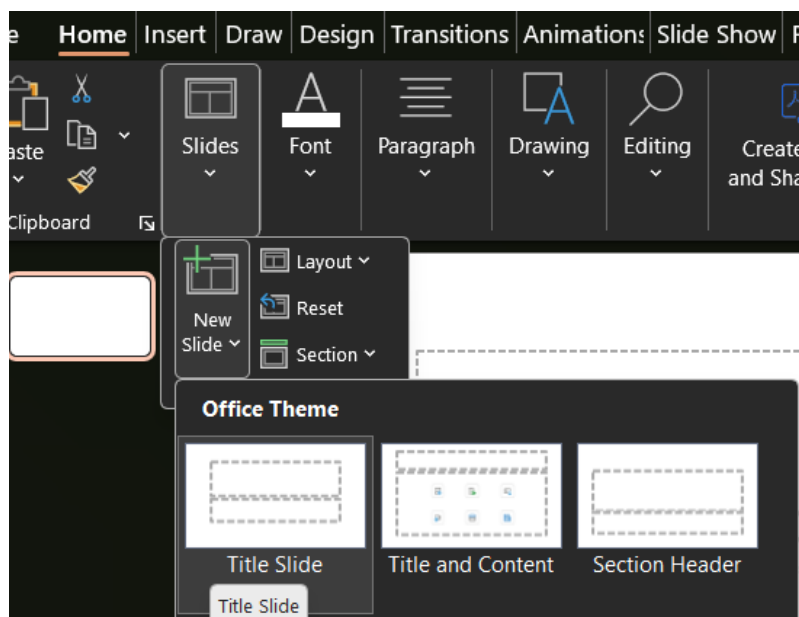


CREATING ACCESSIBLE POWERPOINTS

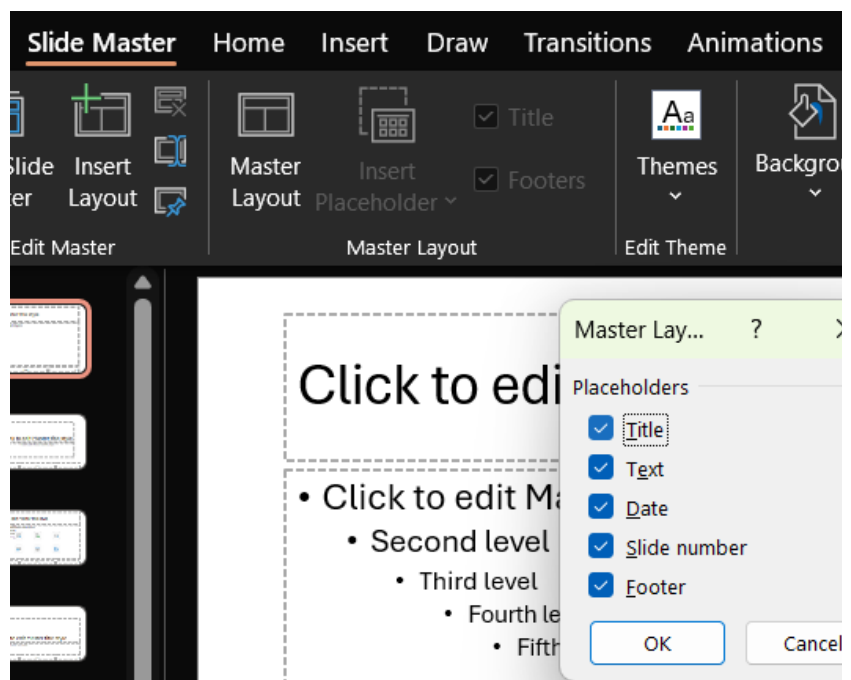
1. Use Built-in Layouts

- Home → Layout (do NOT use blank slides)
- Ensures correct reading order for screen readers
- **Do NOT use blank slides or manual text boxes**



