

## Tips for Creating Accessible PowerPoint Documents

- Create each new slide by using the Insert New Slide function.
- Make sure the Slide Layout in this new slide has the appropriate Text Placeholders - areas with dotted line that contain “Click to add text/title”.
- Use Text Placeholders for inserting text in your slides and avoid using Text Boxes for inserting important information. Text inserted in Text Placeholders will be structured in terms of headings.
- For a text-to-speech transcript, export the Outline View that contains all the text information to Word as Outline by selecting the Send to Word function in the File menu.
- Ensure each slide should at least have a title.
- Tag all the images (such as photos, clip art, diagrams, etc.) in the slides with text equivalent information such as alternative text\*.
- Ensure the hyperlinked text, if any, should include the description of the hyperlink’s destination and the web site address (URL).
- Create a table within PowerPoint by selecting the Table function the Insert menu because and a text-to-speech (or screen reader) software can recognize text in this table.
- Create a chart within PowerPoint by selecting the Chart function in the Insert menu. Include the description of the trends in the chart as alternative text\*.

*\* For 2003 PowerPoint Mac version, there is no caption or alternative text feature. You could insert your alternative text at the end of your bulleted list. Or you could insert it in the second text column by applying the 2-Column Text Slide Layout. You could also make the alternative text invisible in the slide by applying the same font color as the background color. In the Outline View, the alternative text will still appear.*

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