

Tips for Creating Accessible PowerPoint Documents

- Create each new slide by using the Insert New Slide function.
- Make sure Office Theme or Slide Layout on this new slide has the appropriate Text Placeholders, that is, areas with dotted line that contain “Click to add text/title/subtitle”.
- Use Text Placeholders for inserting text on your slides and avoid using Text Boxes for inserting important information.
- When converting PowerPoint Outline to a text-to-speech transcript, export the Outline View that contains all the text information to Word as follows:
 - For Windows 2007: Select “Save As” function to Other Formats from the Office Button. Select “rtf” format from the “Save as type” box.
 - For Mac 2008: Select “Send To” function to Microsoft Word from the File menu.
- Ensure each slide has a title. The titles serve as the heading structure for the document.
- Include text equivalent information (alt text)* for all images, photos, clip art, diagrams, etc. on the slides.
- Ensure that the hyperlinked text, if any, includes the description of the hyperlink’s destination and the web site address (URL).
- When creating a table within PowerPoint, select the “Table” function from Insert tab/menu. The text-to-speech or screen reader software can recognize text created from this method.
- When creating a chart within PowerPoint, select the “Chart” icon/function from Insert tab/menu. Include descriptions of the chart as alternative texts*.
- When creating PowerPoint presentations using design templates (e.g. stylish backgrounds and/or colors), be sure to use colors with enough contrast that people with color blindness or low vision have access to all of the information in the presentation.

** For 2008 PowerPoint Mac version, there is no caption or alternative text feature. Insert the alternative text at the end of the bulleted list. Or, select the 2-Column Text Slide Layout format insert the alternative text in the second text column. The alternative text can be made invisible on the slide by applying the same font color as the background color.*