2. Add Unique Slide Titles

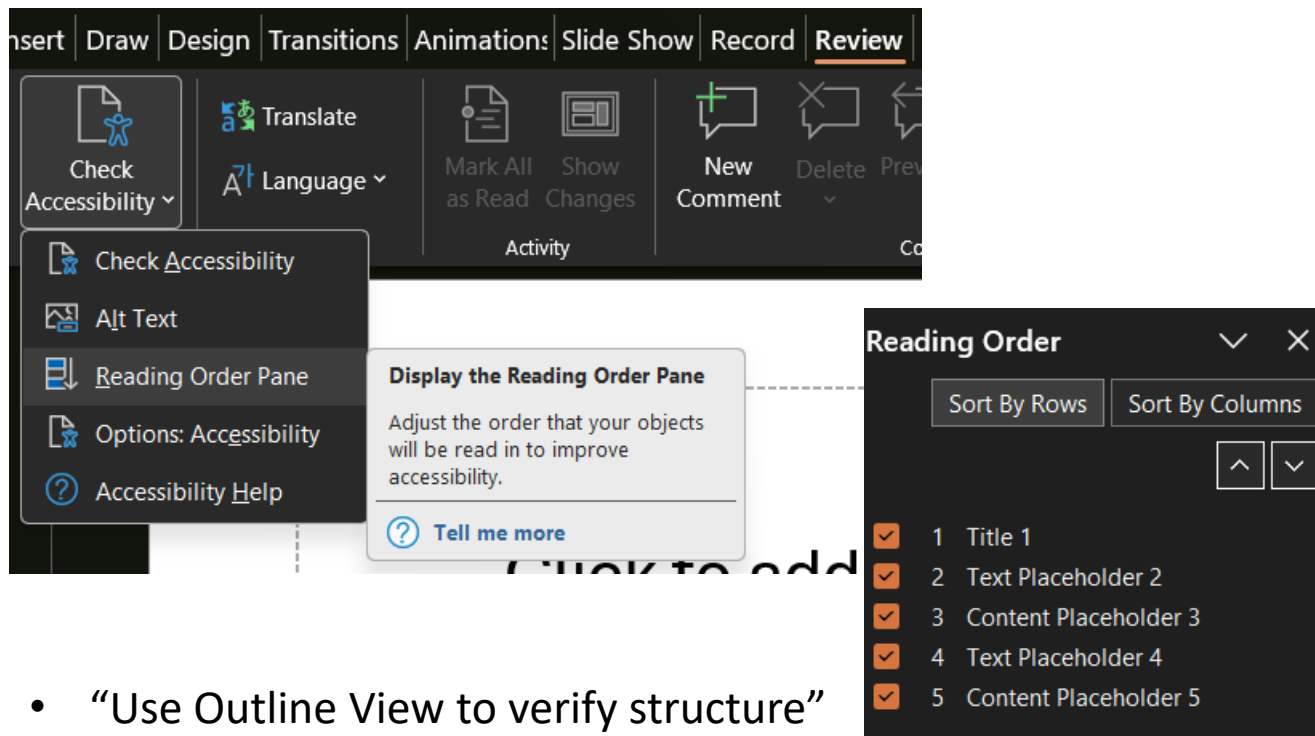
- Every slide must have a clear title
- Use Title placeholder (can hide if needed)



CREATING ACCESSIBLE POWERPOINTS

3. Check Reading Order

- Review → Check Accessibility → Reading Order Pane
- Order should be: **Title → Content**
- Avoid manual text boxes



The screenshot shows the PowerPoint Review tab with the 'Check Accessibility' button selected. A dropdown menu is open, showing options: 'Check Accessibility', 'Alt Text', 'Reading Order Pane', 'Options: Accessibility', and 'Accessibility Help'. The 'Reading Order Pane' option is highlighted. A tooltip for 'Display the Reading Order Pane' is visible, stating: 'Adjust the order that your objects will be read in to improve accessibility.' To the right, the 'Reading Order' pane is open, showing a list of objects with checkboxes and their reading order: 1 Title 1, 2 Text Placeholder 2, 3 Content Placeholder 3, 4 Text Placeholder 4, and 5 Content Placeholder 5. The pane also has 'Sort By Rows' and 'Sort By Columns' buttons and up/down arrow buttons.

