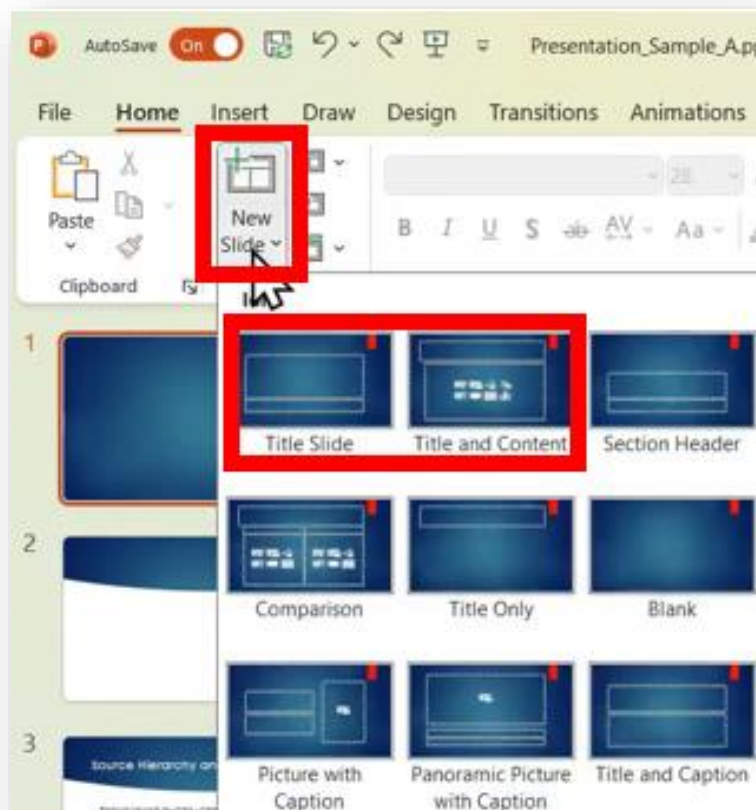


Creating an Accessible Microsoft PowerPoint Presentation

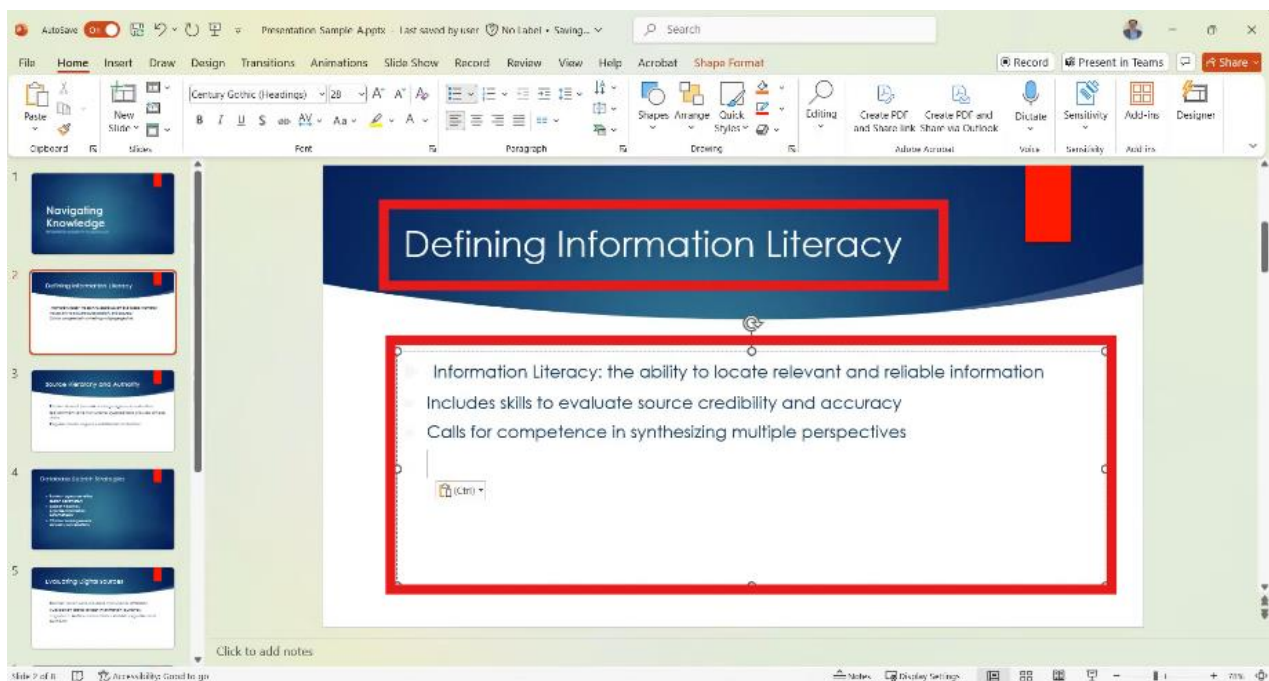
Use Built-In Templates and Slide Layouts

