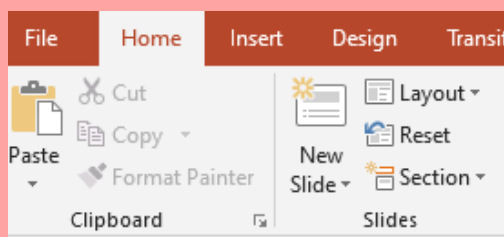


# STEPS FOR CREATING ACCESSIBLE DOCUMENT IN MICROSOFT POWERPOINT

1

Search for online templates and themes

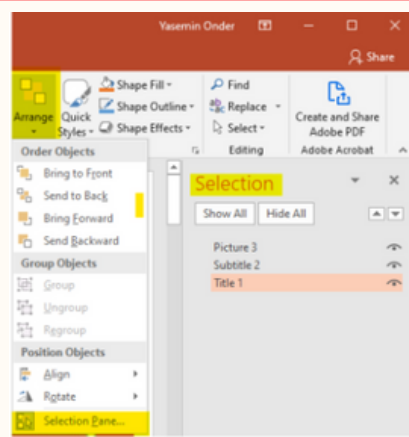


## Theme Layout

1. Open **PowerPoint apps**, then type search section "**Accessible Template**".
2. Select "**Home**", Choose a layout from the dropdown.
3. To change a slide layout, select "**Home**", then "**New Side**"

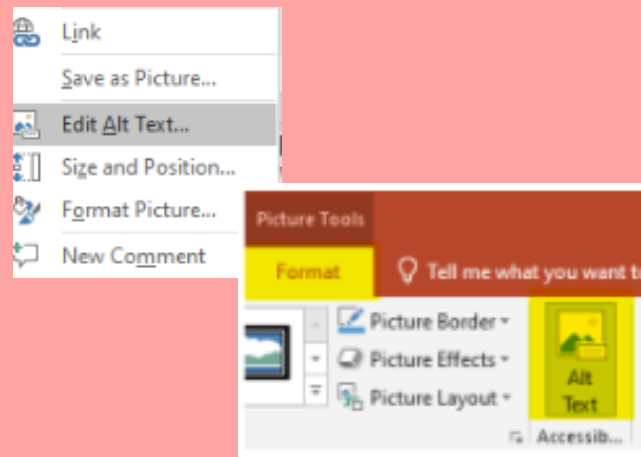
## Reading Order

1. Select the **Home Tab**. choose "**Arrange**",
2. Then click "**Selection Pane**".
3. The **Selection Pane** will appear on the **right side** of the screen, displaying items in a **bottom-to-top reading order**.
4. Drag and drop items to correct any out-of-sequence content.



2

3

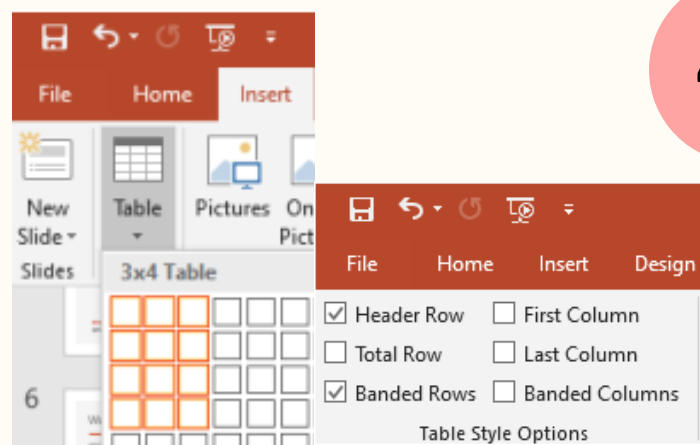


## Alternative Text

1. **Right click** on the image and select "**Edit Alt Text**". Then add 1-2 sentences into the panel on the right.
2. Click on the image to select it and then click "**Picture tab**" on the ribbon.
3. Click on the **Alt-Text menu**, Then add 1-2 sentences into the panel on the right.

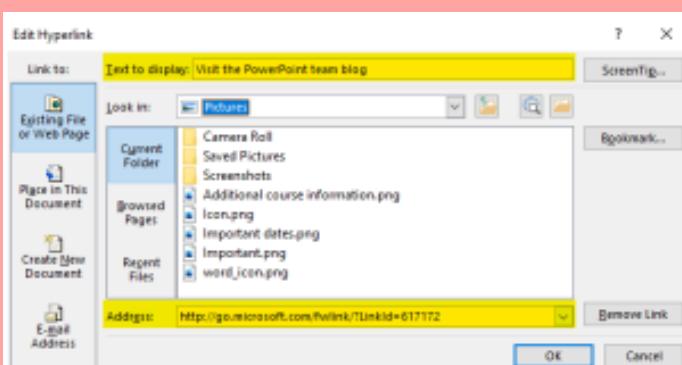
## Table

1. Select the "**Insert**" menu, click "**Table**".
2. Specify the number of columns and rows using the Insert Table dialog.
3. Identify table headers by clicking on the table. Click on "**Table Tools>Design**" on the left-hand side in the information section you will see header row, first column.



4

5

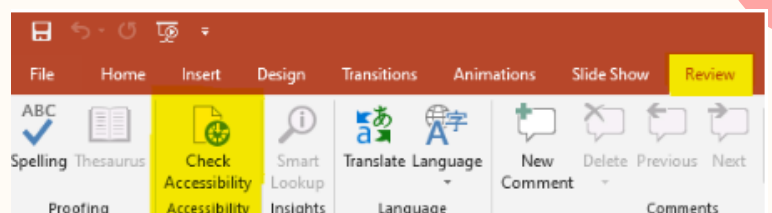


## Hyperlinks

1. Go to the **Insert tab** on the ribbon.
2. Select the **link** menu.
3. On the pop-up menu, enter or **paste the URL in the address field**.
4. Add descriptive text in the "**text to display**" field.

## Accessibility Checker

1. Select the Review tab on the ribbon, and click Check Accessibility.
2. The checker presents on the right side of the screen with the accessibility errors, warnings, and tips for making repairs.



6

7



## Accessibility Checker

- The Accessibility Checker **lists errors, warnings, and tips** for accessibility of PowerPoints.
- Follow the recommendations that the accessibility checker suggest to address accessibility issues.