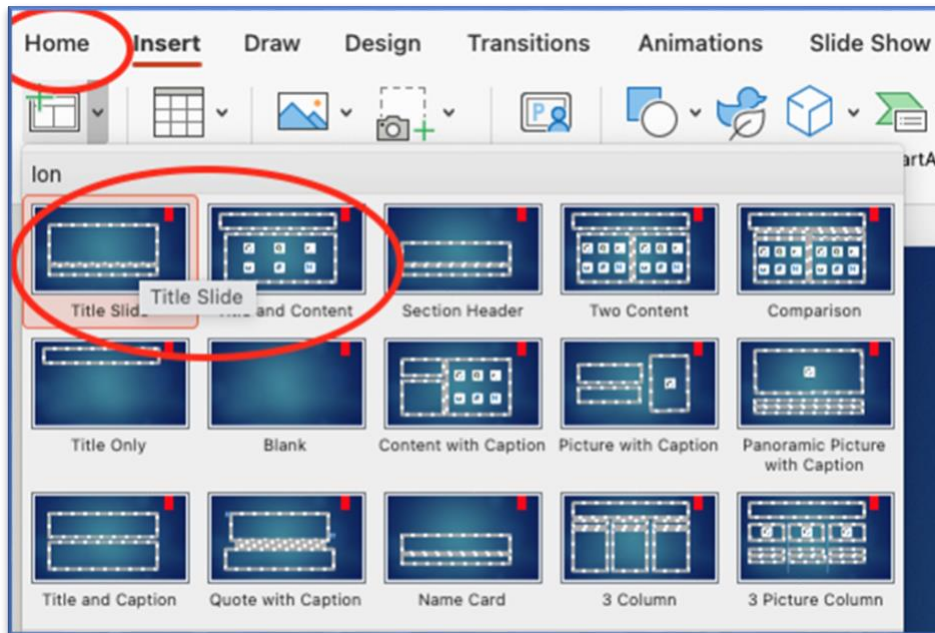


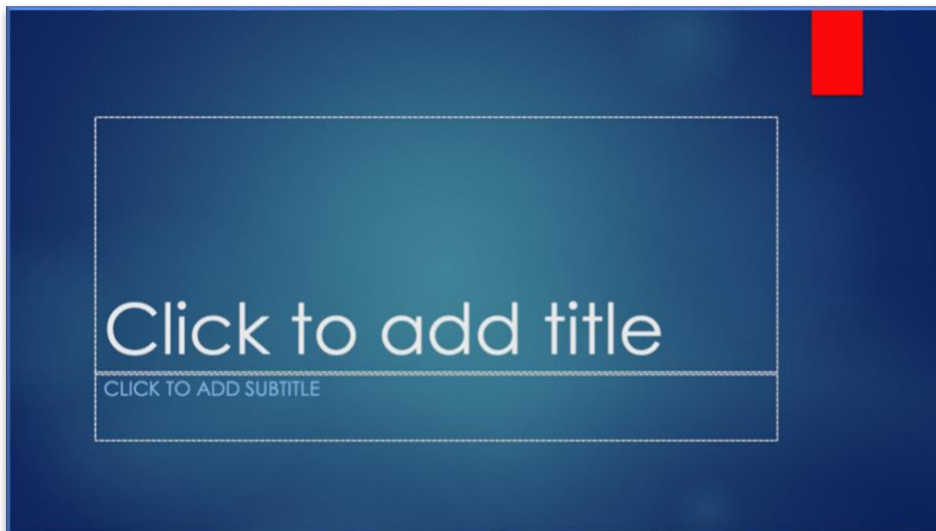
Accessible Microsoft PowerPoint (Mac)

1. Use Built-In Templates and Slide Layouts

1. Open PowerPoint.
2. Select *Home* → *New Slide*.
3. Choose a built-in layout such as *Title Slide* or *Title and Content*.



