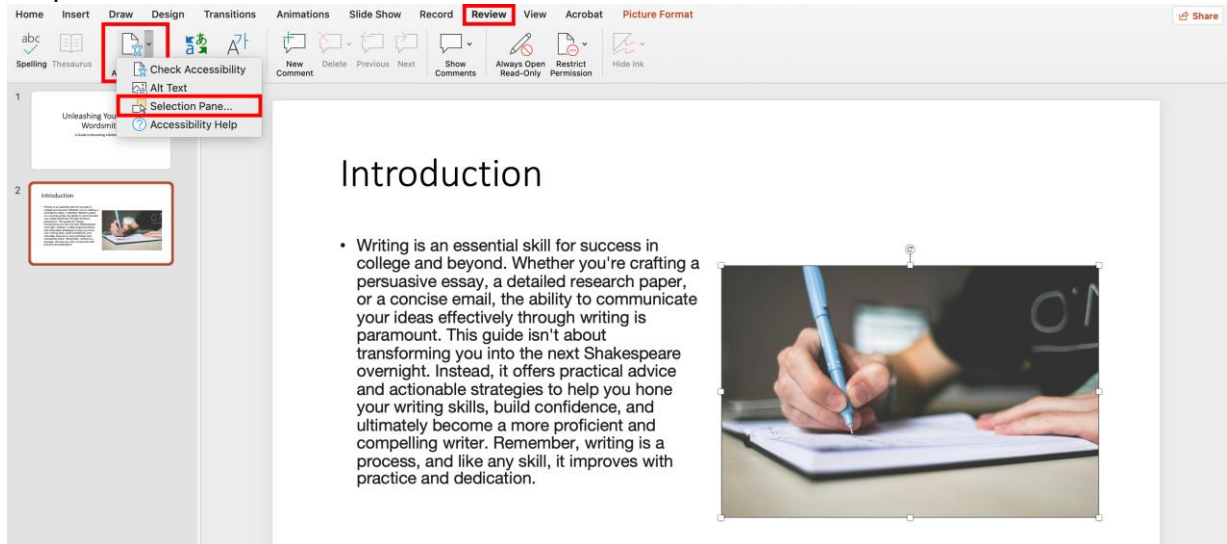
- An Alt text window will appear on the right where you will type a description of the image. If the image is merely for decoration, check “Mark as decorative.”



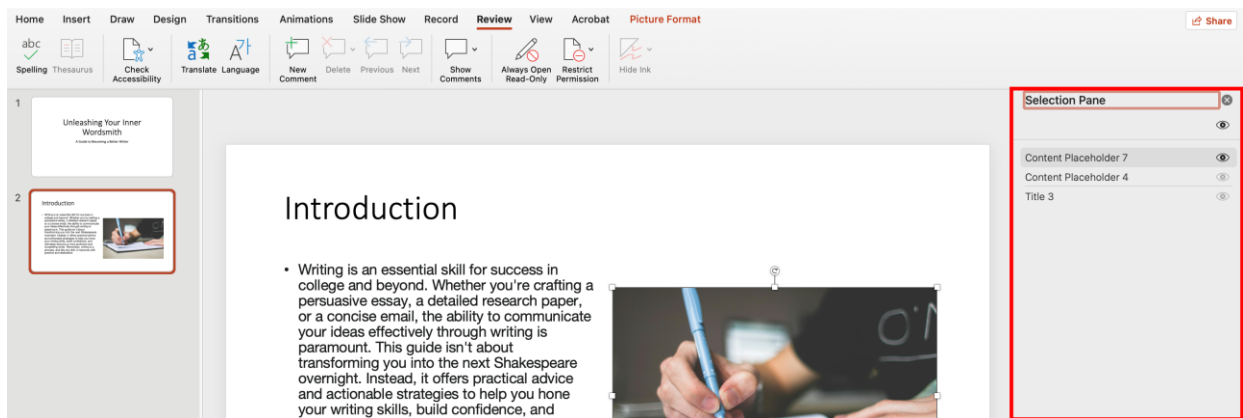
## Slide Reading Order

Reading order is the order in which elements on a slide are read by a screen reader. As you create your PowerPoint slides, you will want to check that the reading order is correct. To check the reading order in your PowerPoint slides:

- Go to the review tab, click on the chevron next to the Check Accessibility icon to view the dropdown menu. Choose Selection Pane from the menu.



- The selection Pane is displayed on the right side and lists the current reading order for the elements of the slide. Typically, the slide title should be first, followed by your content placeholder and then other elements.



- If the reading order is not correct, click on the item and drag it up or down in the list to place it in its rightful place.

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Spelling Thesaurus Check Accessibility Translate Language New Comment Delete Previous Next Show Comments Always Open Read-Only Restrict Permission Hide Ink

1 Unleashing Your Inner Wordsmith

2 Introduction

## Introduction

- Writing is an essential skill for success in college and beyond. Whether you're crafting a persuasive essay, a detailed research paper, or a concise email, the ability to communicate your ideas effectively through writing is paramount. This guide isn't about transforming you into the next Shakespeare overnight. Instead, it offers practical advice and actionable strategies to help you hone your writing skills, build confidence, and



Selection Pane

- Content Placeholder 7
- Content Placeholder 4
- Title 3
- Content Placeholder 7