1. Select *Home* > *New Slide*, then choose a layout from the dropdown.
2. To change the slide layout, select *Home* > *Layout*, then choose a layout from the dropdown



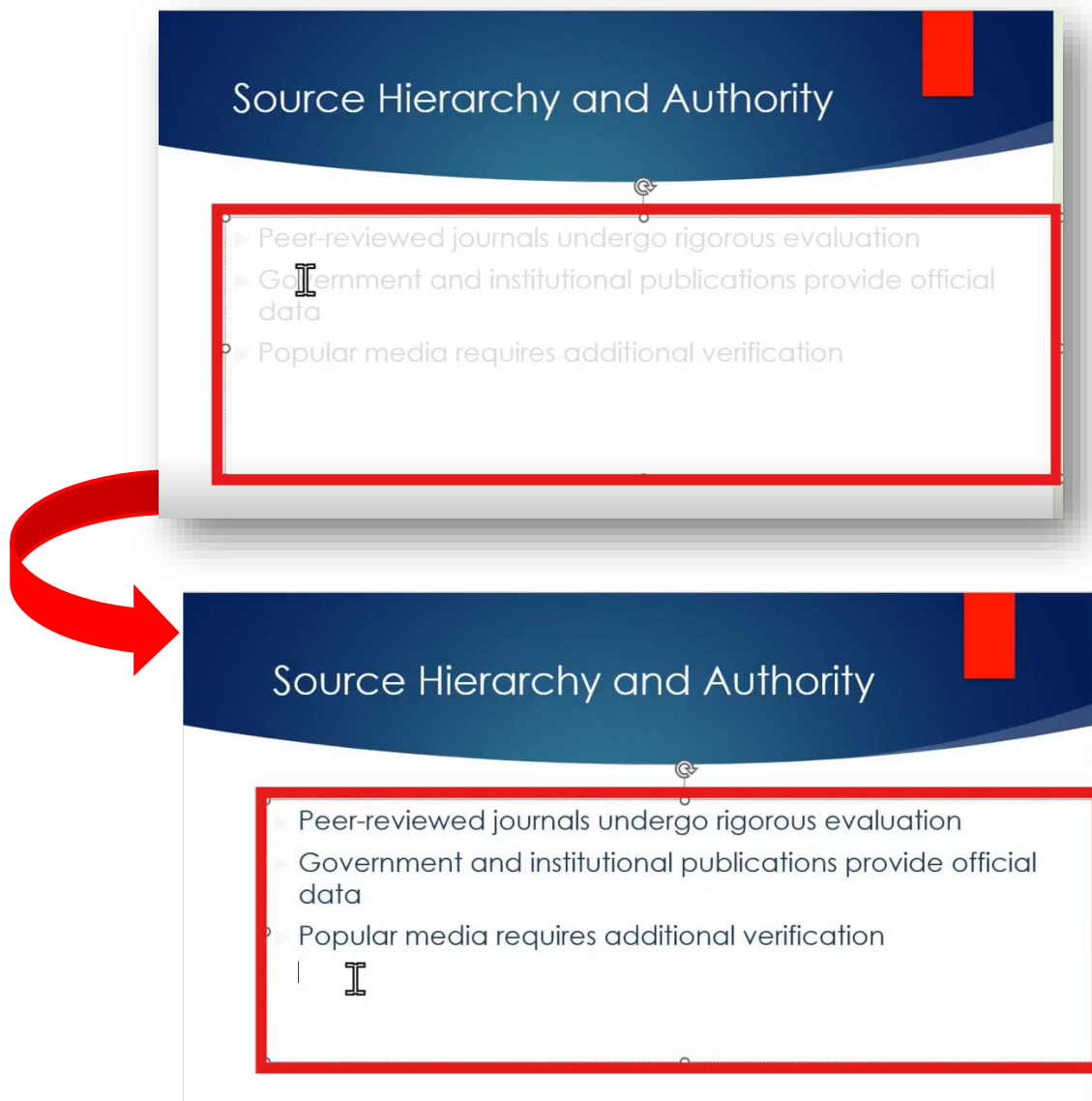
Use Title and Content Placeholders

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



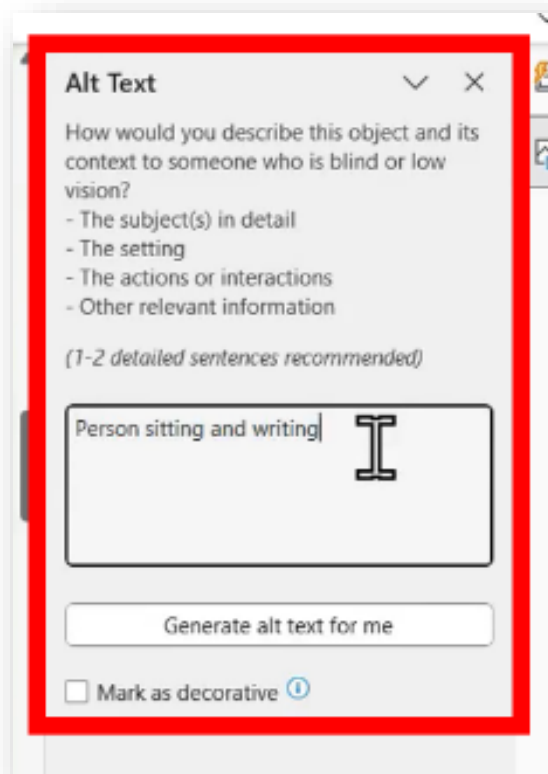
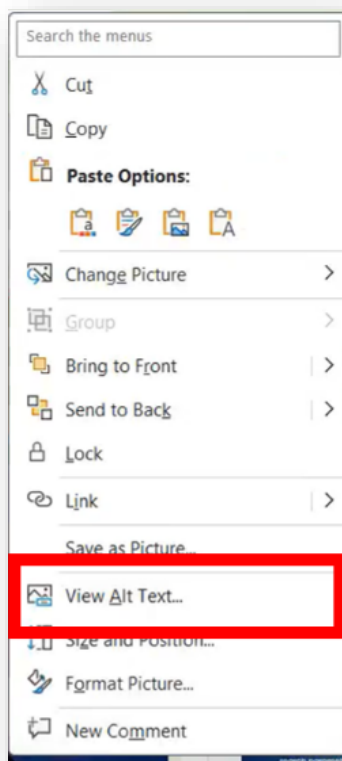
Use High Contrast Text and Background Colors

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.