4. Do not add random text boxes—use the placeholders provided.



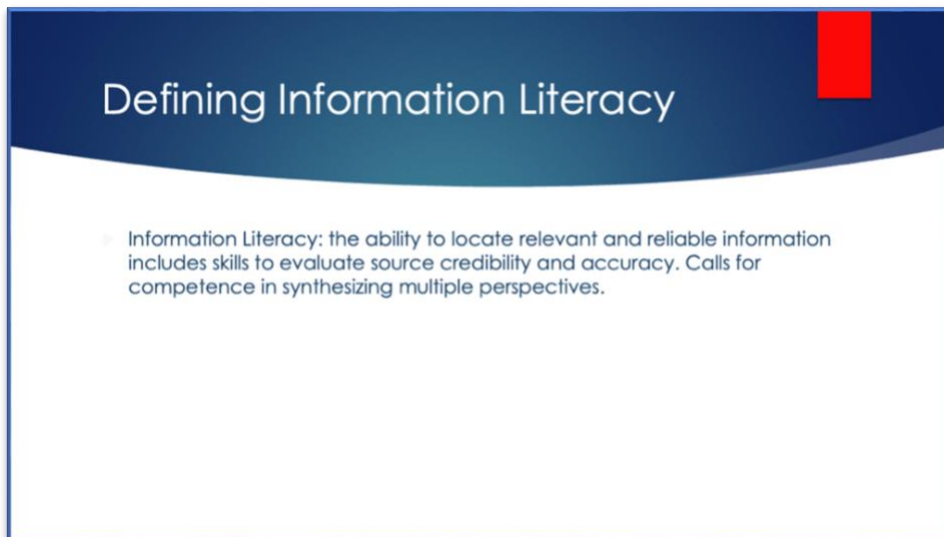
2. Use Title and Content Placeholders

1. Type the slide title in the *Title placeholder*.
2. Add your content in the *Content placeholder*.
3. Keep one title per slide.



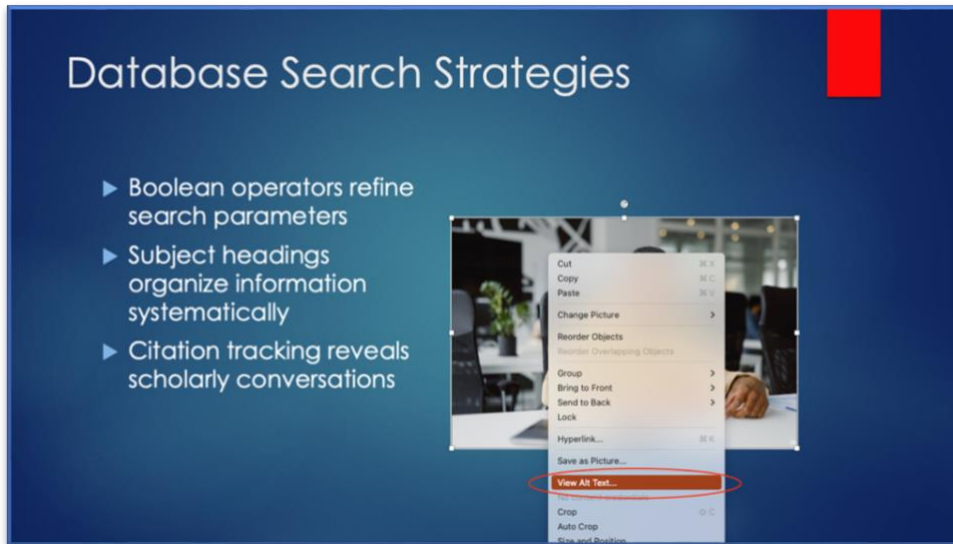
3. Use High Contrast Text and Background Colors

1. Select your *text box or background*.
2. Choose color combinations like black text on white background or white on dark blue.
3. Avoid red/green, light gray/light yellow combinations.



