

Accessibility

Microsoft Word & PowerPoint

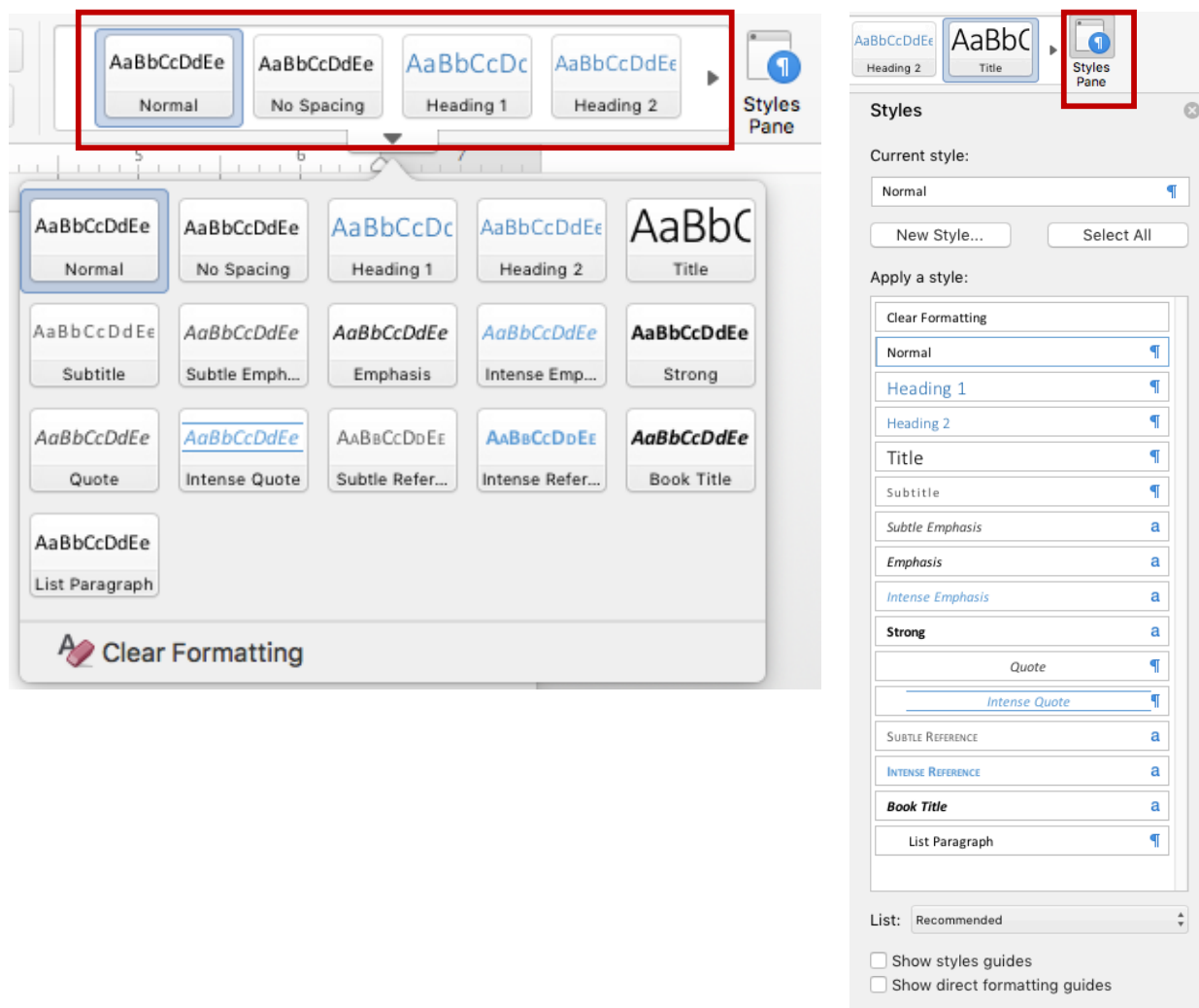
OVERVIEW

This handout will show you how to make Word Documents and PowerPoint Presentations more accessible.