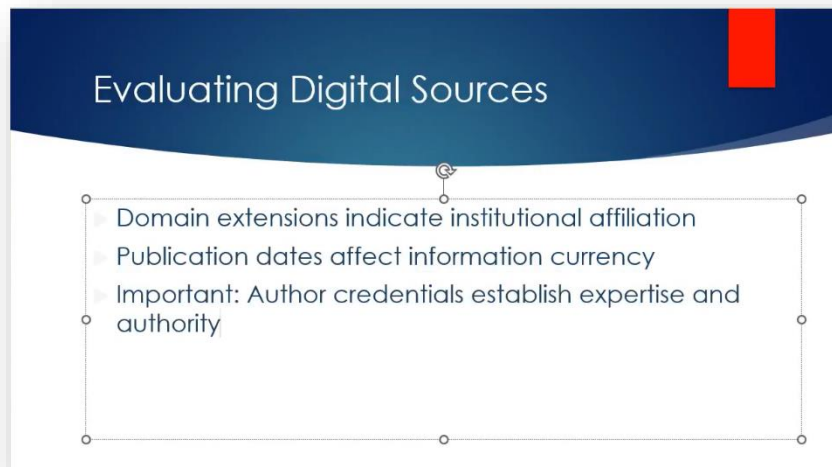
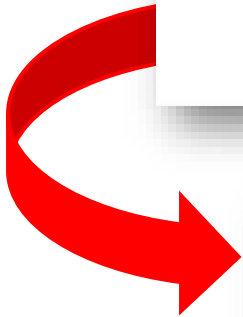
Add Alt Text to Images

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*.
 - a. Note: Decorative images do not convey any instructional meaning.



