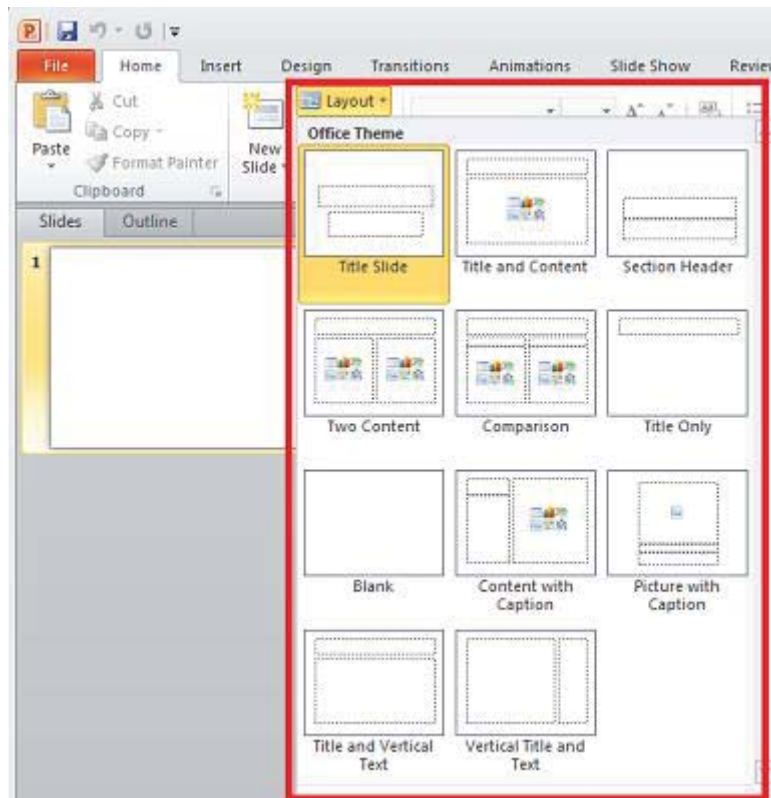


Creating Accessible PowerPoint Documents

1. Slide Layout

Use the available layouts (Home > Layout) provided by the program, and use the sections as they are set up— title of the slide in the title area, text areas for text, images areas for images, etc.

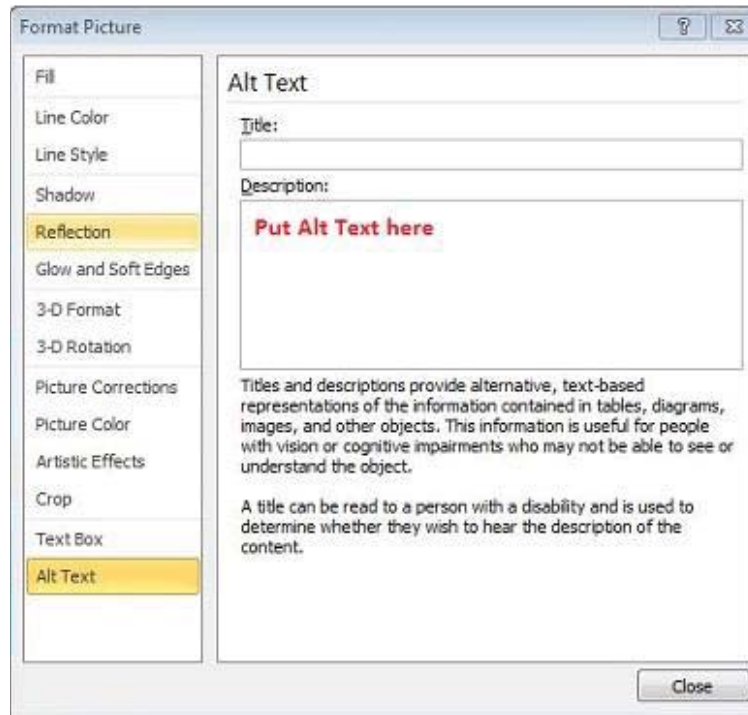


2. Images

Provide alt-text descriptions for any image you use. Consider why you chose that image—what you want student to notice or want to convey with that image?

Steps to add ALT text to an image in Microsoft 2010:

- 1) Select the image
- 2) Right-click the image and select **Format Picture** from the drop-down menu
- 3) Select **Alt Text** and type the descriptive ALT text to the **Description** field (see the screenshot below).



Steps to add ALT text to an image in Microsoft 2013:

- 1) Select the image
- 2) Right-click the image and select **Format Picture** from the drop-down menu
- 3) Click **Size & Properties** icon
- 4) Click **ALT TEXT** and type the descriptive ALT text to the **Description** field (see the screenshot below).