- “Use Outline View to verify structure”
- View → Outline View

4. Use Accessible Fonts & Colors

- Font: Sans-serif (Arial, Calibri)
- Size: ≥ 18pt
- Ensure strong contrast (use [WebAIM contrast checker](#))
- Do NOT rely on color only

For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CREATING ACCESSIBLE POWERPOINTS

5. Add Alt Text

- Right-click image → View Alt Text
- Describe meaning (not just appearance)
- Mark decorative images as decorative

The screenshot shows the Microsoft PowerPoint interface with the Accessibility pane open on the right. The pane is titled "Alt Text" and contains the following text:

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

News | Department | Mathematics & Statistics | Texas Tech

Generate alt text for me

Mark as decorative ⓘ

The context menu for the image is also visible, showing options such as Cut, Copy, Paste Options, Change Picture, Group, Bring to Front, Send to Back, Lock, Link, Save as Picture..., View Alt Text..., Size and Position..., Format Picture..., and New Comment.

For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CREATING ACCESSIBLE POWERPOINTS

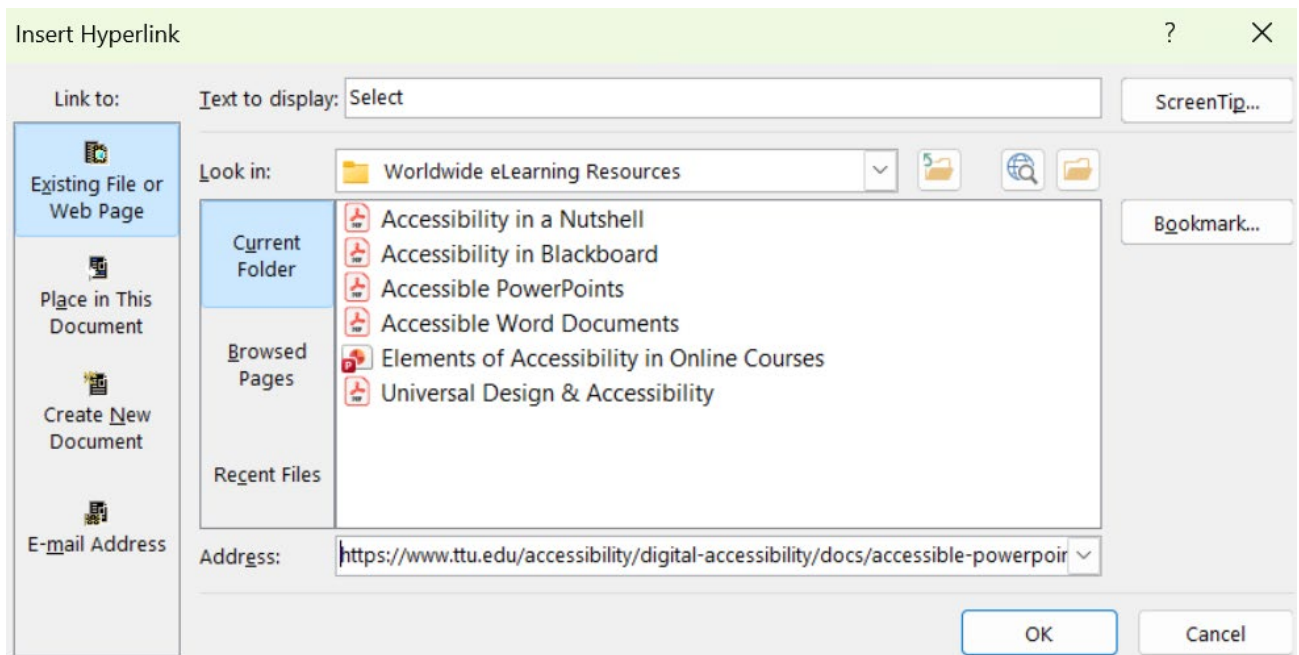
6. Use Simple Structure

- Use built-in bullets and lists
- *Avoid cluttered slides*
- Tables:

include header row, no merged cells			
“Insert tables (do NOT draw tables)”			
Insert → Table → Insert Table			

7. Use Descriptive Links

- Select text → Ctrl+K → insert link
Example: “[TTU Accessibility Resources](#)”
- Avoid “[CLICK HERE](#)”



