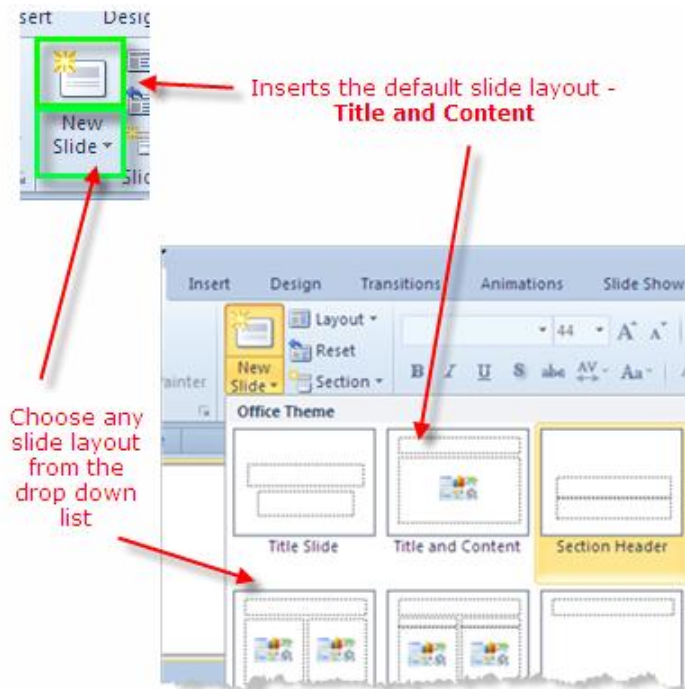# Creating Accessible PowerPoint Presentations
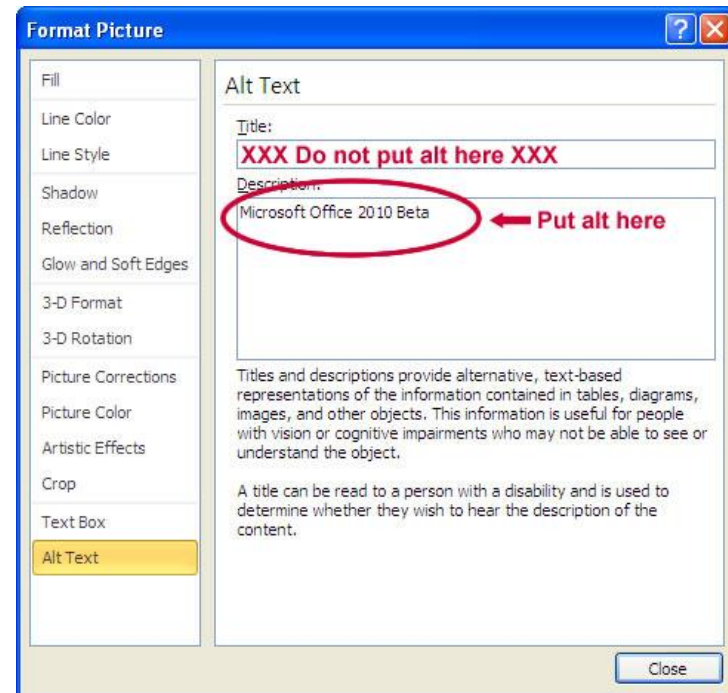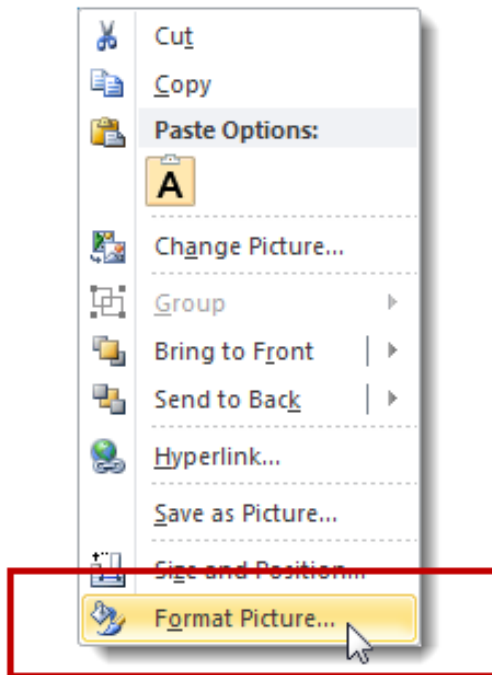
Adding a New Slide

