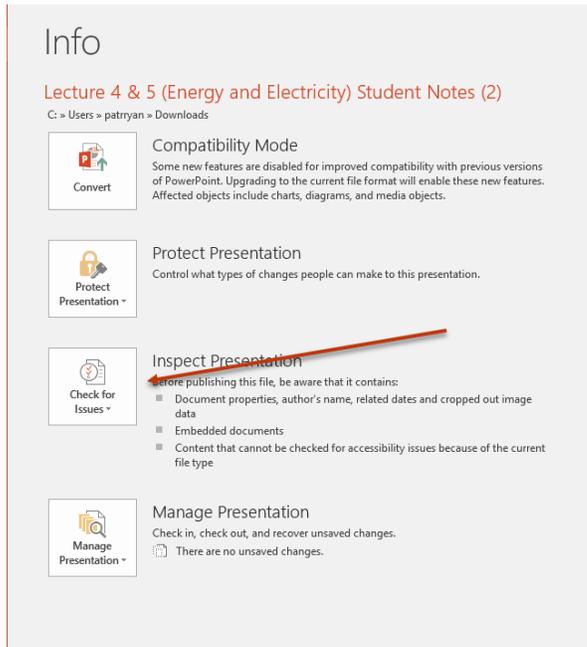
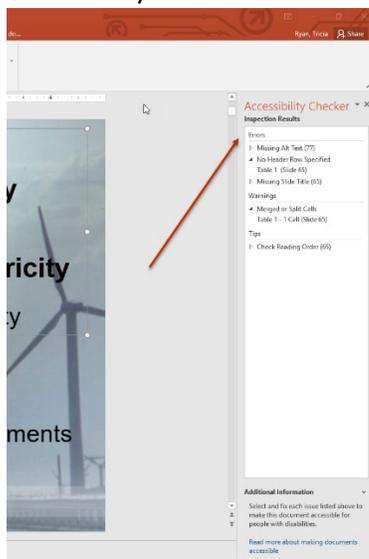


Checking and Correcting Accessibility in PowerPoints

1. Open the PowerPoint that you wish to check and make sure it is saved as a .pptx format.
2. Go to **File** and then look at the options under info.
3. Hit the **Check for Issues** button



4. Select **Check Accessibility** from the drop down list that shows up when you hit **Check for Issues**.
5. The **Accessibility Checker** will open on the right-hand side of the screen. This will list any accessibility issues with the PowerPoint.



6. Work through the accessibility issues, focusing on the errors, but also checking the warnings and the tips.

Typical Errors:

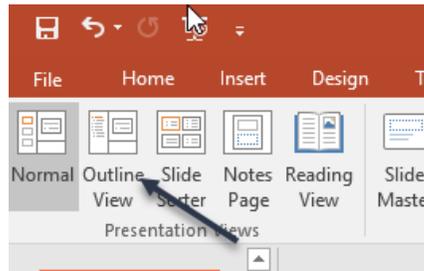
- **Missing Alt Text:** An alternative description needs to be provided for an image or figure in the PPT. For steps to do this, see the document “Adding or Checking Alt Text for Images in PPT.”
- **Missing Slide Title/Duplicate Slide Title:** Slide titles help individuals to navigate the PPT when they are not able to view the slide. Slide titles should be unique.

To fix this:

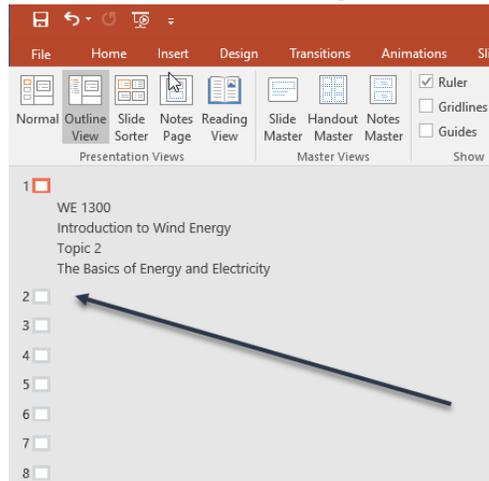
1. Go to the **View** tab in the top menu.



2. Select **Outline View** in the Presentation Views section which appears on the far left.



3. You will be able to see all of your slide titles in the outline that opens. Add titles to the slides that are missing them and change duplicates as necessary.



Hint 1: If you have multiple slides with the same title, you can add a number to the end of each and make the number transparent so that it doesn't show generally, but still reads.

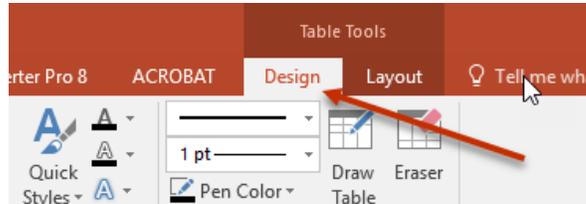
Hint 2: If you don't want the slide title to be visible, you can set the text to transparent. It will still read for those who cannot see the slides, but won't be visible in general on the slide.

4. Make sure that all slides have a title.

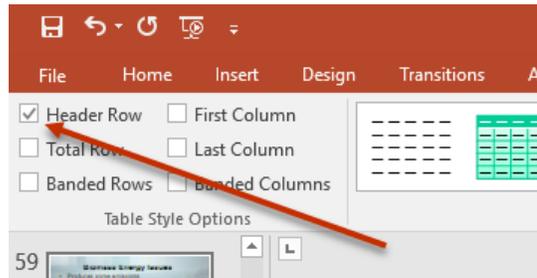
- **No Header Row Specified:** Table row headings need to be provided for navigability.

To fix this:

1. Select the table in the PPT.
2. In the top menu, go to the **Design** tab.



3. Go to Table Style Options (first section on the menu), and make sure **Header Row** has the check mark next to it.



Typical Warnings:

- **Unclear Hyperlinked Text:** You will get this if you have a web address directly in the PPT (e.g., <http://www.depts.ttu.edu/lms/>). Instead of having a web address, you want to have descriptive text that is hyperlinked (e.g., [Blackboard at TTU](#)).