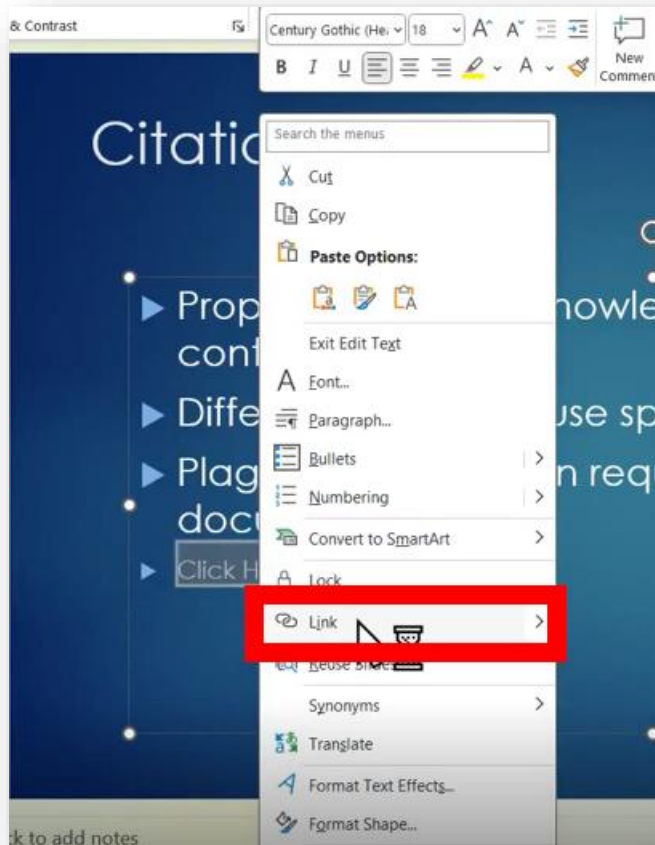
Avoid Using Color Alone to Show Meaning

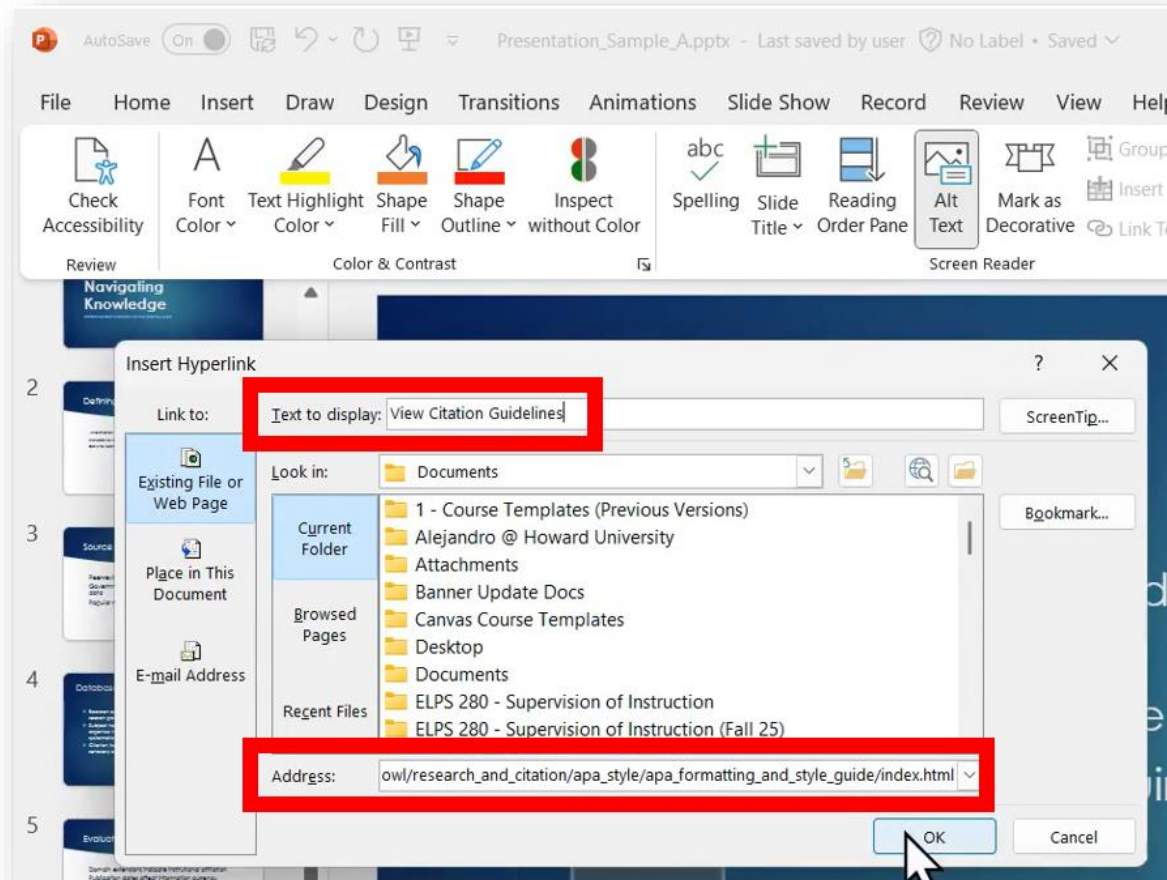
1. Use symbols (like *asterisks*) or text labels to show emphasis or meaning.
2. Do not rely on color coding only to show importance or categories.



Add Descriptive Hyperlinks