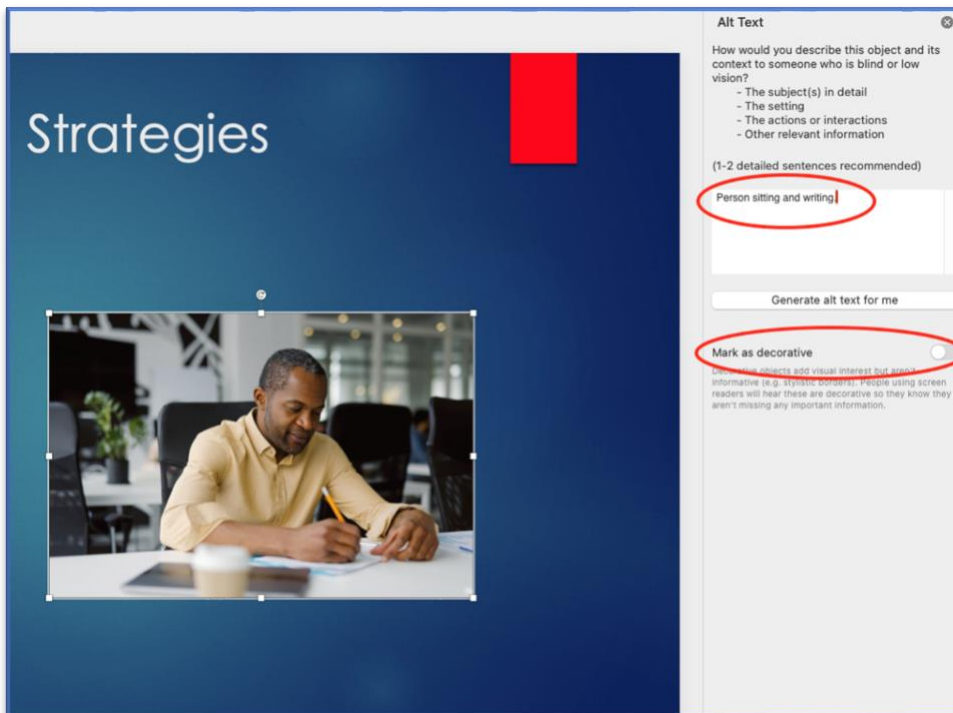
4. Add Alt Text to Images

1. Right-click the image.
2. Select *View Alt Text*.



3. Type a short description of the image.
4. If the image is only decorative (e.g., borders, background accents), check *Mark as decorative*.

Decorative images do not convey any instructional meaning.



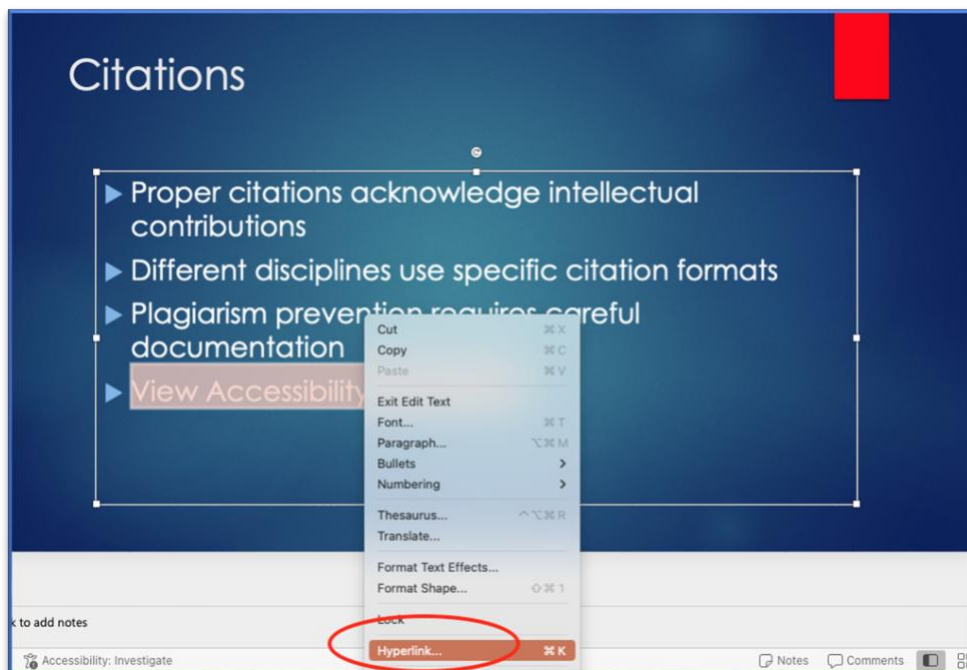
5. Avoid Using Color Alone to Show Meaning