MICROSOFT WORD

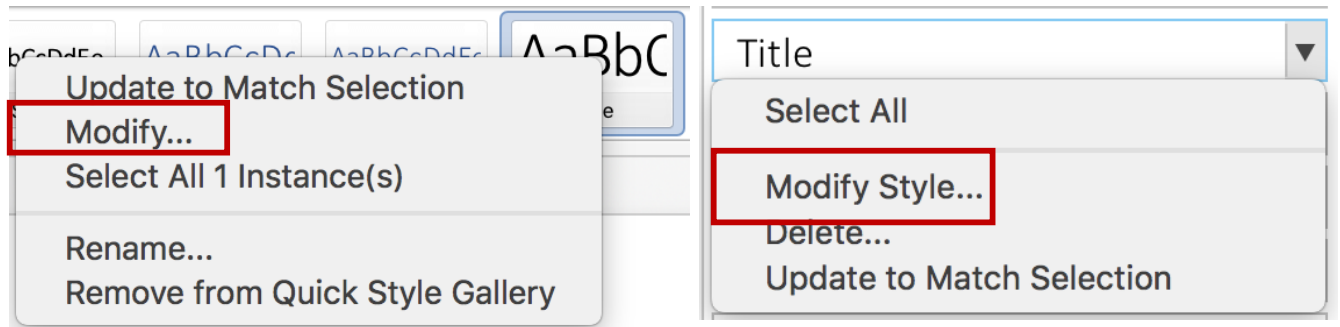
Styles is the most important tool in Microsoft Word to make documents accessible. This allows a screen reader to read the document properly. Styles **must** be used appropriately and consistently throughout the document and to emphasize importance instead of Bold and Italics. Bold and Italics can be used, but should be in a Style format.

There are two ways to add Styles in your document: 1) Styles Menu Bar and 2) Styles Pane Button. These are both located on the top menu bar of Microsoft Word.



Modifying Styles

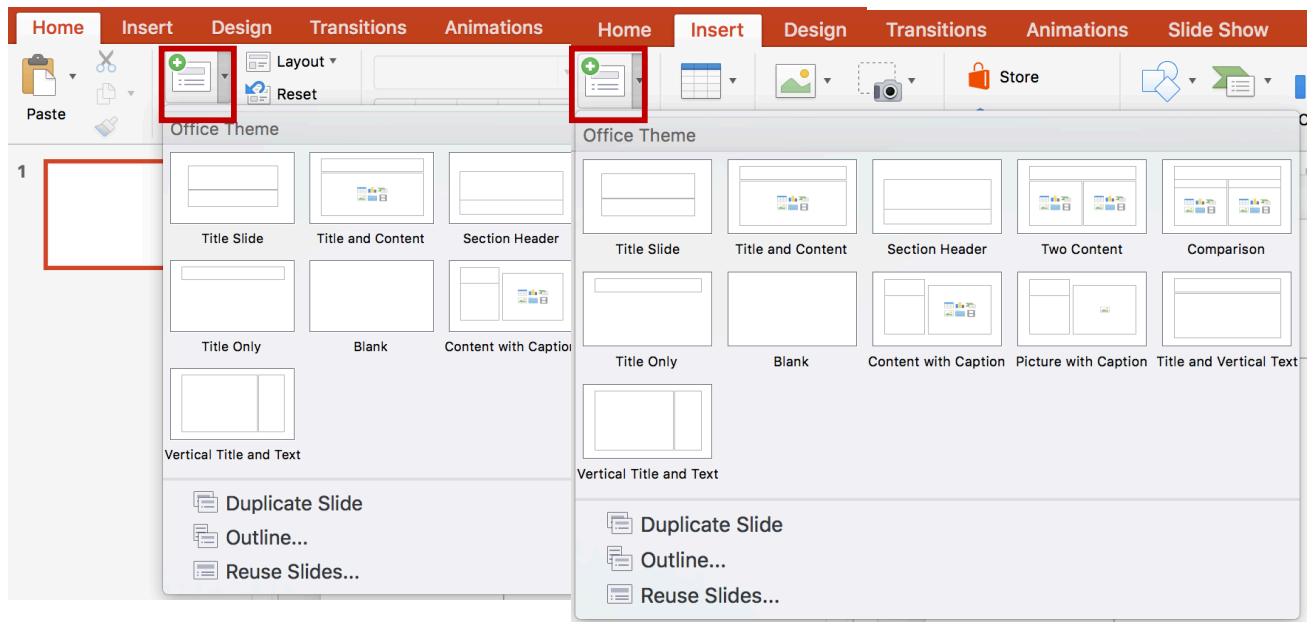
Styles can be modified as needed. There are two ways to modify the style: 1) Right-click the button on the menu bar and select “Modify” 2) Click the arrow on the Styles Pane and select “Modify Style”. You can edit the Style name and format the text (size, font, alignment, etc.).



