

A11y Quick Ref

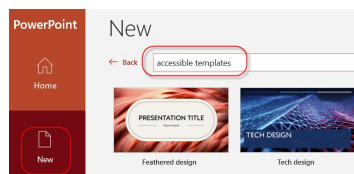


CREATING ACCESSIBLE MICROSOFT POWERPOINT 365 DOCUMENTS (WINDOWS)

Slide Layouts

Use one of the accessible PowerPoint templates to make sure that your slide design, colors, contrast, and fonts are accessible for all audiences.

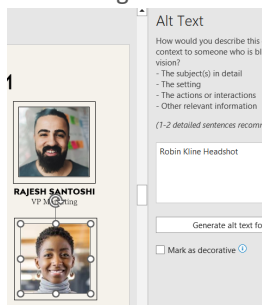
1. Select **File > New**
2. In the **Search for online templates and themes** text field, type **accessible templates**.



Images and Image Alternative Text

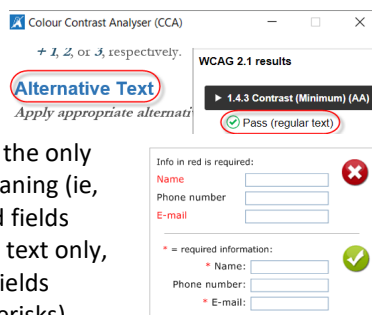
Apply appropriate alternative text to images in Word.

1. Right-click the image and select **View Alt Text**.
2. Enter appropriate alt text.
3. If the image doesn't convey meaningful information, indicate with "mark as decorative"
4. See [WebAIM's Alt Text Page](#) for more information.
5. For non-decorative images, make sure images are in line with text.



Color Contrast/Use of Color

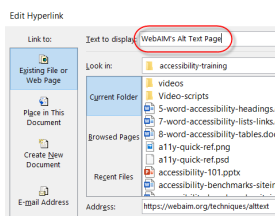
1. Use sufficient **color contrast** for text and background.
2. Don't use color as the only way to convey meaning (ie, *incorrect*: required fields indicated with red text only, *correct*: required fields indicated with asterisks)



Hyperlinks

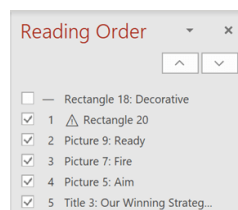
Word *automatically creates a hyperlink* when a user pastes in a full URL. Link text should convey clear and accurate information about the destination.

1. Select a hyperlink, right click, and select Hyperlink or Ctrl + k.
2. Change the text in the **Text to Display** field to a more meaningful description.
3. If you share website addresses you want them to write down, direct them to the website homepage.



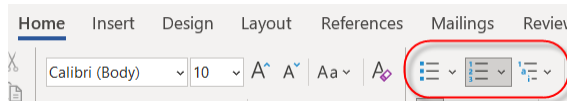
Slide Reading Order

1. **Review > Check Accessibility**.
2. When the reading order of the slide objects doesn't match one of the common ways objects are spatially ordered, Accessibility Checker lists the slide under Warnings.
3. Point at a slide number in the list, then select the adjoining drop-down arrow. Select the **Verify object order**.
4. Reorder as needed.



Lists

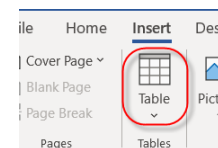
1. Use true numbered, bulleted or multi-level lists to simplify a paragraph or sequence of steps. Do not manually enter symbols to create a list.
2. Highlight the set of information, select the **Home** tab.
3. Choose the Numbered, Bulleted or Multi-Level List option from the **Paragraph group**.



Data Tables

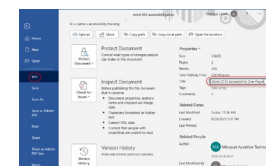
Accessible tables need a clear table structure and table headers to help guide a screen reader user.

1. Place the cursor anywhere in a table.
2. On the **Table Design** tab, in the **Table Styles** Options group, select the **Header Row** checkbox.



Document Properties

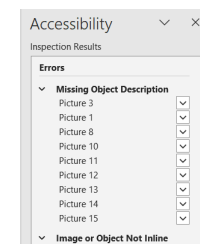
1. **File > Info**
2. Add descriptive title for the document.
3. Review Author to see if it needs to be deleted or updated.



Accessibility Checker

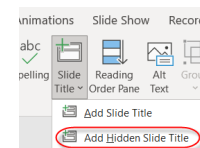
Word includes an accessibility resource that identifies accessibility issues.

1. Select **Review > Check Accessibility**.
2. The checker presents accessibility errors, warnings, and tips for making repairs.
3. Select specific issues to view **Additional Information**.



Other Principles

- Use a larger font size (18pt or larger), sans serif fonts, and sufficient white space.
- Make embedded videos accessible to people who have a vision or hearing disability.
- Every slide needs a title. If needed, you can add hidden titles under the **Review > Check Accessibility** tab.



Export to PDF

- Use **Save As > Adobe PDF** or **Acrobat > Create PDF**
- Do not use File > Print > PDF. This creates an untagged/unstructured document.