1. Use symbols (like *asterisks*) or text labels to show emphasis or meaning.
2. Do not rely on color coding only to show importance or categories.



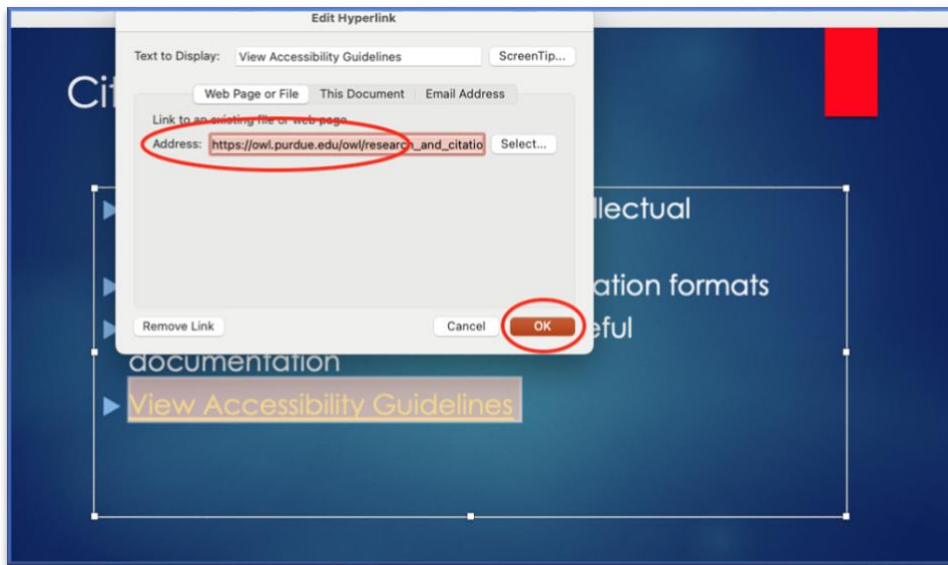
6. Add Descriptive Hyperlinks

1. Highlight the text you want to turn into a hyperlink.
2. Right-click and select *Hyperlink* or press *Command + K*.



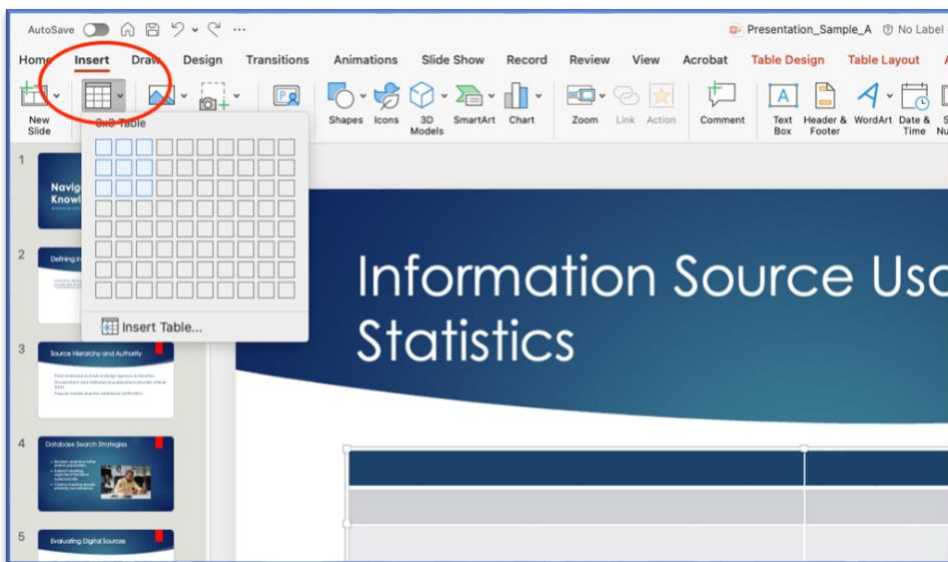
3. Enter the *URL*.