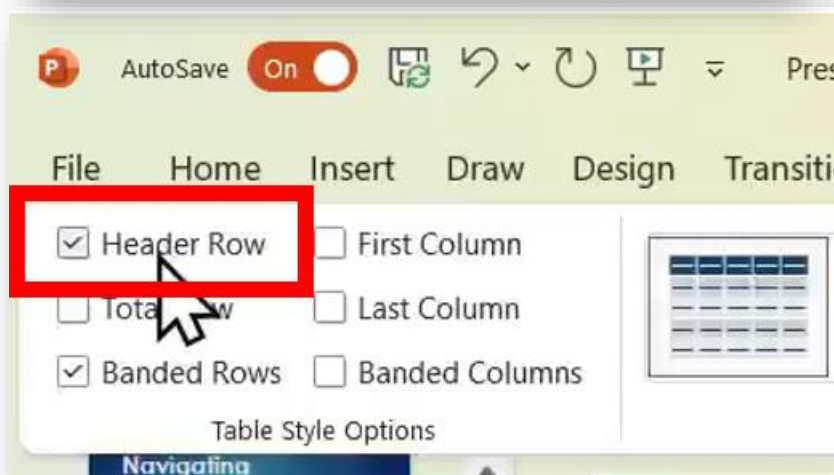
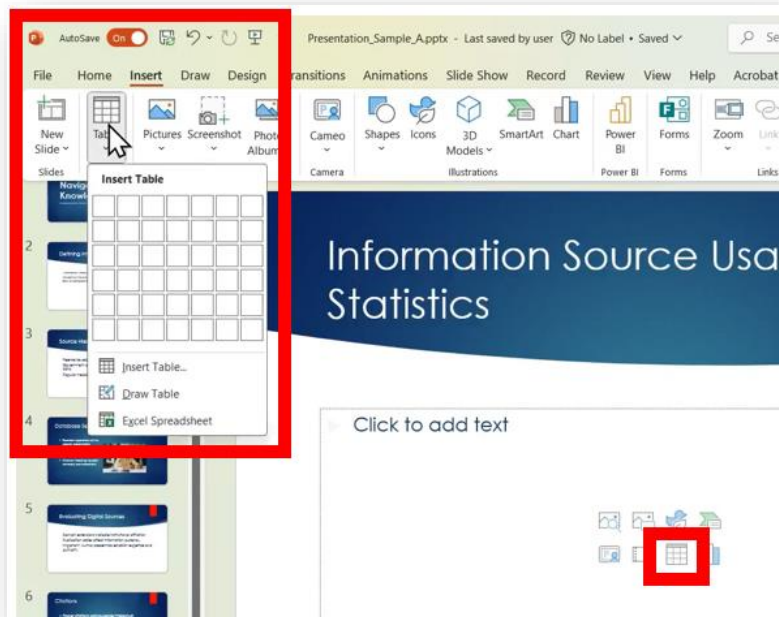
1. Highlight the text you want to turn into a hyperlink.
2. Right-click and select *Link* or press Ctrl + K.
3. Enter the URL.
4. Update *Text to Display* with a meaningful label (e.g., "View Accessibility Guidelines").





