# Summary of WebAIM Microsoft PowerPoint Instructions

[WebAIM PowerPoint Techniques, http://webaim.org/techniques/powerpoint](http://webaim.org/techniques/powerpoint)

## Check the Language Setting in Office 2010

1. Open PowerPoint.
2. Click the File tab.
3. Click Options.
4. Click Language.
5. Under “Choose editing language,” check to see that English is selected. Office 2010 seems to default to the language setting; however, older versions don’t necessarily have a language selected.
6. Close all Office 2010 programs. When you reopen them, the language will be set for all programs.

## Slide Layouts

Use the slide layout templates to ensure that your files have structured headings and lists and correct reading order.

* Click on Home.
* Choose New Slide or click the New Slide button.

## Alternative Text

Provide alternative text for images, clip art, charts, tables, and SmartArt. The alt text will be read by a screen reader and will export to the PDF version. [Help with writing alt text, http:/webaim.org/techniques/alttext/](http://webaim.org/techniques/alttext/).

In PowerPoint, there is no way to create an empty or null tag. Leave it blank. Word Art is text in Office 2010; however, in Office 2003-2007, you should add alt text for Word Art.

To provide alt text:

* In PowerPoint 2007, right-click on the picture and choose Size and Position. Select the Alt tab and key the alt text. If a file name displays, delete it. If an image is decorative, delete the file name and leave the field blank.
* In PowerPoint 2010, right-click on the picture and choose Format Picture. Select Alt Text in the sidebar. Enter the alternative text to the Description field. Information in the Title field will not be exported as alternative text.

## Tables

Keep tables as simple as possible. Check the reading order by tabbing through the table.

Add alt text (table summary) to a table.

* Right-click in the table.
* Choose Format Shape.
* Click the Alt Text tab.
* Enter a description.
* Close the window.

To specify a header row in a table

* Click anywhere in the table.
* On the Table Tools Design tab in the Table Style Options group, check the Header Row check box.

## Links

Provide a clear description of the link destination rather than a URL.

To add a hyperlink,

* Place the cursor where the hyperlink is to be inserted.
* On the Insert tab in the Links group, click Hyperlink.
* In the Text to display box, enter the descriptive words.
* Type the URL in the Address box.
* Click OK.
* You can also add a ScreenTip to display when mousing over a hyperlink. Type the text in the Screen Tip text box.

## Contrast and Color

Make sure there is sufficient contrast. Don’t use color as the only way to convey content. Be especially aware of not using red/green combinations because of color blindness.

[Color Contrast Checker](http://webaim.org/resources/contrastchecker/)

## Slide Titles

Each slide should have a unique title. If you have three slides with the same title, add 1,2,3, etc., to make each one different.

## Reading Order

To check the order in which your slides content will be read,

* Click on the Home tab.
* Locate the Drawing group.
* Click Arrange then choose the Selection Pane. The Selection Pane lists the objects on the slide. They will be read back beginning with the bottom list item and ending with the top list item. Use the Re-order arrows to rearrange reading order.

## Video and Audio

Embedded video should be captioned. A transcript should be provided for audio.

## PowerPoint 2010 Accessibility Checker

The Accessibility Checker in PowerPoint allows you to check for accessibility issues and will identify and provide instructions for repairing them. It will identify errors such as images with no alternative text, unclear link text, errors in reading order, etc. Selecting the item in the report automatically selects the item in the PowerPoint file. To check a document,

* Click on File.
* Click on Info.
* Click the Check for Issues button.
* Choose Check Accessibility.

## D2L Display

D2L Versions 10 and later provide a “View as Text” option for PowerPoint files. If the files are created using the page layout templates in PowerPoint, D2L displays an accessible version when displayed using “View as Text.”