4. Update *Text to Display* with a meaningful label (e.g., "View Accessibility Guidelines").
5. Click *Ok*.

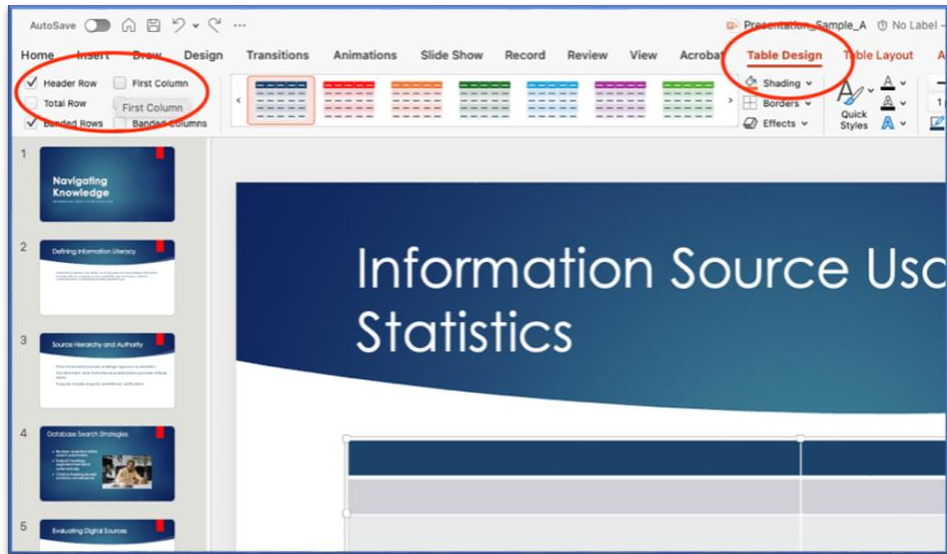


7. Use Tables for Data Only

1. Go to *Insert* → *Table*.
2. Enter Rows and Columns
3. Use one row for headers.

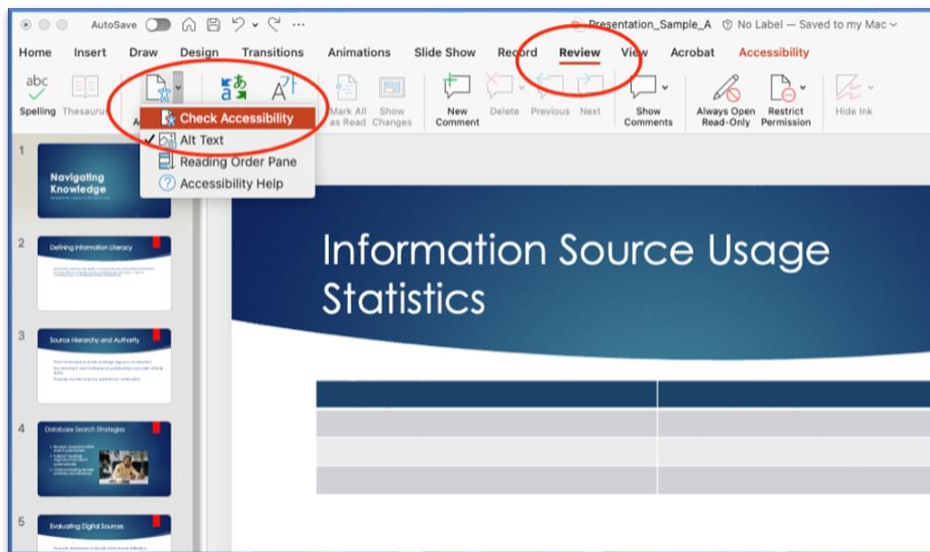