MICROSOFT POWERPOINT

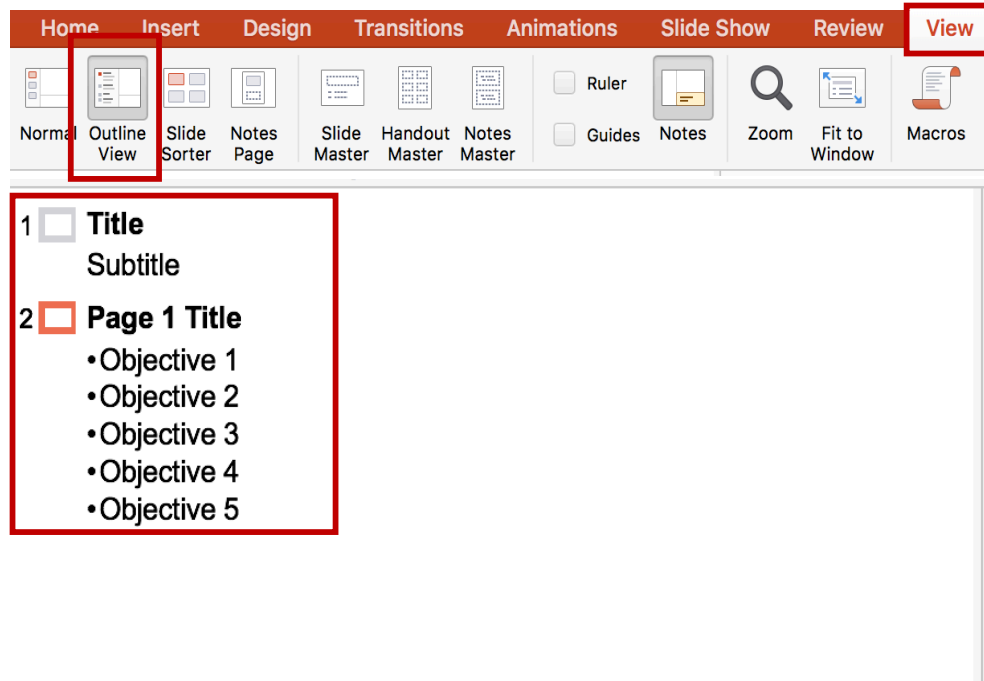
Similar to Styles in Word, **Slide Layouts** in PowerPoint are the most important tools to make presentations accessible. They allow a screen reader to read the document properly. Never use a blank slide or insert text boxes in a presentation. Although they will show up on the slide, this is not the most accessible format. Any images or graphics used should contain Alt Text in the picture options.

There are two ways to add a new slide layout: 1) the insert slide button drop-down on the Home tab. 2) the insert slide button drop-down on the Insert tab.



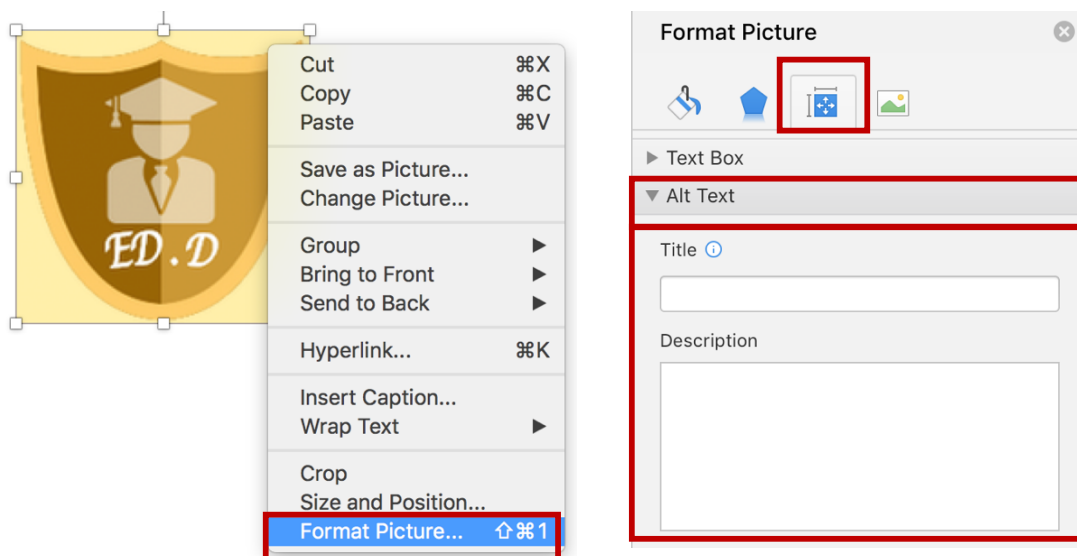
Outline View

In order to check that your slide layouts are working correctly for accessibility purposes, click the View tab, and click “Outline View”. You will see your slide numbers and text in your slides presented in a layout format based on the layouts you selected.



