# EXTERNAL Accessibility checklist: Microsoft PowerPoint (PPT)

This is for partners of the Office of Equity, including guest speakers for the Convening. Use this checklist to assist in making your presentation accessible to screen readers and people with disabilities.

## Did you?

[ ]  Add the **title, subject, author/organization, and language** to the metadata of the presentation?

To add the document title:

* Navigate **File > Info > Properties > Advance Properties**. Edit the **Summary** tab to include the title, subject, and author/company metadata. Edit the **Custom** tab to add the language.

[ ]  Use **built-in** **slide layouts**?

To use built-in slide layouts:

* From the **Home** tab on the ribbon, go to **Slides** panel and select the built-in layout that you need.
* There will be boxes that say “Click icon to add picture” or “click to add content” including smartart, graphs, etc.

[ ]  Use **built-in** **slide titles**?

To use built-in slide titles:

* Once you have selected a slide layout, click the existing **Click to add title** box and edit the text.

[ ]  Add an alternate description—**alt text**—for each image/graphic?

To add alt text for images/graphics:

* Right-click the image/graphic.
	+ Click **View Alt text**. Add the alternate text into the panel on the right.
	+ If the graphic is for aesthetic/decoration and is not critical to understanding the presentation, you can check the box for “Mark as decorative.”
	+ Example: “Bar graph showing increase in Washington’s population over time.”

[ ]  Use colors for text with high contrast from the background?

[ ]  Ensure color is not the only means of conveying information?

You can test this by going to the “**Accessibility**” tab on the ribbon, then click “**Inspect Without Color**”. If the message is still clear without color, you can leave it. If it is unclear, considering adding a label.

[ ]  Set the **proper reading order**? (Especially important if you added new text boxes or graphics)

To review or edit the reading order on a slide:

* From the **Accessibility** tab on the ribbon, click the **“Reading Order Pane.”**
	+ \*If for some reason the **Accessibility** tab does not appear, your version of PowerPoint might have it in a different location. Look on the **Review** Tab for the Accessibility panel.
	+ In any case, you can always search for things using the **Search Icon** near the minimize button. (Press ALT+Q to jump to search icon, then type ‘Accessibility”.
* A **“Reading Order”** Panelwill pop up on the right. Rearrange items in the order you would like the screen reader to announce them, **from first to last.** You may “tab” from item to item.
* Uncheck any items you do not want to be read, such as decorative elements.

[ ]  Use **descriptive link text**?

To create descriptive link text:

* Remove any “click here” text. Use text like “equity website” that clearly indicates where the link will take the user.
* Avoid “raw” URLs (i.e., <http://www.xyz.com>) unless the presentation is printed or screenshared.

[ ]  Use built-in bullets and numbering?

To use built-in bullets or numbering:

* Make each line a separate paragraph. Select the group of paragraphs. Click the **Bullets** or **Numbering** button on the toolbar.
* \*important: If you are copying and pasting from another document, ensure that the final format is still using a bullet or numbering list in document. You can tell this is the case if you select the text, and the **Bulletpoint button** in the **Paragraph** panel is highlighted as “on”.

Do not use flashing graphics or animations?

* The short answer is, do not use animations for slide transitions. Too much movement can induce seizures or nausea, or be distracting.

[ ]  Run the **Accessibility Checker**?

To run the Accessibility Checker:

* Navigate File > Info > Inspect Document. Click the Check for Issues dropdown arrow. Select the Check Accessibility option.