4. Select the table → Go to *Table Design* tab.
5. Check *Header Row* and *First Column* if needed.
6. Avoid merging cells.

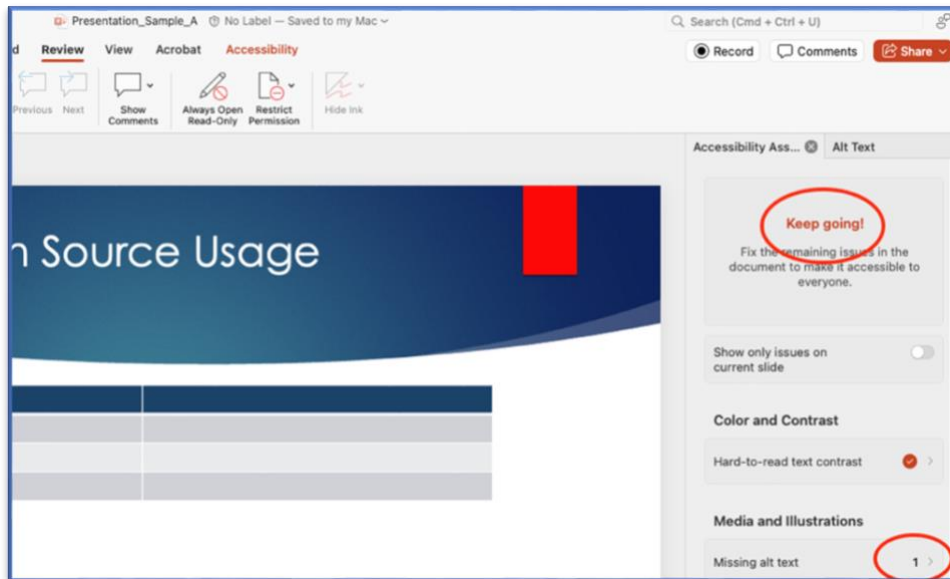


8. Use the Accessibility Checker

1. Go to **Review** tab.
2. Click **Check Accessibility**.



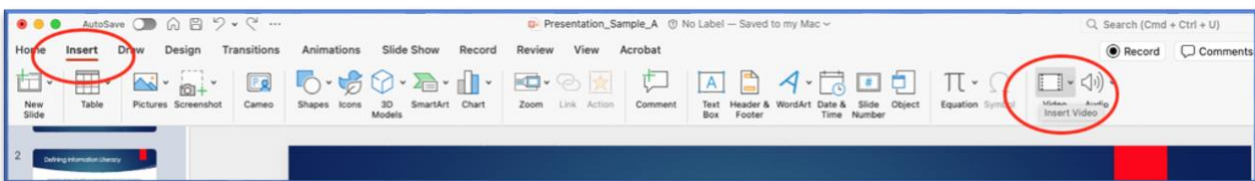
3. Review the list of issues in the side panel.



