

Creating Accessible Presentations in PowerPoint 2011 for Mac

Note: PowerPoint 2011 on Mac does not offer an Accessibility Checker or any other such function to check the accessibility of your files. After creating your presentation, open it up on a PC computer in order to run the Accessibility Checker and check your work.

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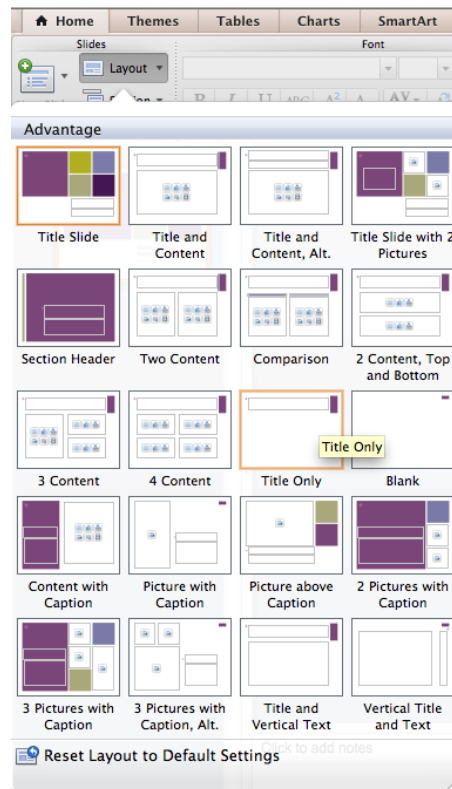
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Slide Layout

In order to have a well-organized presentation, it is important that you use the pre-made slide layouts that are available on Microsoft PowerPoint. Manually made layouts using textboxes will present issues with a slide's reading order.

Selecting a Layout

1. To view the layout options available to you, select the "Layout" menu, located on the home ribbon at the top of the presentation. Be sure to select the layout that best fits your content.



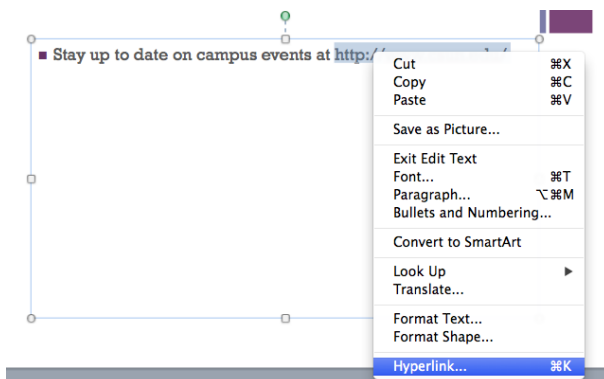
2. Once you have selected a layout, enter your content in the textboxes provided.

Accessible Hyperlinks

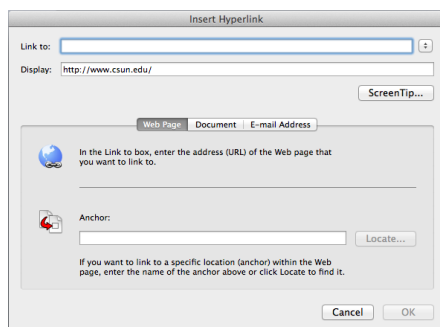
An accessible hyperlink is one that has a clear and concise description of the website that the embedded link goes to. An inaccessible hyperlink is one that is just a website URL that has been copy and pasted.

How to Create an Accessible Hyperlink

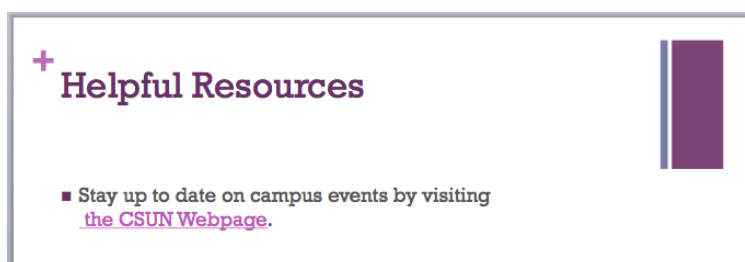
- 1) Paste the URL you wish to use onto the slide. Highlight the URL and right click it. In the menu, select “Edit Hyperlink...”



- 2) In the window that pops up, type in a descriptive title for the link in the “Display” box. Click “OK” to save your description.



- 3) Your accessible hyperlink will look like this:



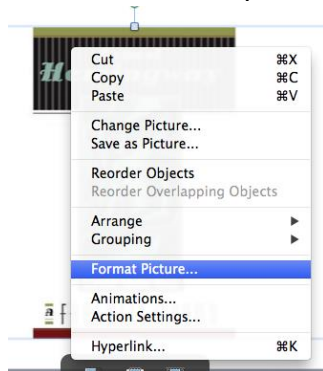
Figures and Images

Alternative Text:

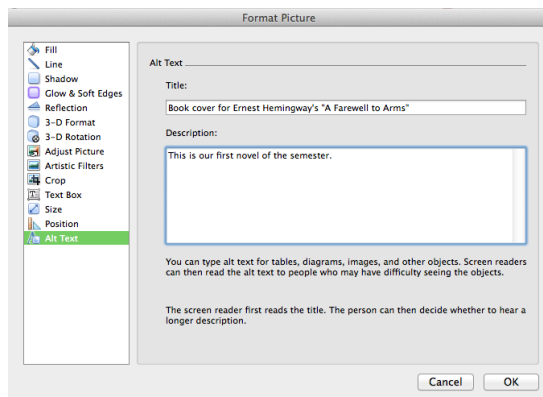
It is important to insert Alternative Text (Alt. Text) for each image or chart in the presentation. Alt. Text provides a written description of the image that screen readers can read.

