



PowerPoint Accessibility Process

1. Verify that all text of each slide, including its title, appears in the Outline view. (Text not appearing in the Outline View may not be read by screen reading software and may not be tagged when converting to PDF.)
 - a. Go to the **View** tab.
 - b. In the **Presentation Views** section, select the **Outline View** icon. The Outline View pane will appear to the left side of the slide in place of the Normal (Thumbnail) View.

Note: You can use the keyboard command **Ctrl+Shift+Tab** to toggle between the Outline and Normal Views.
2. Ensure that each slide has a unique title. (Use "X of Y" numbering to identify multiple slides about a single topic.)
3. On each slide, verify that the font size is no smaller than 18 points. (The use of font sizes smaller than 18 points may indicate that a slide is overloaded with information and should be spread across multiple slides.)
4. Verify that all meaningful images have descriptive and concise alt text in the Description field (**not** in the Title field).

For complex images, such as tables, charts, or graphs:

 - a. The alt text of the complex image concisely summarizes it and informs users where to find its full description (in the Notes section or on the slide itself).
 - b. The full description of the complex image is provided in the Notes section or in a content placeholder on the same slide.
5. Confirm that no flickering/flashing text nor animated images are used.
6. Verify that color is not used as the only way to provide information. Information conveyed with color should be available as text.
7. Check text color for sufficient contrast with its background. (The minimum color contrast ratio is 4.5:1.)
8. Verify that video content has synchronized captioning and is accompanied by a transcript. Audio-only content should be accompanied by an audio description.
9. Examine the reading order of each slide:
 - a. Go to the **Home** tab.

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- c. In the **Drawing** section, select the **Arrange** icon to see a drop-down list of commands.
 - d. Choose **Selection Pane**. The pane will appear to the right side of the slide.
 - e. In the Selection Pane, all slide elements will be listed. The bottommost item (last) in the list is read **first** by the screen reader. The topmost item is read **last**.
 - f. To re-order an element, select an item in the Selection Pane and then drag-and-drop it into the desired place in the order. Alternately, you may click either of the "re-order" arrows to move a selected element into the desired place.
Note: You can also use the keyboard command **Alt+F10** to open the Selection Pane.
10. Open the file's Document Properties and verify that the Title is meaningful, understandable, and specific. (This should not look like a file name).