Creating Accessible Presentations – Microsoft PowerPoint

Presentations are an integral part of lesson development and course design. They provide information in a visually appealing and easy to digest format that is easily transformed into a platform for lecture notes. The following steps explain how to make an existing presentation accessible using Microsoft PowerPoint.

Multimedia: Audio, Videos and Images

1) *Click* **Insert** to bring up all the tools you need to add multimedia to your presentation.
2) *Provide* transcripts for any included audio clips
3) *Review* any displayed videos for captions;
    a. If captions are present, *create* a title and alt-text for each video.
    b. If videos are not captioned, you will need to either find a captioned version or, with the permission of the content owner, upload the video to Yuja for automatic captioning. Videos **cannot** be provided without captions.
4) *Add* appropriate Alt-Text to all images.
5) *Add* explanations for nuanced images on the slide or in the **Speaker Notes.**

Adjusting Reading Order

6) *Click* **Arrange** on the home tab
7) *Select* **Selection Pane**; a menu titled 'Selection' will display the reading order for each slide on the right side.
8) *Drag and drop* each slide item to order them as you intend them to be read.
    a. Note: the reading order is bottom up, so the titles of your slides should always be on the bottom.
9) *Save* the presentation. The following steps are for saving an accessible outline
10) *Click* **File** > **Save As**
11) *Select* a file location and select the Outline/RTF' from the Save as type drop-down; Saving this file format creates an outline of the presentation to be shared alongside it.

Check Accessibility:

1) *Open* an existing presentation in **PowerPoint** and review the content.
2) *Click* **Review** in your toolbar.
3) *Click* **Check Accessibility**; an **Accessibility Checker** menu will appear on the right with 'Inspection Results' displayed.
    a. This menu displays all accessibility concerns in the presentation and will display the reasoning for correction and recommendations for solutions.
        i. The first section, labelled, 'errors' in the inspection results, provides a list of images without alternative text as well as videos; they also need titles, labels, and alt-text.
    b. 'Additional Information' under the 'Inspection Results' offers suggestions on how to fix concerns

Congratulation, you have now made your presentation accessible using Microsoft PowerPoint.

Additional Resources:

1) For more information on adding Alt-Text, reference the guide titled *Creating Alternative Text – Microsoft Office Suite*
2) For more information on adding captions to videos, reference the guides for creating captions on Yuja, Amara, Microsoft Stream, and YouTube.