To Insert Alt. Text:

- 1) Right-click on the image, and select “Format Properties”



- 2) In the window that pops-up, select “Alt Text” at the bottom of the window. Here, you can add a title to the image, as well as a short description of the image. Click “Close” to save your Alt. Text.



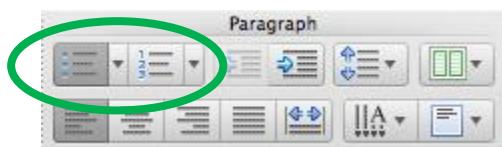
Lists

In order to create an ADA compliant list, you must always use the numbering or bulleted list-making options provided by PowerPoint. Manually created lists using the tab key are not accessible.

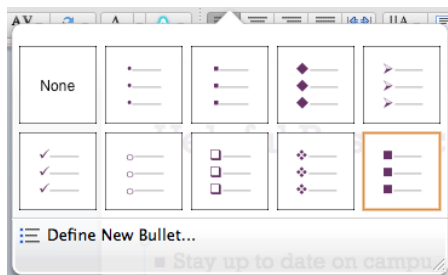
How to make an accessible list:

- 1) Type out the items you wish to list, on separate lines of the document. To do this, hit the “Enter” key on your keyboard between each item.

- 2) Highlight the text you wish to place in a list. Then find the “bullet point” and “numbering” options at the top of the Home ribbon.



- 3) Select the function you prefer. You also have the option to select different list formats in the dropdown menus of each function.

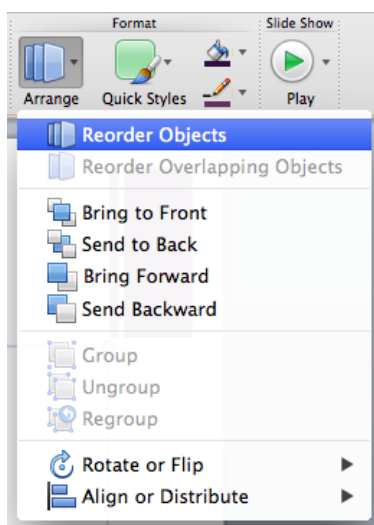


Reading Order

Reading Order is the order in which the content on a slide will be read by a screen reader. It is important to check the reading order of each slide in order to make sure that the presentation is not confusing.

To Check Reading Order:

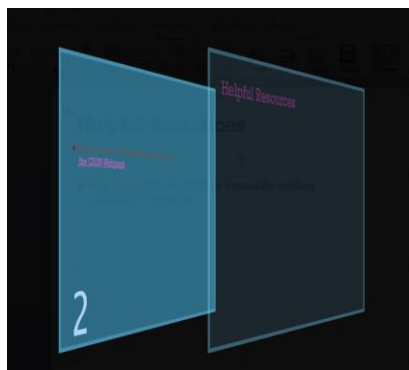
- 1) Select the “Arrange” button on the Home ribbon. In the dropdown menu, select “Reorder Objects”.



- 2) The screen will shift to a graphic representation of the objects on the slide. The first item that would be read by a screen-reading program is the item furthest to the right.



- 3) To rearrange the order of the items, click and drag the objects in the correct order. The first item, such as the slide title, should be on the far right. The final item on the slide should be on the far left of the screen.



Duplicate Slide Titles

Avoid using the same title for multiple slides, as it can cause confusion for students using screen-reading programs. To create an accessible presentation, number slides with the same title (Example: Part 1, Part 2; (continued); etc.)

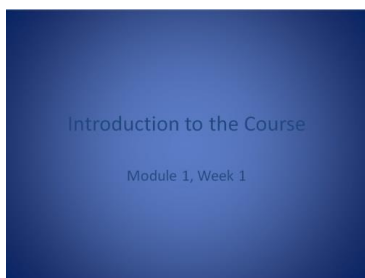
Missing Slide Titles

It is important that every slide have a unique title, in order to distinguish it in the presentation. If your slide does not have a title, select a pre-made PowerPoint layout that has a title box, and input your information in the appropriate fields.

Color & Contrast

When designing your presentation, keep in mind that some colors are harder to read than others. To make a presentation accessible, use simple color schemes that will be easy to read.

- Example of an **inaccessible** presentation color scheme:

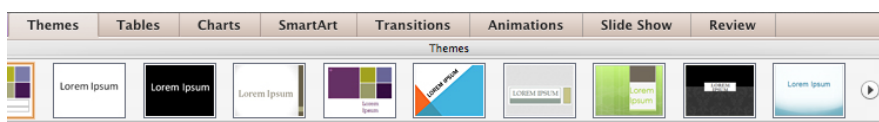


- Example of an **accessible** presentation color scheme:



How to Change the Design of a Presentation

- 1) If the design of your slide is inaccessible, you have two options;
 - a) You can choose a design provided by PowerPoint. These Design options are provided under the “Themes” tab.



- b) You can also manually change the colors your presentation. To do so, go to the “Themes” tab, and use the “Background” drop-down menu to select a background color. **Keep in mind that contrasting colors are the easiest to read for all students.**

