Power Point Accessibility Issues

This tutorial has given examples of the most common errors encountered when creating a Power Point Presentation. I have enclosed a sample Power Point Presentation that is non-compliant and Instructions on how to make this document compliant. In this example the document was remediated using Power Point 2013.

**How to Remediate a Power Point Presentation in 10 easy steps:**

1. How to Inspect your Presentation.
2. How to Check for Issues.
3. Alternative Text.
4. Adding ALT Text to Images, Shapes, and Charts.
5. Hyperlink Text.
6. Adding ALT Text to a Hyperlink.
7. How to set a Table Header.

Any further questions please refer to this QR code reader.

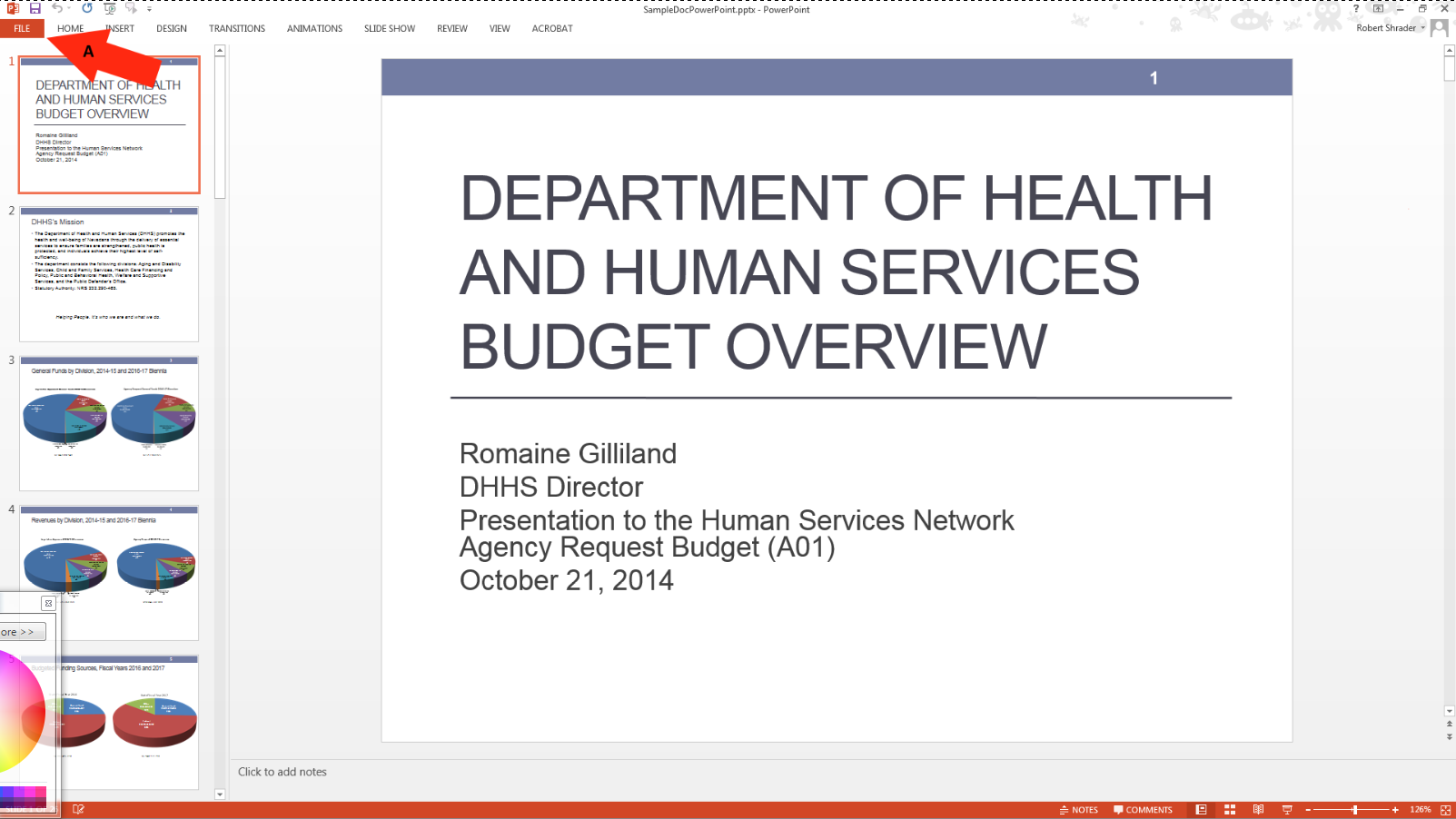


How to Inspect your Presentation

# Inspecting a Document

All documents should be checked for ADA compliance and this is how to check using Microsoft Word.