3. URLs

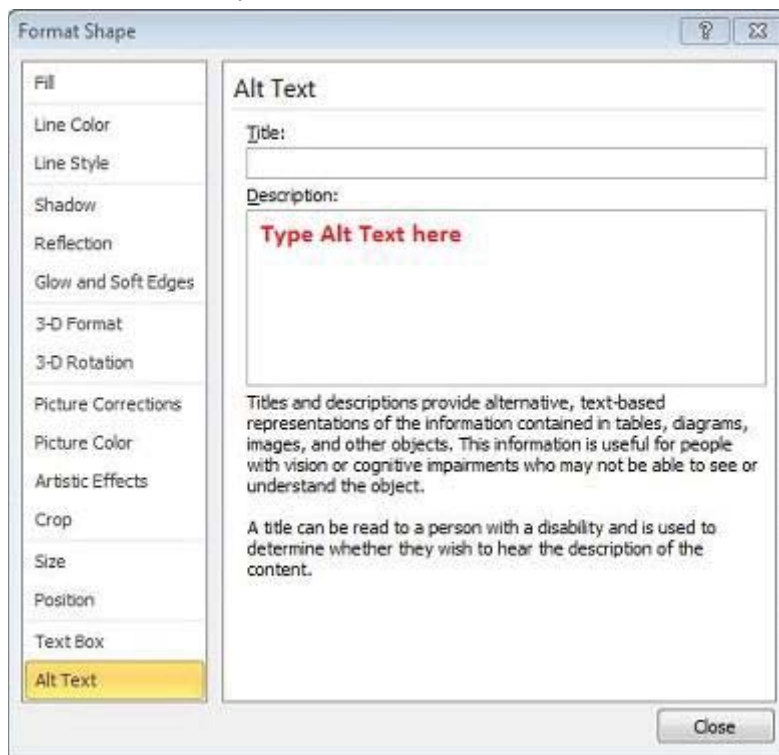
Always provide meaningful descriptive text for links. For example: [Western Kentucky University website](http://www.wku.edu/) instead of <http://www.wku.edu/>.

4. Tables

Provide alt-text descriptions for all the tables you use. We recommend using the styles build into Microsoft PowerPoint to format tables.

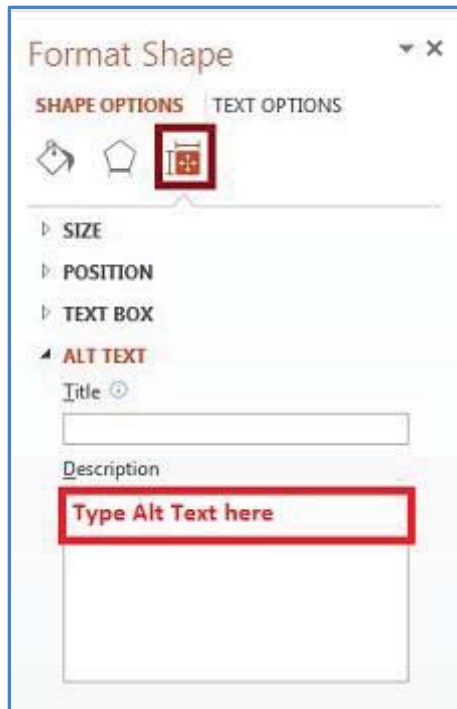
Steps to add ALT text to a table in Microsoft 2010:

- 1) Select the table
- 2) Right-click the table and select **Format Shape** from the drop-down menu
- 3) Select **Alt Text** and type the descriptive ALT text to the **Description** field (see the screenshot below).



Steps to add ALT text to a table in Microsoft 2013:

- 1) Select the table
- 2) Right-click the table and select **Format Shape** from the drop-down menu
- 3) Select **Size & Properties** icon and type the descriptive ALT text to the **Description** field (see the screenshot below).



5. Transitions and Animations

Avoid transitions and animations on slides. These can cause problems for some readers.

6. Videos and Audios

Closed captions or a transcript for any audio or video will help those who are hearing-impaired.

7. Slide Title

All slides have a unique title.

Accessibility Checker

Although Accessibility Checker cannot find all the accessibility issues, it can help you find common issues and provide information about how to fix these issues.

To use the Microsoft Accessibility Checker:

1. Check out [Check for accessibility issues](#) for how to run an accessibility check.
2. Save a copy of your course document as pptx—2010 style—if it is not already. Use File > Save As, and choose “**PowerPoint Presentation (*.pptx)**” from the dropdown “**Save as Type**” menu underneath where you name the file.