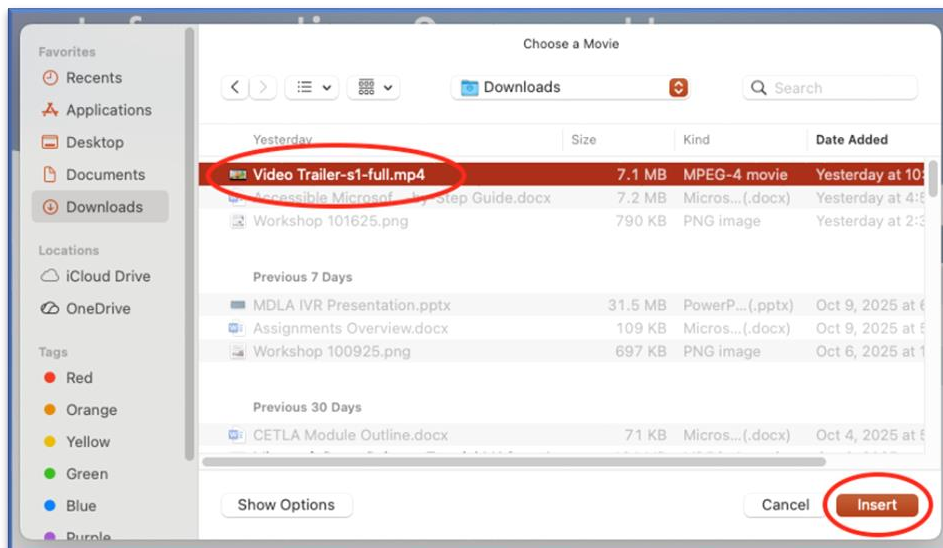
4. If needed, click on each issue to fix it.

9. Add Captions to Videos

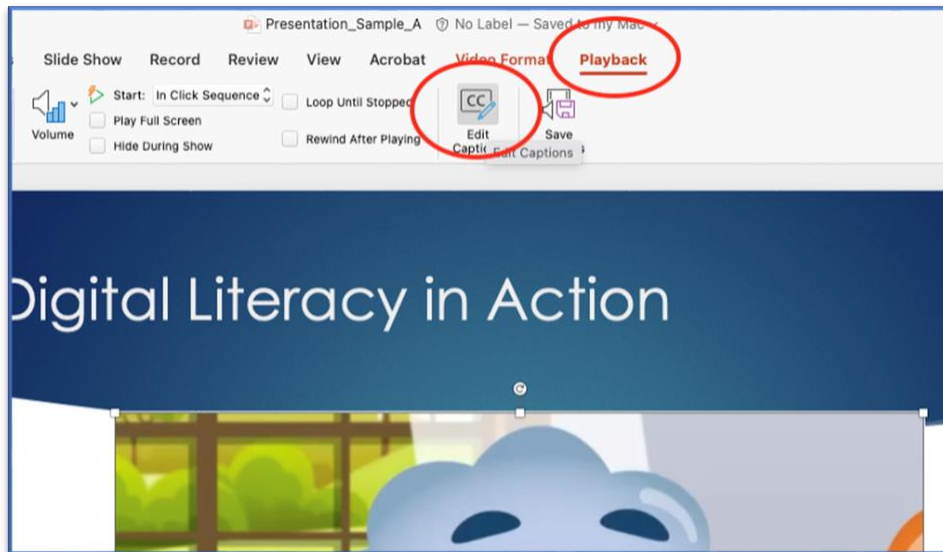
1. Insert **Video** → Select the *video from your file*.