1. Select “File” in the top left of your document

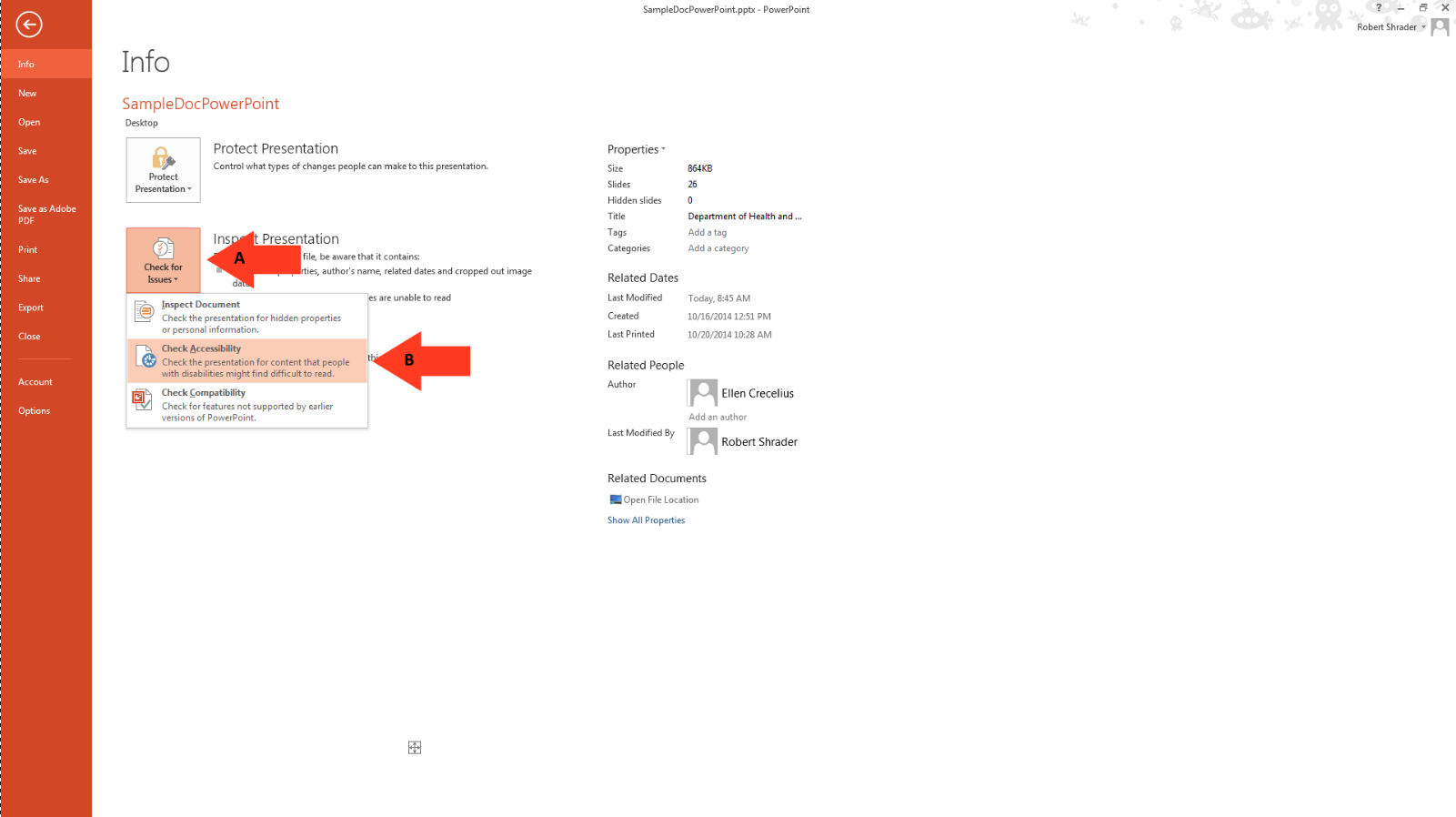


How to Check for Issues

# Check for Issues

All documents can be checked for issues and the check accessibility will run a scan on documents. All errors will be listed for remediation.

