

Quick Reference Guide: Creating Accessible MS 2013 PowerPoint Files

This Quick Reference Guide provides a summary of the key features to keep in mind to make an MS Word 2013 PowerPoint file accessible for any user.

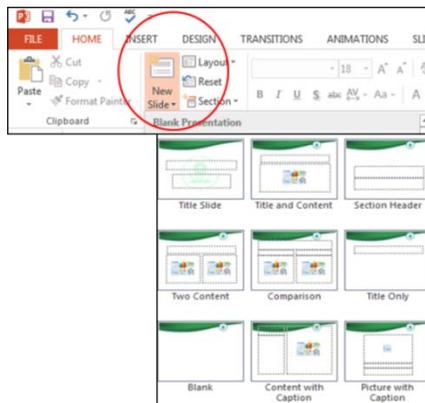
Use the Pre-formatted Slide Layouts and Content Areas

Use the pre-formatted slide layouts and content areas to ensure your file is structured correctly for use by Assistive Technology.

Slide Layouts

Use the New Slide tool to insert new slides or the Layout tool to change the layout. Use the following steps to select or change the slide layout.

1. Select the **Home Tab**.
2. Select **New Slide** or **Layout**. A drop down menu of the available layouts will appear.
3. Select the best layout needed.



Content Areas

Most slides have pre-provided content areas you can select from, including Text, Tables, Charts, Smart Art*, Pictures, Clip Art and Media. Select these as appropriate, or use the other tools available in PowerPoint. Using these content areas ensures that the proper coding will be created for the content on the slide.

*Avoid using Smart Art.

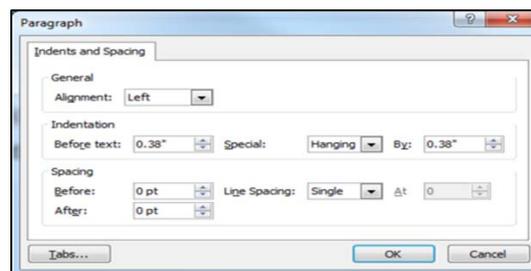
Text Boxes

Do not use text boxes to add content. They will not be read by Assistive Technology. Instead, use one of the content areas provided in the slide layout.

Use Pre-provided Styles, Fonts and Spacing Options to Format Text

Use the pre-provided styles, fonts, alignment, indent and spacing options to format text in your presentation. Use the following steps to change paragraph spacing:

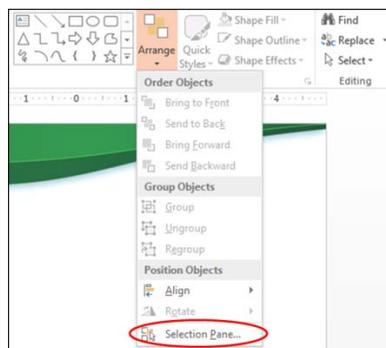
1. Select the **Home** tab then select the text you want to format.
2. In the **Paragraph** group of the **Home** Tab, select the Paragraph group dialog box launcher. You can also right click on the highlighted text and select **Paragraph** from the context menu. The Indents and Spacing dialog box will appear.
3. Change the alignment, indentation and spacing of the selected text as needed. Select **OK**.



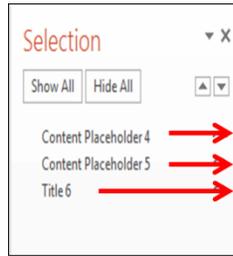
Check the Reading Order of Each Slide

The reading order is the order in which assistive technology will present or read back content to the user. By default, the reading order of a slide is the order in which objects were added to the slide. To check the reading order:

1. Select the **Home** tab, then to the **Drawing** group.
2. Select **Arrange**. A drop down menu will appear.
3. Select **Selection Pane** from the menu. The Selection Pane will open on the screen.



4. Objects are read back by assistive technology starting with the object at the bottom of the Selection Pane and moving up to the top of the list (e.g., the Title, while visually first on the slide will appear at the bottom of the Selection Pane; this is correct).



- Read 3rd
- Read 2nd
- Read 1st

5. Change the reading order by highlighting an object in the list and using the **Re-order** arrows to change the location of the object in the reading order as needed.

Properly Create and Label Tables and Chart

To create a table in PowerPoint, use either:

- Select **Table** content area or the **Chart** content area on the slide.
- In the **Insert** tab, select **Table** or **Chart**, as appropriate. Do not use the Draw Table feature.

