



## **Creating Accessible Presentations – Microsoft PowerPoint**

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

- 1) *Click **Arrange*** on the home tab
- 2) *Select **Selection Pane***; a menu titled 'Selection' will display the reading order for each slide on the right side.
- 3) *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.
- 4) *Save* the presentation. The following steps are for saving an accessible outline
- 5) *Click **File > Save As***
- 6) *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. 'Additional Information' under the 'Inspection Results' offers suggestions on how to fix concerns.