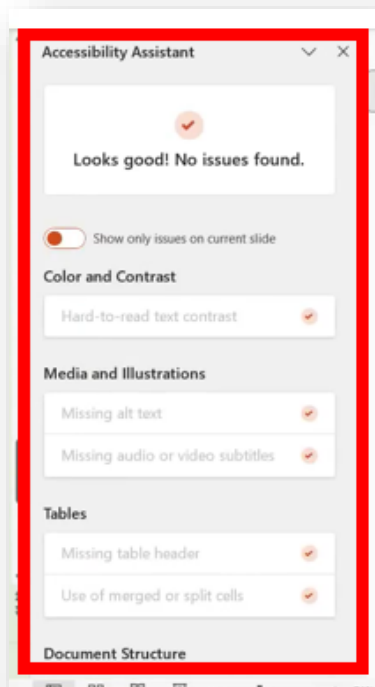
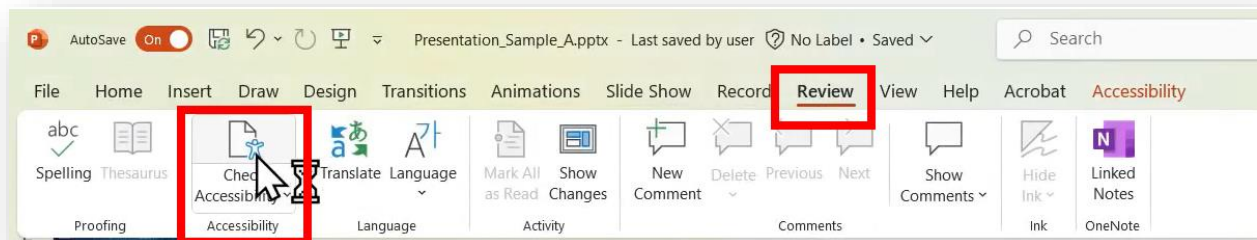
Use Tables for Data Only

1. Go to *Insert* > *Table*.
2. Use one row for headers.
3. Select the table and go to the *Table Design* tab.
4. Check *Header Row* and *First Column* if needed.
5. Avoid merging cells.