1. Click on check for issues.
2. Select “check accessibility”.

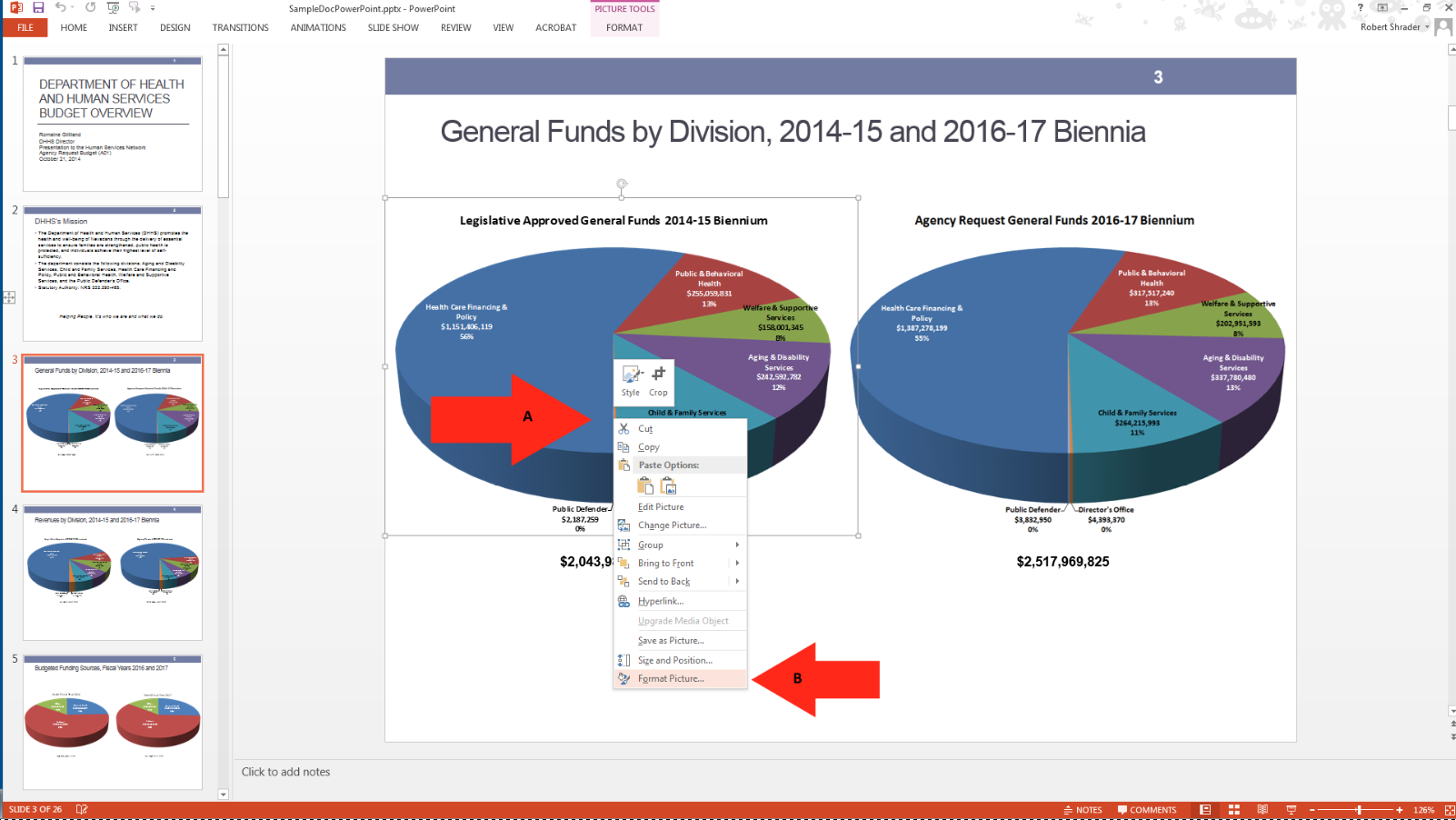


Alternative Text

# Alternative Text

Alternative text should be provided with all visual content: pictures, clip art, SmartArt graphics, shapes, groups, charts, embedded objects, ink, and videos.

