

Accessibility Tip of the Week: PowerPoint Titles

There have been several questions about using PowerPoints and how to make them accessible when Ally says they are missing titles or headings.

This just means that every slide MUST have a uniquely named title. You can add a title to each slide very easily by right-clicking on the slide and selecting Layout and then selecting Title Only.

Hidden Titles

For screen reader users, having titles for each slide is required so they can tab through the slides and quickly find the slide they need to be on.

If you do not want to see the title on the slide, do the following:

Add a new Title Only slide using Layout from the ribbon. Then you can adjust the size of the title and drag it off the slide.

Open Lab

This week I will facilitate an Open Lab on the following days:

1:00PM to 4:00PM Tuesday, October 5th, at Blountville, in room A216.

8:00AM to 12:00PM Wednesday, October 6th, at Elizabethton in room E132.

1:00PM to 4:30PM Thursday, October 7th, at Johnson City, in room J1108.

Stop by or you can [schedule an appointment](#).

If you have any questions or need assistance, please reach out.

Have a wonderful week!