

Accessibility Tip of the Week: PowerPoint

There have been several questions about using PowerPoints and how to make them accessible. I hope this helps clear up a few accessibility issues you may be having. I am also attaching a PowerPoint template for you to use if you need it.

Hidden Titles

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

There are several ways to add titles to slides that are not shown on the slide:

1. Enter slide titles in Outline Mode. From the ribbon, click on “View” and then “Outline View”. You can then type the title of the slide and then move the title off of the slide.
2. Another way is to add a new slide that has a text box from the ribbon and type in the title and then move off of the slide.

Alternative Text for Images

You are also required to have descriptive alternate text when using images with PowerPoints. It is the same process when using other Microsoft Office products. Right click on the image and choose “format picture” and then choose “Size and Properties” and then “Alt text” and enter the text there.

Descriptive Links

The purpose of using descriptive links is to provide users proper context of where the link will take them. For example, when telling the students to access Northeast State’s Library, you would not link the web address, you would link [Northeast State’s Library](#). This way the student knows by clicking on this, it will bring them to the Library page of Northeast State.