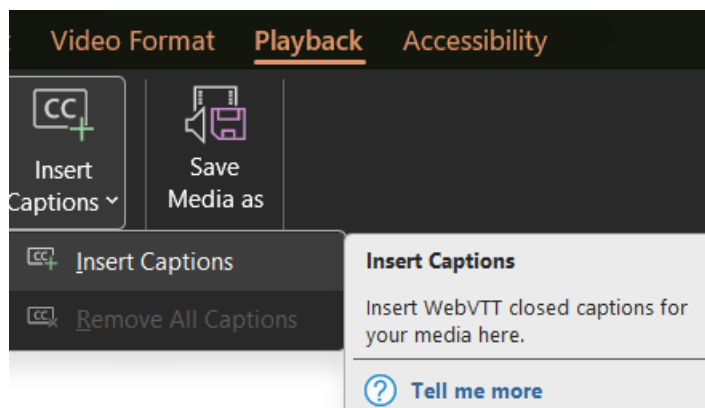
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CREATING ACCESSIBLE POWERPOINTS

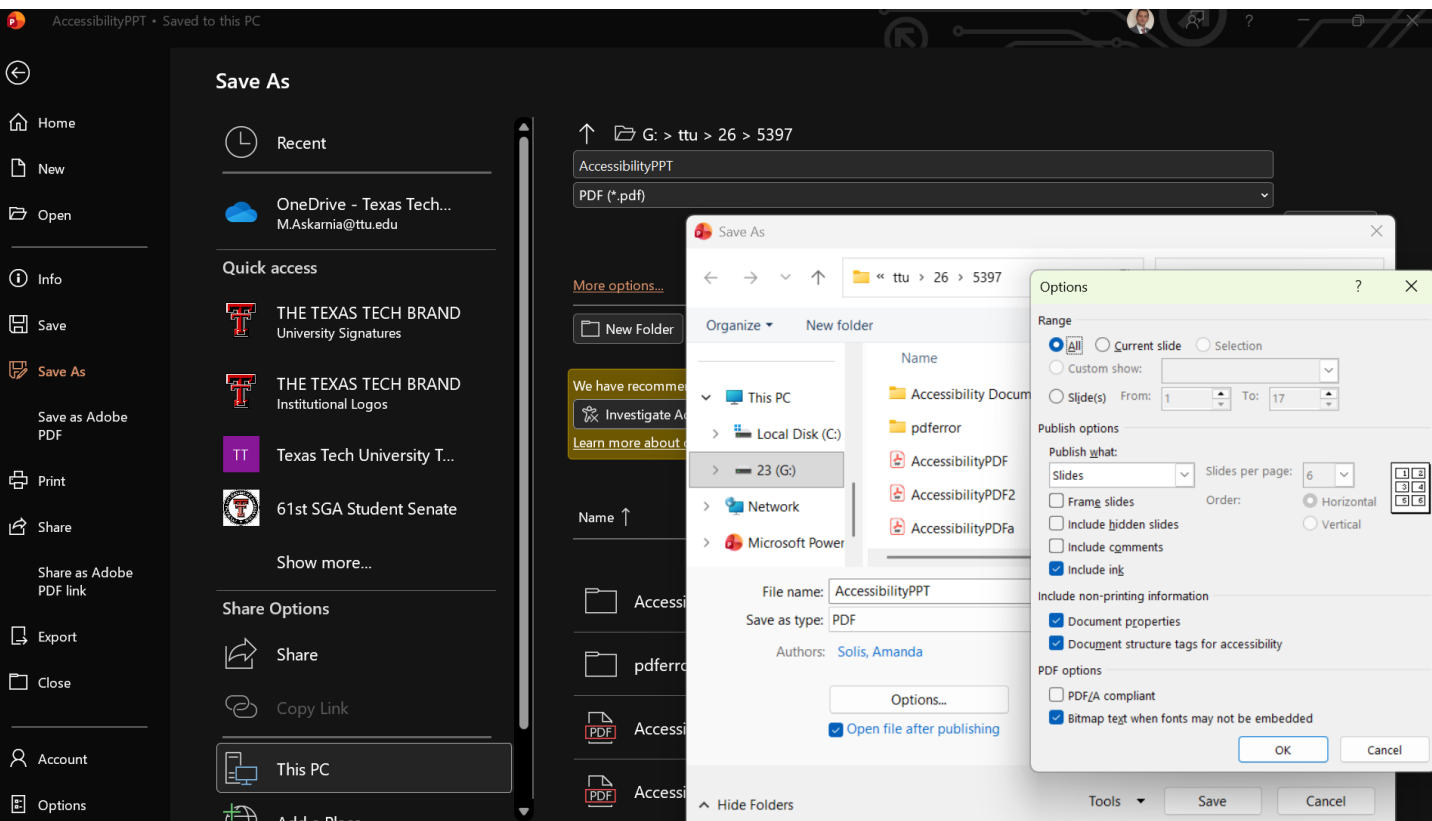
8. Accessible Media

- Videos must include captions
- Provide transcripts if needed



9. Export Properly (if PDF)

- File → Save As → PDF → Options
- Check: “Document structure tags for accessibility”