- Use **Predefined Layouts**
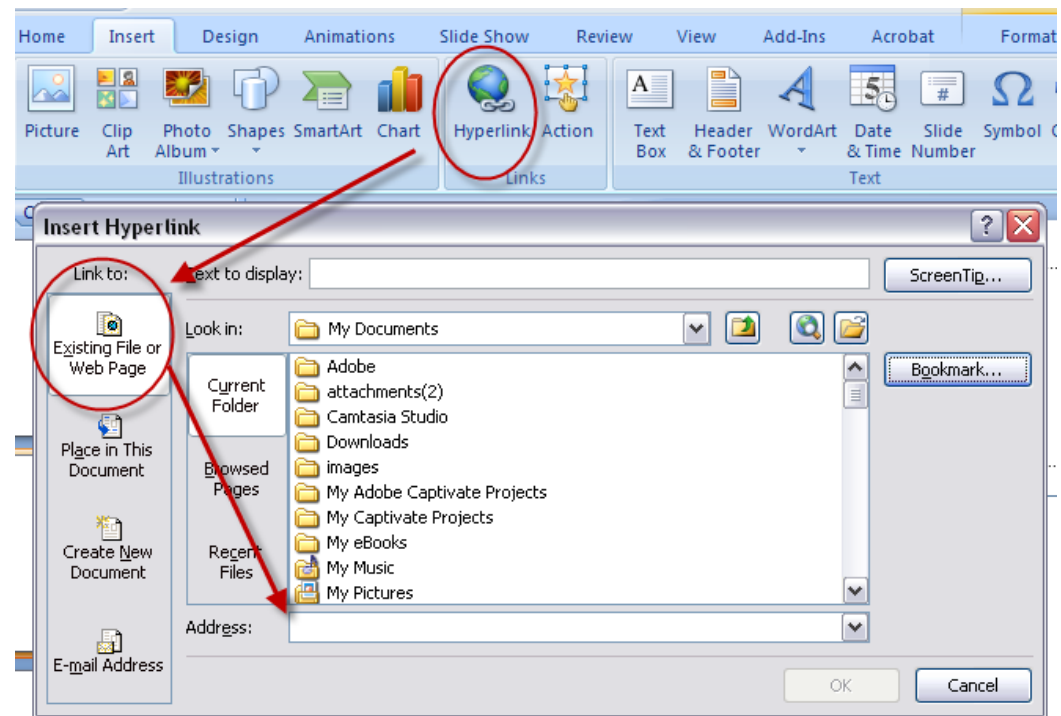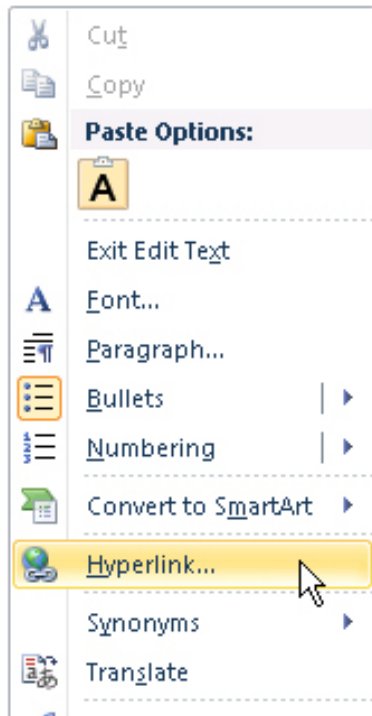- Do Not make new Text Boxes

