

## Microsoft PowerPoint - Making An Accessible Document

### Always check for Accessibility

#### Accessibility Checker

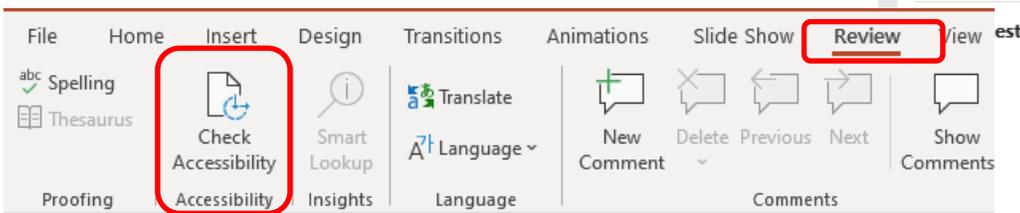
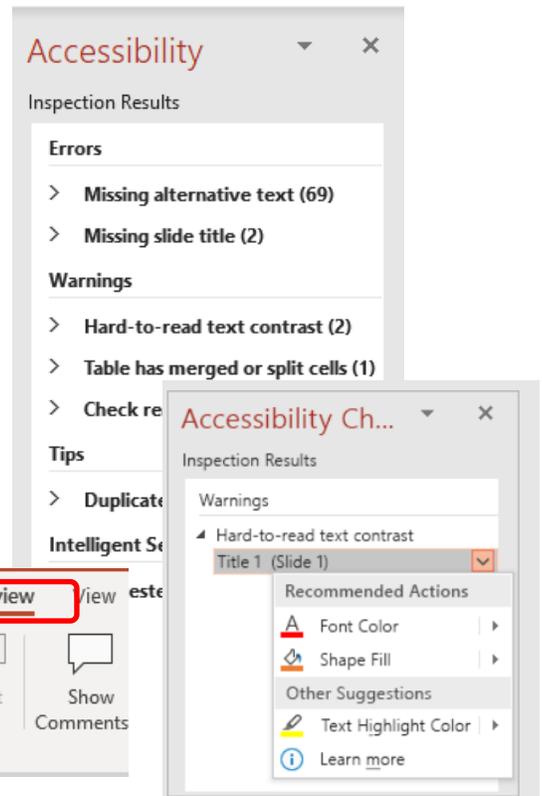
MS PowerPoint has an Accessibility Checker built into the ribbon for easy access. The checker classifies the issues into three areas:

**Errors:** Makes the document almost impossible for people with disabilities to read or access.

**Warnings:** Makes the document content difficult for people with disabilities to read or access.

**Tips:** The document can be accessed but it could be better organized.

Clicking an item in the results section will display additional information.



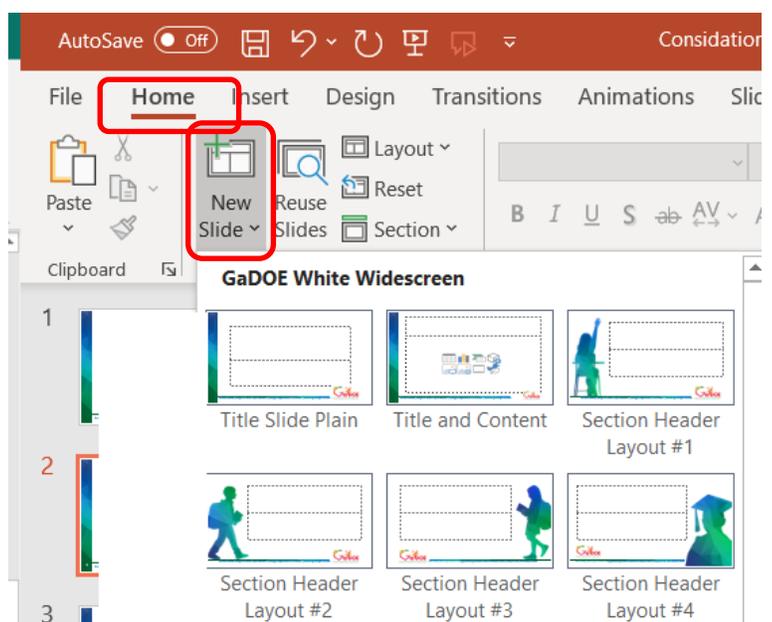
#### Reading Order

Visually we can read slides because we can see the logical order that it flows. Screen reading software needs a reading order defined so it reads it in the appropriate order. The best way to do this is to use pre-existing slides that are available in PowerPoint.