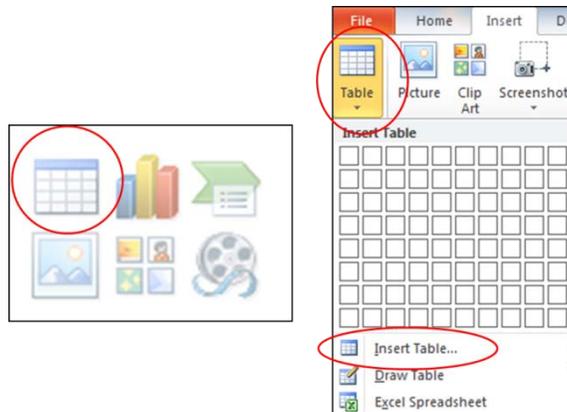
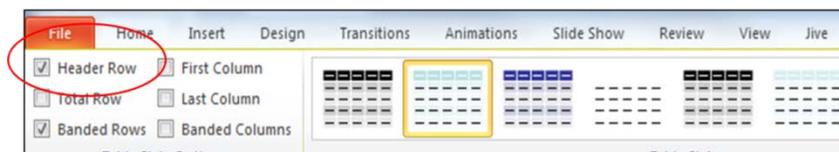
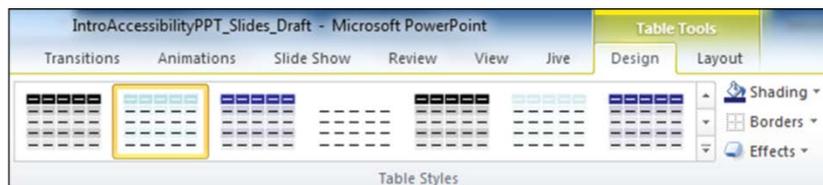


Table Header Rows

Ensure to set the header row of the table. Use the following steps to set the header row:

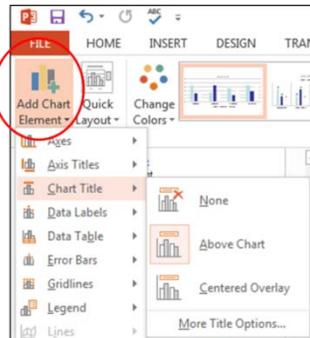
1. Place the cursor anywhere in the row you want to designate as the header row, (usually the top row of the table).
2. Select the **Design** tab, and ensure the **Header Row** checkbox is selected in the **Table Styles** group.



Add Chart Titles

Sometimes PowerPoint does not include the title automatically or you may need to change the chart title. Use the following steps to add or change a chart title.

1. Select the **Design** tab, **Add Chart Element**, and then **Chart Title**.
2. Select either **Above Chart** or **Centered Overlay** from menu.
3. Type your title in the **Click to add title** field.



Format Hyperlinks Properly

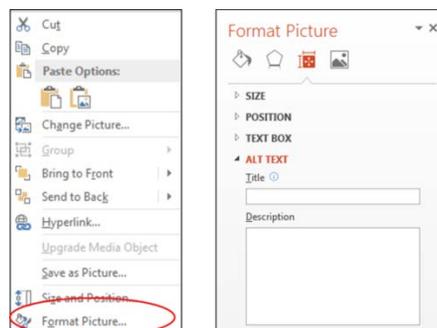
Hyperlinked text should provide a clear description of the link destination. Use meaningful text as links and to keep the link text concise. For example, name your links to resemble the following:

- Visit EPA.gov for more information.
- Do not use [Click Here](#), Read more [here](#), [More](#) or similar language to describe a hyperlink.
- Avoid listing long URLs like <http://www.epa.gov/climatechange/impacts-adaptation/index.html>. If a URL is required, provide a complete link including the http:// or https:// prefix.

Add Alt Text to All Images, Tables and Charts

All non-text elements that convey information must have alt text descriptions to ensure users with visual disabilities can understand the intent and context of any photos, clip art, diagrams or tables. To add alternative text, use the following steps:

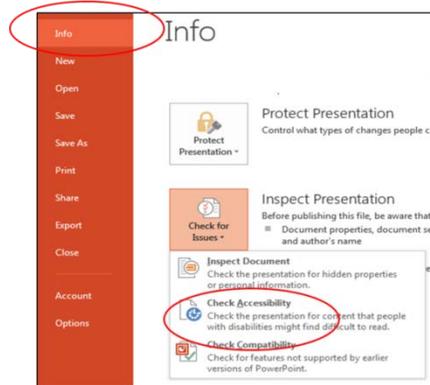
1. Select the image, table or other non-text object to display the context menu.
2. Select **Format Picture** or **Format Shape**, depending on the type of object. Enter a description of the image in the **Description** field. Do not use the Title field.



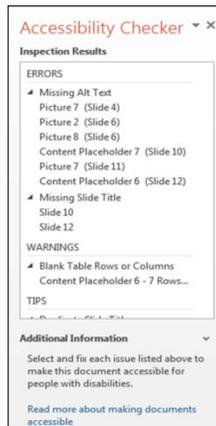
Run the Accessibility Checker

When a document is near complete, be sure to run the Accessibility Checker to identify potential accessibility issues. To run the checker:

1. Select the **File** tab.
2. Then select the **Info** tab.
3. Select the **Check for Issues** box.
4. Select **Check Accessibility**. The Accessibility Checker pane will open.



5. Errors, Warnings, and Tips are listed in the Accessibility Checker pane, including information on how to correct each. Correct each as needed.



Set Document Properties

The Document Properties affect the display of some components of your file and provide information that helps assistive technologies to present your documents correctly. Document properties are listed in the **File** tab under **Info**. Standard document properties typically required for all documents include:

- Document title
 - This should include the full title of the document.
 - This is not the filename.
- Document author
 - This usually refers to the organization, not the person who wrote the document.
 - There may be some exceptions to this for some types of documents so check how this should be designated.
- Document description
 - Provide a short description of the document in the Subject field.
- Key words
 - Enter terms that describe the content of the document.

For More Information

For more information or to register for a course on how to make your MS 2013 PowerPoint accessible, please visit EPA's [Section 508 Training](#) webpage.