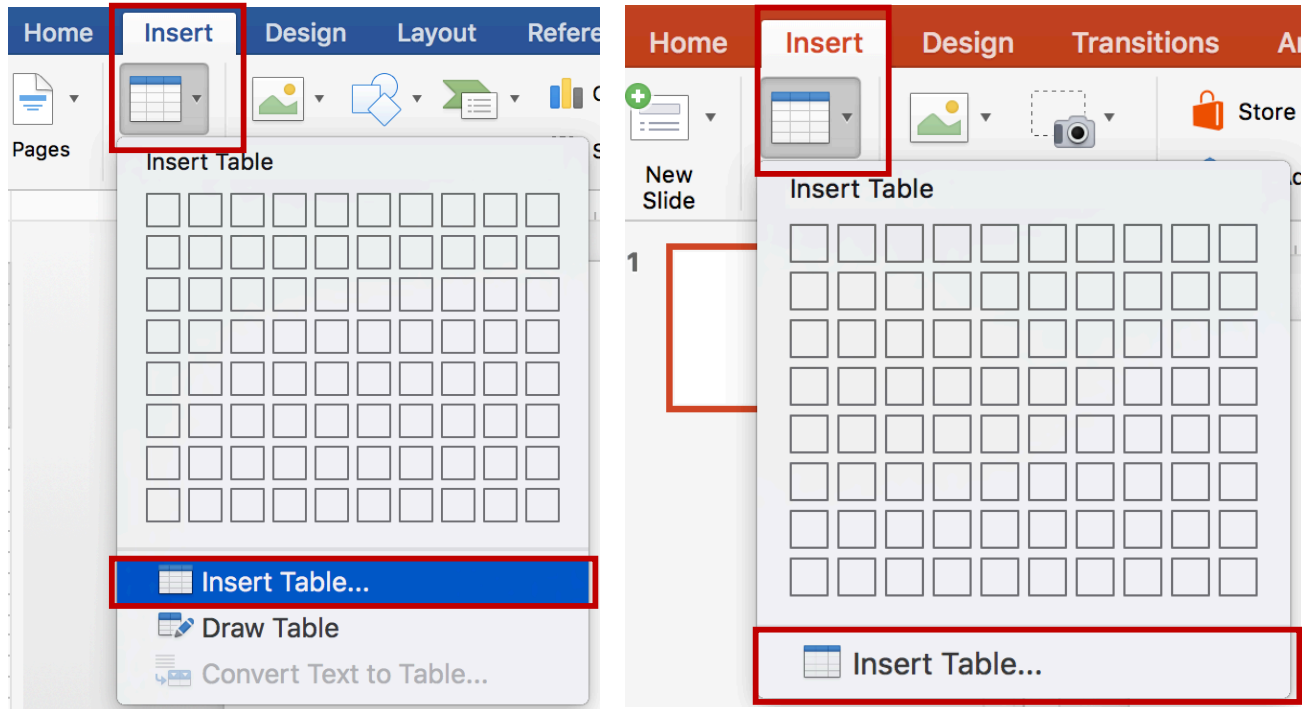
FORMATTING PICTURES

In both Microsoft Word & PowerPoint, images need to be formatted to have Alt Text to be accessible. To add Alt text to an image, right-click the image and select “Format Picture”. Click the Layout & Properties icon, and click the Alt Text section. Type a title and description for the image.



INSERTING TABLES

In both Microsoft Word & PowerPoint, you may need to add a table. For a table to be accessible, you need to insert the table NOT draw a table. Click the Insert tab, then click the Insert Table button and select “Insert Table”. Select the number of rows and columns desired. This will allow the screen reader to properly identify the row and column number.



ACCESSIBILITY CHECKER

Microsoft provides a review tool that checks your document for accessibility. Go to the “Review” tab and click on “Check Accessibility”

