

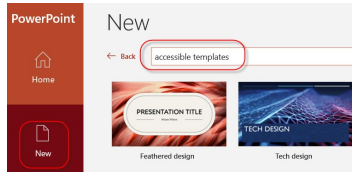
# A11y Quick Ref



## 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.

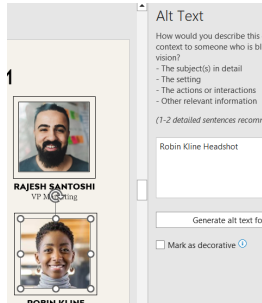


1. Select **File > New**
2. In the **Search for online templates and themes** text field, type **accessible templates**.

### Images and Image Alternative Text

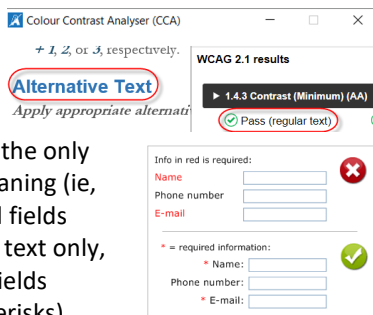
Apply appropriate alternative text to images in Word.

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.



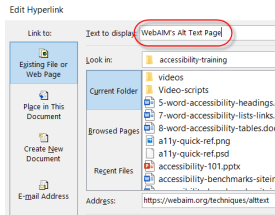
### Color Contrast/Use of Color

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.

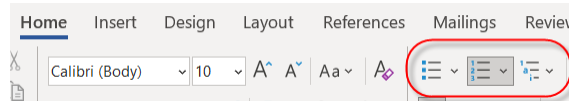
### Slide Reading Order

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

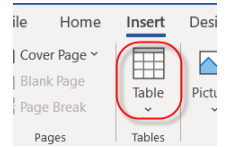
1. Use true numbered, bulleted or multi-level lists to simplify a paragraph or sequence of steps. Do not manually enter symbols to create a list.
2. Highlight the set of information, select the **Home** tab.
3. Choose the Numbered, Bulleted or Multi-Level List option from the **Paragraph group**.



### Data Tables

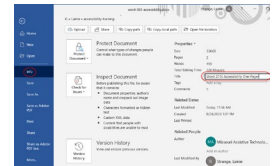
Accessible tables need a clear table structure and table headers to help guide a screen reader user.

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

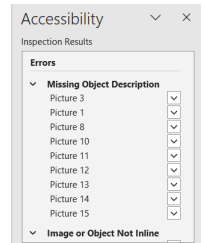
1. **File > Info**
2. Add descriptive title for the document.
3. Review **Author** to see if it needs to be deleted or updated.



### Accessibility Checker

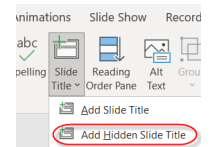
Word includes an accessibility resource that identifies accessibility issues.

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.