1. Right-click on photo.
2. Select “Format Picture”.

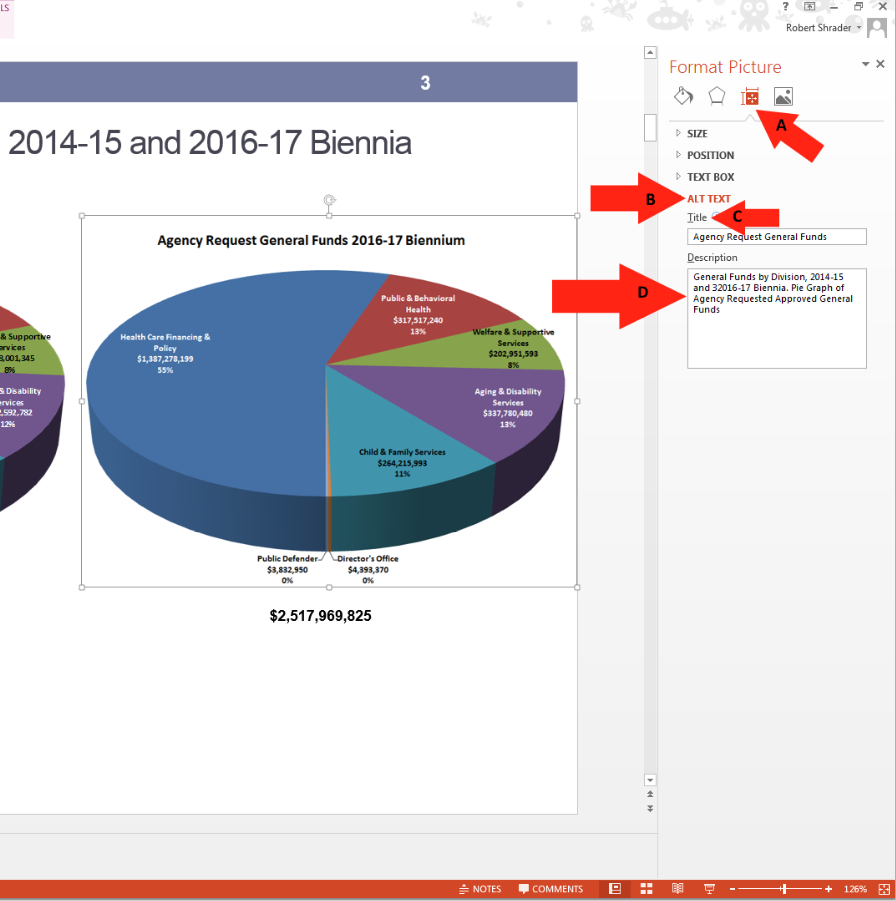


Adding ALT Text to Images, Shapes, and Charts

# Adding ALT Text

Adding ALT text to each image in your document will give a description of your image and give a non-sighted user and better understanding of your document.

1. Select the “layout properties”.
2. Select “ALT Text”.
3. Add a title to the image.
4. Give a description of the image.

