Inaccessible

Inappropriate slide type

Accessible

Content out of order

Extra spacing

Correct spacing

Appropriate slide type

Content in correct order

No alt text

Alt text added
PSCC Libraries’ Accessibility Workshop Outline: PowerPoint

Today we’ll learn how to make your presentations more accessible in three steps.

Step 1: See the Lay of the Land
1. Check visibility and meaning in Grayscale under View (Slide 8, 9)
2. Show Selection Pane under Home
3. Show Outline View & Ruler under View

Step 2: Clear the Deadwood
1. Delete extra spacing (Slide 1, 2)
2. Remove complex slide transitions, animations, and blank content areas
3. Delete unnecessary lists (Slide 4, 5)

Step 3: Zone and Enrich
1. Check all slides have a unique slide title and all slides have a title
   - Slide 4, 5
   - Slide 7
2. Ensure layout option fits content (no text boxes)
   - Slide 2
   - Slide 11
3. Increase line spacing where needed
   - Slide 1
   - Slide 11
4. Adjust box to move text
   - Slide 1
5. Create Alt Text for tables, graphs, charts, shapes, videos, images (none for decorative images)
   - Compare images on Slide 1, 9
   - Slide 9, 11
6. Create accessible links
   - Slide 10
   - Slide 12
7. Use PPT table, don’t merge cells, minimize blank cells, specify row/column header
   - Slide 11
8. Use PPT chart, label data, alt text, descriptive caption
   - Slide 3
9. Check for closed captioning for video and audio files - if embedded, add hyperlink (can be title)
   - Slide 7
10. Move items in Selection Pane, reading order from bottom to top

More resources on the Accessibility Guide (lib.pstcc.edu/accessibility).

Hey look! There’s an accessible link :)