Accessible Images

- **Alt text** must be including for images, clip arts, charts, tables, and SmartArt graphics to read out on Screen readers
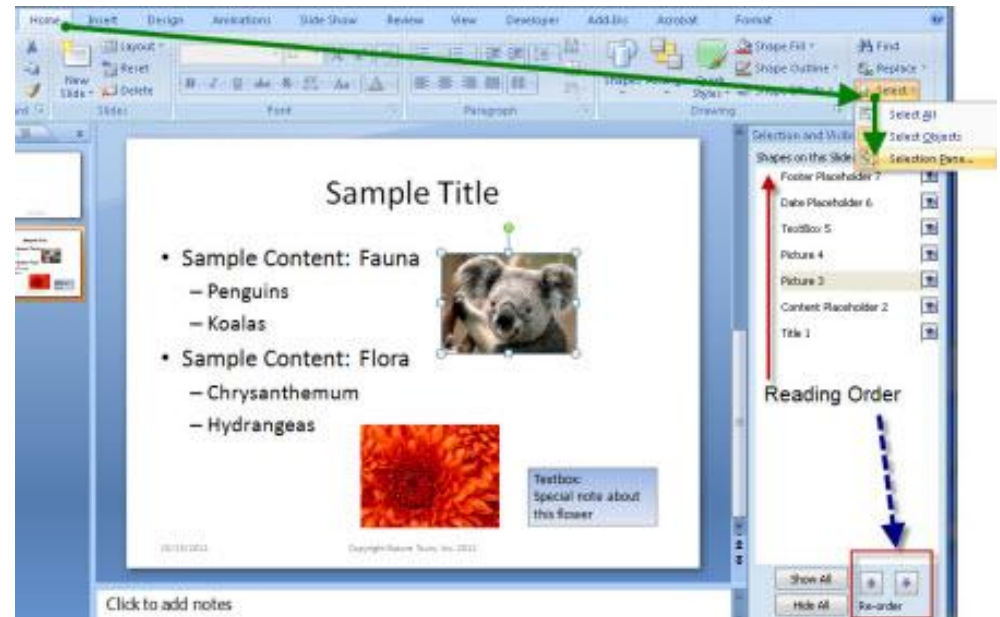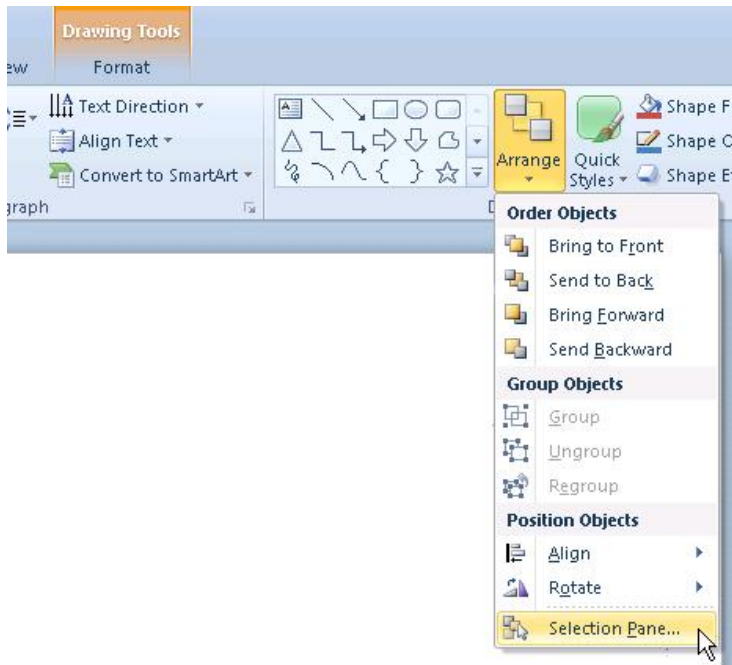
Accessible Hyperlinks

- Hyperlink must provide the **description** of the link's destination

Reading Order

- Ensure that the **Reading Order** of the content on each slide is logical

Accessible Tables

- In addition to Alternative text for the table, specify **header column information** in tables

Color and Contrast

- Avoid using **orange, red, and green** in your template and text

- Use **texture** in graphs, instead of color, to highlight points of interest

- Keep the overall **contrast** in your presentation **high**

Audio/Video Accessibility

- All audio/video content must be provided with **Transcript/Closed Captions**
- **Best Practices** for Audio/Video –
  - Record in a quiet environment
  - Use a good quality microphone
  - Start with a script
  - Be clear, be brief
  - Provide transcript/CC

Check for Accessibility Issues

- Run the Accessibility Checker to check for issues
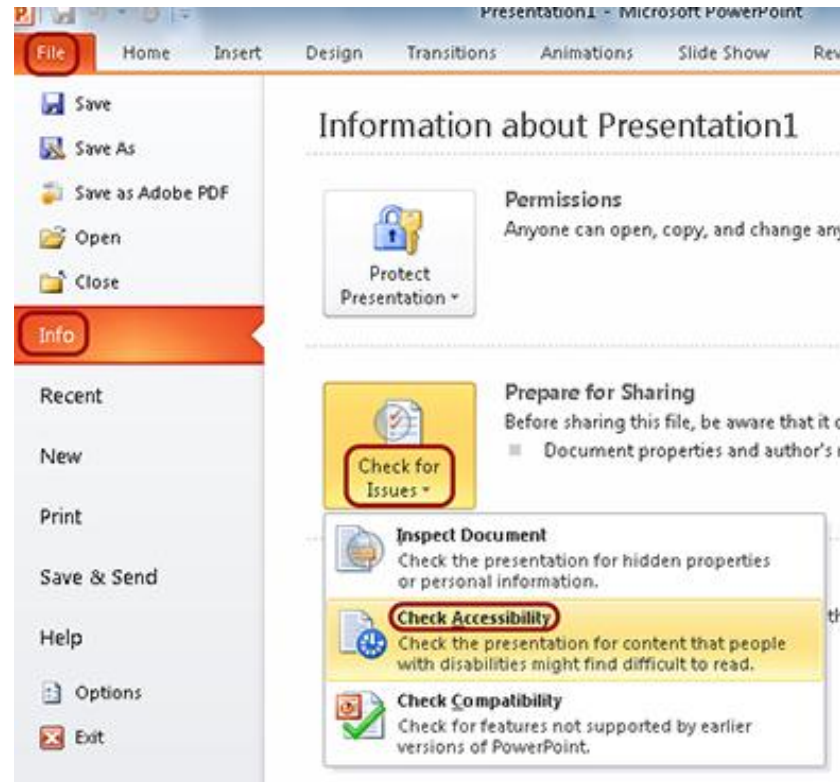
Check for Accessibility Issues

- Issues/Errors will be listed on the right along with additional information on how to fix it