- Do NOT use “Print to PDF”



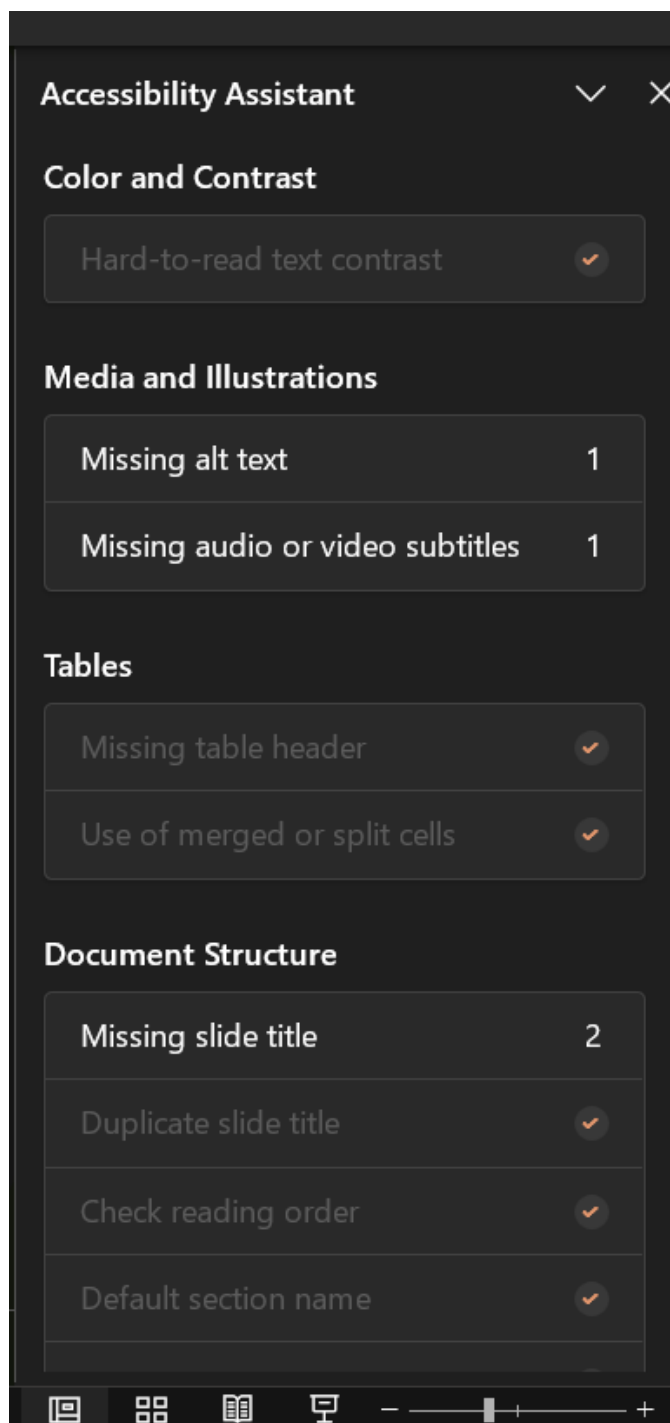
For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CREATING ACCESSIBLE POWERPOINTS

10. Run Accessibility Checker

- Review → Check Accessibility
- Fix all errors and warnings



For more information about accessible material, visit the [Digital Accessibility Webpage](#).