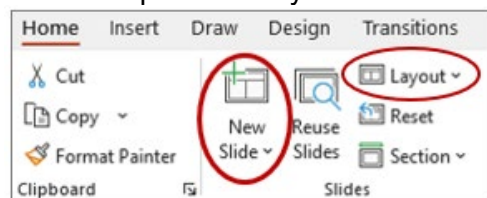# Accessible Microsoft PowerPoint Presentations (Windows)

Layouts

Use slide layouts PowerPoint provides. **Correctly structured headings, lists, and reading order help ensure accessibility.**

1. Choose **Home tab > New Slide** dropdown to choose preferred layout.


2. **Layout** dropdown used to change layout.

Meaningful Links

Create unique link text instead of pasting a full URL or using generic links (ex., "Learn more," "Link") in the document. Appropriate link text makes the link more understandable, especially when read by screen reader.

1. Right-click the existing URL link and select **Edit hyperlink** or tap **Ctrl + K**.
2. Change the text in the **Text to Display** field to a more meaningful description.
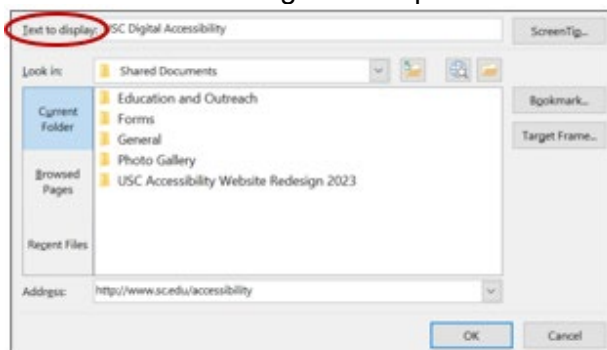
Alternative Text

Image descriptions can be added as alternative text in PowerPoint. Alt text is read by screen reader and should remain intact when exporting to HTML or PDF.

1. Right-click on image and select **View Alt Text…** An Alt Text pane will appear.
2. Enter appropriate alt text in the textbox.
3. Do not use generated descriptions:
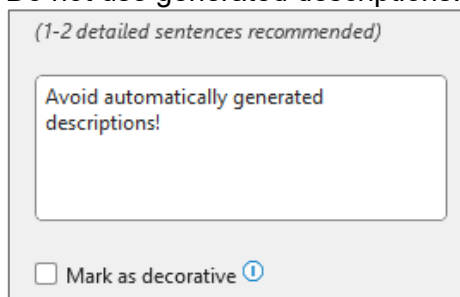
Reading Order

Proper reading order is important if content is read aloud by device (ex. screen reader).

1. Select **Review tab > Check Accessibility > Reading Order Pane**. Content is read in the order it is numbered in the Pane. If necessary, content can be moved up or down for accurate reading order.
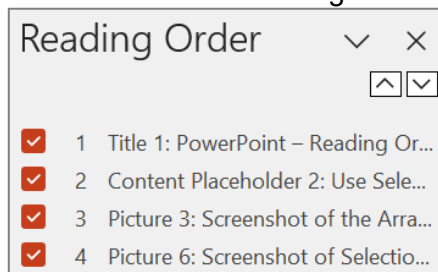

Data Tables

Accessible tables include table headers.

1. Within **Insert tab,** choose **Table > Insert Table**. Choose number of rows & columns.
2. Add table headers by **Table Design tab > Header Row** checkbox in Table Style Options.

Accessibility Checker

Don't forget to **check accessibility for issues**. The checker provides errors, warnings, & tips.

1. Select **Review tab > Check Accessibility > Check Accessibility** option.
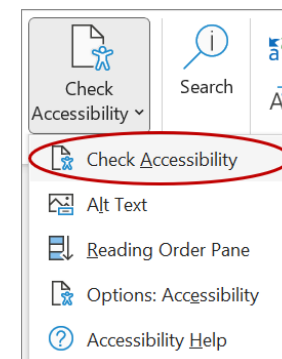
Also Be Mindful With…

- **Sufficient font size**, especially if viewed on a projector.
- **Captioning/transcript for embedded videos.**
- **Transcript for embedded audio**.
- **Avoid automatic slide transitions.**
- **Use plain, simple language** when found possible**.**
- **Enable "Always Use Subtitles"** if you will be presenting with a microphone.

Learn more at USC's Digital Accessibility Website, sc.edu/accessibility