



## Microsoft PowerPoint – Accessibility Quick Tips

Any directions in this document were created using PowerPoint 2010. Other versions may vary.

Mac users: Choose Ribbon from the View menu – this will make the interface similar to Word versions of PowerPoint, so you can follow the instructions below.

### Accessibility Checker\*

1. Navigate to File > Info
2. Click Check for Issues > Check Accessibility
3. The Accessibility Checker will open on the right side of the screen
4. Click on the specific issue and in the Additional Information box under the Accessibility Checker, read why and how to fix the issue

\*Accessibility Checker is not currently available for Macs

### Slide Layout

- Use a predefined slide layout
- Keep layouts simple and avoid use of distracting backgrounds
- Give each slide a unique title
- Make sure all the slide text content appears in the outline view
- Avoid using text boxes
- Keep the overall contrast in the presentation high
- For colorblind users, refer to the [Corrective lenses for the colorblind](#) source to learn how you can select colors in PowerPoint.
- To see how a colorblind person will see your presentation, click View > Color/Grayscale > Grayscale

### Text

- Avoid too much text on a slide
- Avoid combinations with little contrast
- Avoid red, green, and orange text
- Do not emphasize important information in color alone

### Font

Recommended Type: Arial and Tahoma

Recommended Size: 32 point for main points

### Images

- Use alternative text for all images (photos, clip art, charts, shapes, SmartArt, etc.)
- For charts, use texture fill instead of color fill

### Adding Image Alt Text

1. Right-click the image
2. Select Format Picture (object type varies)
3. Click Alt Text in left column
4. Type a Title and Description in the appropriate fields

### Lists

- On the Home tab, in the Paragraph group, select the Number of Bullets list icon

### Tables

- Use alternative text to describe the table
- Do not merge or split cells
- Do not embed tables within tables
- Designate header rows
- Note: In PowerPoint 2013, header row is automatically added to the table.

### Adding Table Alt Text

1. Right-click in the table
2. Go to Format Shape
3. Select Alt Text tab
4. Enter Title and Description in appropriate boxes

### Designating a Header

1. Click anywhere in the table
2. In the Table Tools ribbon, click Design.
3. In Table Style Options grouping, make sure Header Row check box is selected

### Hyperlinks

Use meaningful text to provide a clear description of a website link rather than just the URL or “click here”

### Adding a Hyperlink

1. Highlight meaningful text
2. Right-click and choose hyperlink
3. Fill in the web address

### Changing the Text of a Hyperlink

1. Right-click the hyperlink
2. Click Edit Hyperlink
3. Make changes

If you think people will be printing the presentation and you want them to have the URL, put it in parentheses after the link, but don't hyperlink it.

- Example: [Binghamton University](#) (www.binghamton.edu)

### Slide Transitions/Animations

- Avoid animated transitions if not crucial to the content of presentation

- Avoid automatic slide transitions
- Eliminate or limit blinking/flashing content to 3 seconds

## Slide Object Order

- To ensure that a screen-reader will read content on each slide in logical order, navigate to the Home tab, click the Arrange pull-down and choose Selection Pane
- The Selection Pane lists the objects on the slide. Objects will be read back (by the screen-reader) beginning with the bottom list item and ending with the top list item. Correct any out of order items using the Re-order arrows on the bottom of the pane.

## Audio/Video

If audio is embedded into PowerPoint slides:

- A transcript or closed captions needs to be provided
- It is better to link out to media rather than embed it in your PowerPoint. If you do embed video or audio, make sure the players can be accessed by a keyboard alone (use Tab, Arrow Keys, Enter, and Spacebar keys to see if you could access the buttons/content without using a mouse)

Download and install the [Sub-titling text add-in for Microsoft PowerPoint \(STAMP\)](#) which lets you easily create closed captions for video and audio in your presentation

## Math/Science

- For MS PowerPoint 2013, use the MathType 6.9 plugin to create math and science equations, formulas and notations. Do not use Microsoft's equation editor.
- If you convert to a PDF or export to a webpage, save the original MS PowerPoint source document
- If you are using older versions of PPT or MathType, put the PowerPoint content into a Word document and use MathType to write the equations

## Notes/Outline

- Use Notes to convey slide content and talking points that are not on slide
- Make sure all of the slide text content appears in the outline view

## Saving Files

- Save file as .ppt or .pdf

Saving as a PDF

1. Go to File/Save As
2. Select PDF
3. Click Save

Saving as a PDF with Notes

1. Go to File/Save As
2. Select PDF
3. Select Options Button
4. Choose Notes pages from Publish what drop-down menu

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