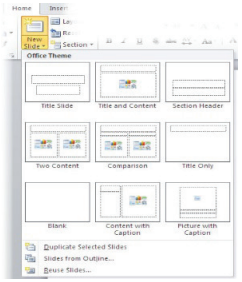
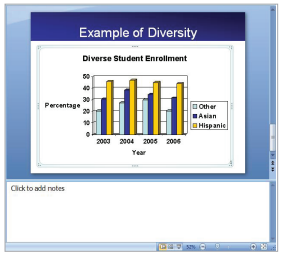
Tips for Creating Accessible Microsoft PowerPoint Documents in 2010

★Creating Slide Layouts



1. Select **Home > New Slide**, or select the New Slide button from the default tool bar.
2. Select from the **Office Theme** menu tab, the desired layout.

★Outline and Notes Panels



PowerPoint 2010 contains two panels to enhance accessibility via the **outline panel** and the **notes panel**. The **outline panel** contains a **text outline** of the content in the slides to be **logically sequenced, have unique and meaningful titles**, and ensures appropriate reading order.

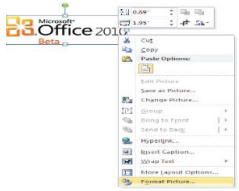
The **notes** panel allows additional information, not viewed on the slide that can be printed as handouts. Avoid image or chart descriptions in this area, the information may not be accessed by a screen reader or other assistive technology.

★Alternative (ALT) Text

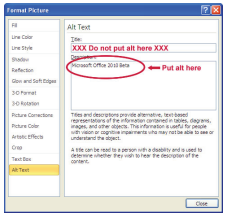
PowerPoint 2010 moved the Alt text field, creating two fields for alternative text. Alt text is read by screen readers in a PowerPoint file and should remain intact when exporting to HTML or PDF.

1. Right-click on picture
2. Select **Format Picture.**
3. Select the **Alt Text tab**, and insert the appropriate alternative text.
4. Open **Format Picture** menu.
5. Select **Alt Text** in the sidebar.
6. Both **Title** and **Description** fields will appear.
7. Add alternative text to the **Description** field.
8. Click **Close**

★Data Tables

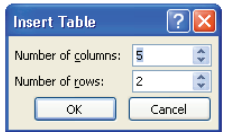


PowerPoint can style rows and columns so they appear as data tables but may not be readable **by a screen reader.** Simple tables with defined column and row headers, may be readable. Make tabular data clear by including the header row in the table and repeat header row when on multiple slides.



Tables or charts created within PowerPoint are more easily identified by a text reader than those imported from Word or Excel. If you must import data, attach the source document as well.

★Insert a Table



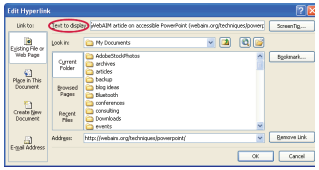
1. Click on the **Insert tab**
2. Click on the **Table icon** or select table under Insert menu.
3. Determine the appropriate column(s) and row(s) from the **Insert Table** window and click **OK**.
4. Open the source document and copy original table data from Word, Excel etc.
5. Determine the appropriate column(s) and row(s) from the **Insert Table** window and click **OK**.
6. Paste the original data onto this new table and attach the source document.

★Insert a Chart

1. Click on the **Chart icon** and choose an appropriate slide layout.
2. An **Insert Chart** window will appear.
3. Click on a **Template** i.e. **Column**, **Line**, **Pie**, etc., on the left panel and select a chart type.
4. Double click on a chart selection.
5. An Excel spreadsheet of sample or staging data will open on the PowerPoint slide.
6. **Modify** the spreadsheet to reflect your data.
7. **Repeat steps 1 through 3.**
8. Copy the source data from the original Excel spreadsheet and paste the data in the new Excel spreadsheet.
9. Follow instructions to resize chart and adjust data range to reflect the source data correctly.

If the presentation contains complex tabular information, consider **saving to PDF via Acrobat Pro** with the additional accessibility information.

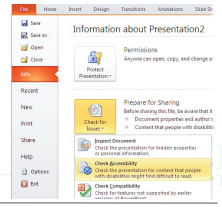
★Editing Hyperlinks



PowerPoint **automatically creates a hyperlink** when a full URL is pasted on a page. **More information is needed** for screen readers.

1. Right click on hyperlink and select **Edit Hyperlink.**
2. Change the URL in the **Text to Display field** to a different description.

★Accessibility Checker



To run the accessibility checker, select **File > Info > Check for Issues > Check Accessibility.**