



Accessibility Tips Series

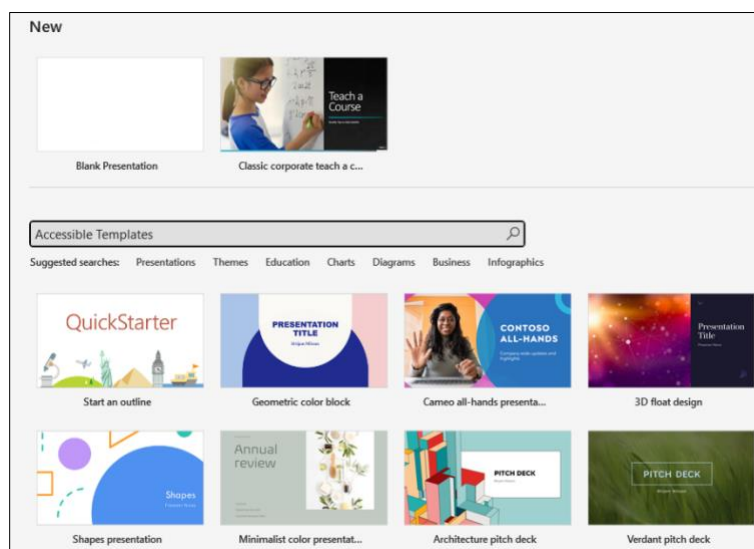
PowerPoint

Essentials for PowerPoint accessibility

- What works in Word and Google Docs applies to PowerPoint as well!
- Use an accessible template to create your slides.
- Use the slide layouts provided by the template.
- Each slide must have a unique title.
- Avoid adding text boxes.
- Check the reading order of each slide.

Find an accessible template (Office 365)

- Open PowerPoint.
- Select File > New.
- Type “Accessible Templates into the search both.
- Select your preferred template.



Apply a slide layout

1. Go to the Home menu, select the drop-down arrow on the **New Slide** button.
2. Choose a layout from the options presented.

Change a slide layout

1. Right click a slide, select **Layout**.
2. Choose a layout option.

Add a slide title

1. Type your title into the title box.
2. If you do not see a title box, your slide will be inaccessible!

Hide a slide title

Every slide in a PowerPoint presentation **must have a title**. You may not want that title to be visible though.

1. Use the **Zoom Slider** to shrink the slide view. This creates gray space above your slide.



2. Select the slide's title box.
3. Drag the title box off the slide, all the way onto the gray space.

Avoid duplicate slide titles

Each slide must have a unique title. For multiple slides on the same topic do the following:

1. Add a slide title to the first in the group of topical slides
2. For two slides on a topic, title the second: **Slide Title (continued)**

3. For two or more slides on the same topic, title the initial slide **Slide Title (1 of 3)**.
4. Title the subsequent slides: **Slide title (2 of 3)** and **Slide Title (3 of 3)**

Check each slide's reading order

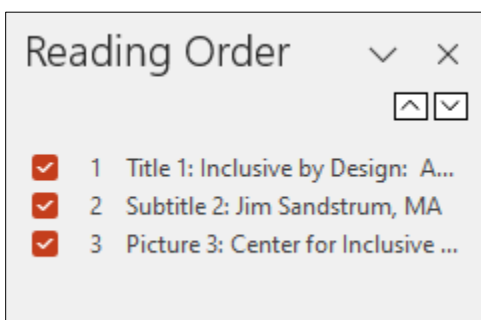
If you used an accessible template, each slides reading order should be good to go.

1. Select a slide whose order you want to check.
2. Click on an empty space in the upper left corner of the slide.
3. Press the tab key to move trough the parts of the slide. The order elements are highlighted is the order they are read.

Adjust a slide's reading order

1. Go to the **Review** menu.
2. Select the drop-down arrow on the **Check Accessibility** button.
3. Select Reading order pane.

The reading order pane will appear in a side bar to the right of the slide. Slide elements are numbered in relation to their reading order.



1. Select a slide element to reorder.
2. Use the up and down arrows in the reading order pane to adjust its order in the list.

Additional Tips

- Video and multimedia content must be captioned.
- Generally, it is better to link videos than to embed them in PowerPoint.
- Avoid using slide animations.
- Save your PowerPoint as PDF to make it more accessible when sharing the document with your audience. Remember to run the **Accessibility Checker** in Acrobat and fix reported issues.

Additional Resources

[Make PowerPoint presentations accessible – Microsoft Support](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_topwin)

Full Link:

https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_topwin

[Adobe Accessibility Checker Full Check](https://www.adobe.com/accessibility/products/acrobat/using-acrobat-pro-accessibility-checker.html/)

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