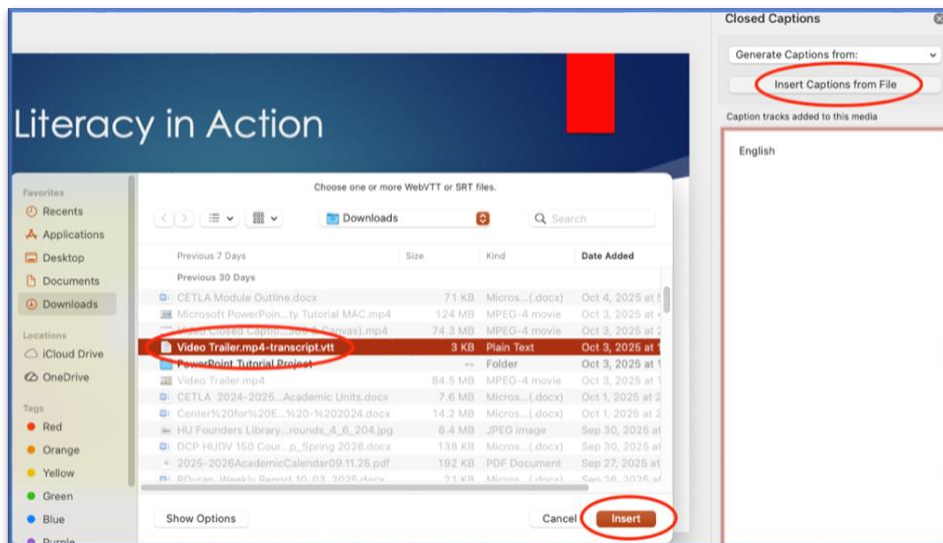
2. Click **Insert**.



3. Go to **Playback** tab.
4. Select **Edit Captions**.



5. Click *Insert Captions from Files* → Choose *.vtt* or *.srt* file.

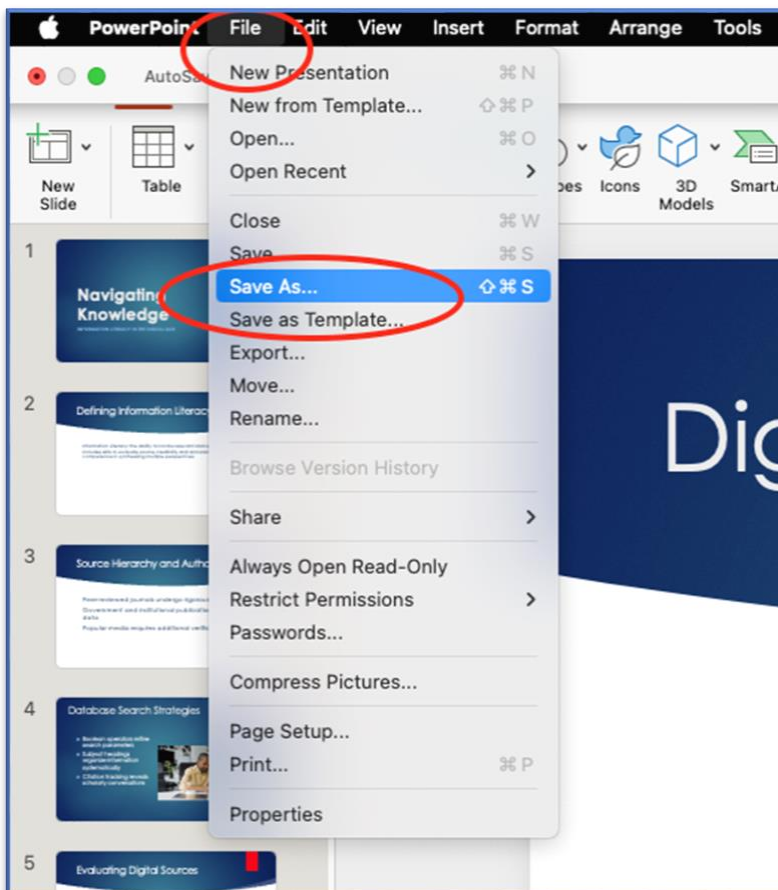


6. Make sure captions appear when playing.



10. Save as an Accessible PDF

1. Go to **File** → **Save As**.



3. Choose **PDF** as file type.
4. Select Best for electronic distribution and accessibility

5. Click *Save*.