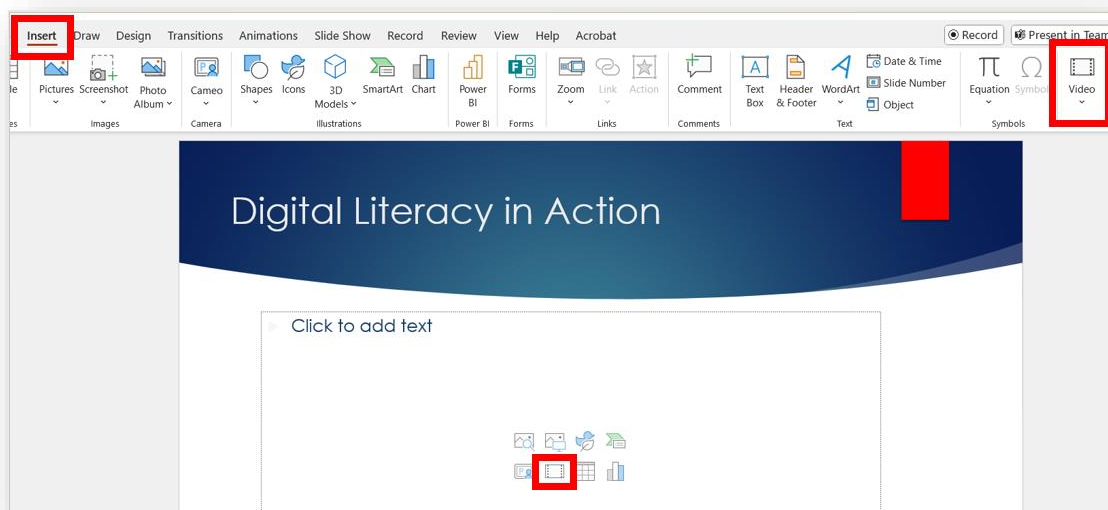
Use the Accessibility Checker

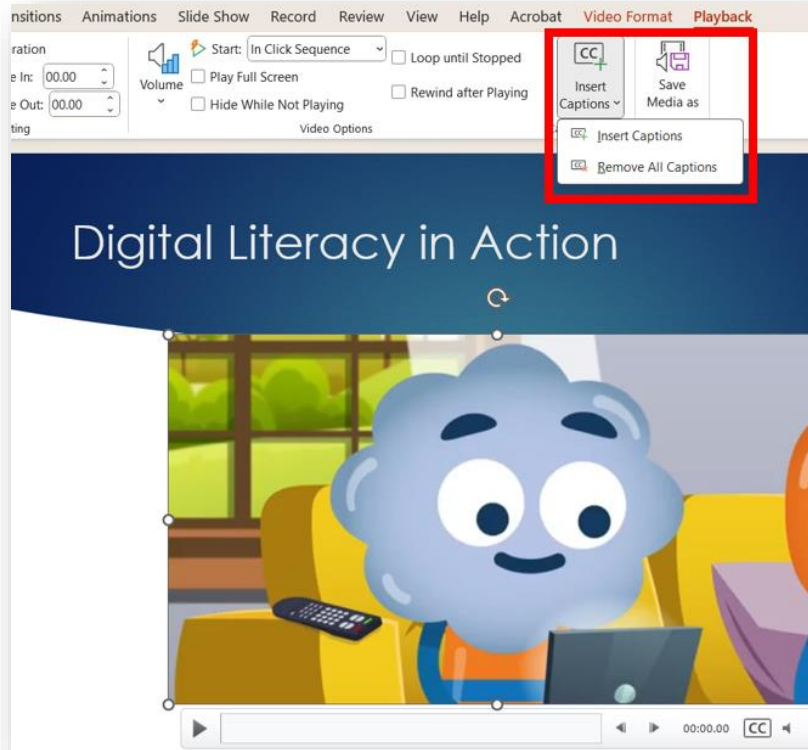
1. Go to *Review* tab.
2. Click *Check Accessibility*.
3. Review the list of issues in the side panel.
4. Click on each issue to fix it.



Add Captions to Videos

1. Select *Video* from the toolbar, and then select the file from your library.
2. Go to *Playback* tab.
3. Click *Insert Captions* and choose the appropriate .vtt or .srt file.
4. Make sure captions appear when playing.





Save as an Accessible PDF

1. Go to *File > Save As*.
2. Choose *PDF* as file type.
3. Click *More Options*.
4. Check *Document structure tags for accessibility*.
5. Click *OK* and save.