If you need a custom slide, or maybe you have already moved things around, you can adjust the reading order in PowerPoint.

The following video will discuss the importance of the reading order and how to adjust the reading order if needed.

[PowerPoint video "accessible slides"](#)



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## Font Size

To be sure that the presentation is accessible always use sans serif font (sans serif fonts are made up of mostly of straight lines) for text and headings of more than one line.

- Main Titles, font size 40 and Bold
- Subtitles, font size 28
- Sentences, font size 24

No more than 3 bullet points per slide

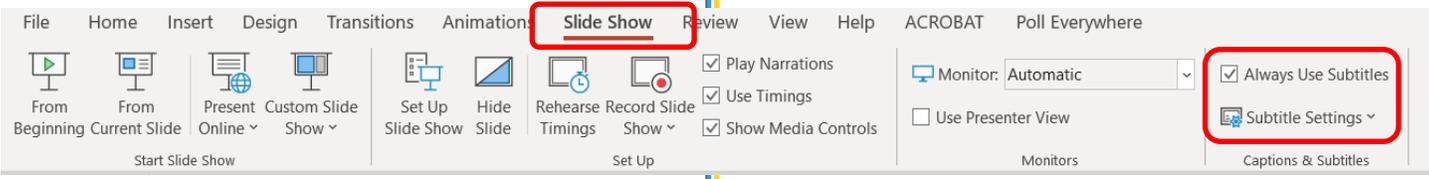
## Color Contrast

A high level of contrast between the background and the foreground helps more people to better see the content. It is good practice to use opposite ends of the color spectrum.

**Paula Gumpman, Ed.S**  
 Program Specialist  
 Phone: 678-340-8118  
 Email: pgumpman@doe.k12.ga.us

PowerPoint with automatic captions/subtitles (Requires Windows 10)  
 PowerPoint can add captions/subtitles to a presentation and display them on the screen as you present.

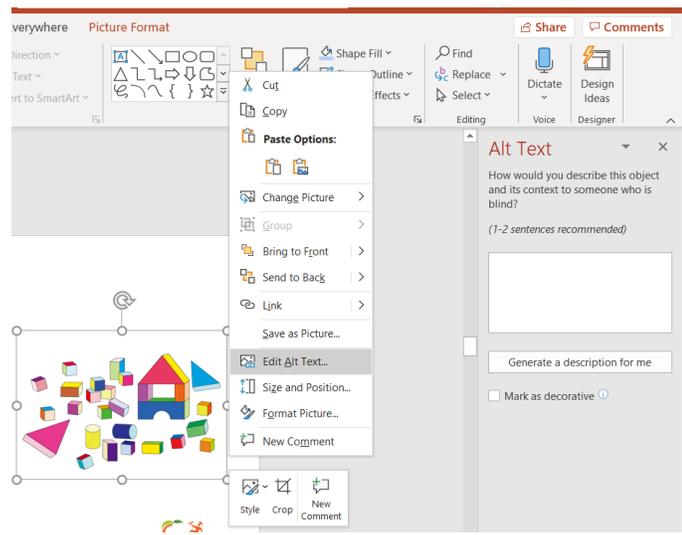
### Slide Show, Subtitle Settings



## Alt text

Alt text helps individuals that can't see the screen to understand what's important in the image on the presentation slide. The Alt text allows the screen reader to read the descriptive text that is associated with the image.

On screen captions can be in the language you are speaking or translated into another language. This can help individuals that may be deaf or hard of hearing or if the audience are more familiar with another language.



Right click the image, Edit Alt Text

## Accessibility Tools

Here are few links to some short videos about how to use some of the built-in accessibility tools.

### Word:

- [MS word video "accessibility checker" 1:10](#)
- [MS word video "alt text" 2:07](#)
- [MS word video "heading styles" 1:25](#)

### PowerPoint:

- [PowerPoint video "accessible slides" 2:29](#)
- [PowerPoint video "image accessibility" 1:38](#)
- [PowerPoint video "Live Captions" 1:07](#)