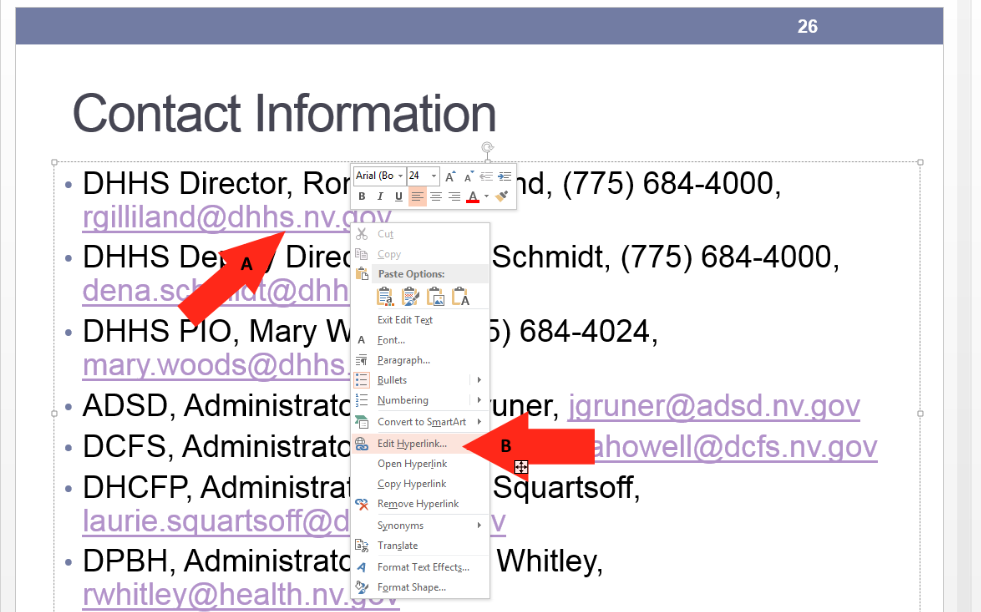


Hyperlink Text

# Hyperlink Text

Those using screen readers can often use their screen readers to look through all of the links in a word document. The links should have descriptive information about the link so that the user knows where they are going.

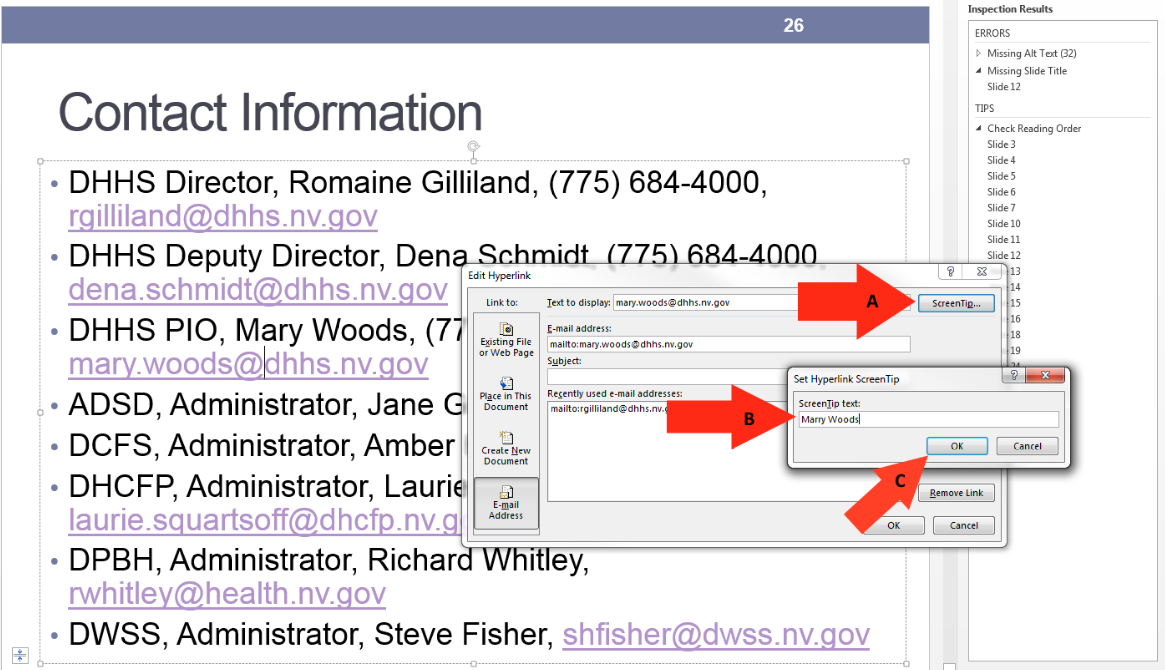
1. Right-click on “Hyperlink”.
2. Select “Edit Hyperlink”.



Adding ALT Text to a Hyperlink

# Adding ALT Text to a Hyperlink

1. Select the “screenTip” tab.
2. Give the Hyperlink and description.
3. Select “OK” to save changes.



How to set a Table Header

# Table Header

A Table requires a column header to identify the structure of a table for screen reader technologies.

1. Identify the location of the missing table header.
2. Highlight the row of cells that you designate to be the header.
3. Select “Header Row”.

