

Learning Objectives:

Upon completion of this training tutorial, Faculty will be able to:

- Create PowerPoints that are accessible to all learners.

PowerPoint Accessibility Checklist

- ✓ Use Titles/Headers for each slide.
- ✓ Ensure proper reading order for items on each slide.
- ✓ Provide alternative text for all images (including shapes).
- ✓ Check color contrast for text and background colors.
- ✓ Check to make sure templates are accessible.



Directions and images provided in this quick guide pertain to the desktop version of Microsoft PowerPoint. The online version may have slight variations.

Add Slide Headings

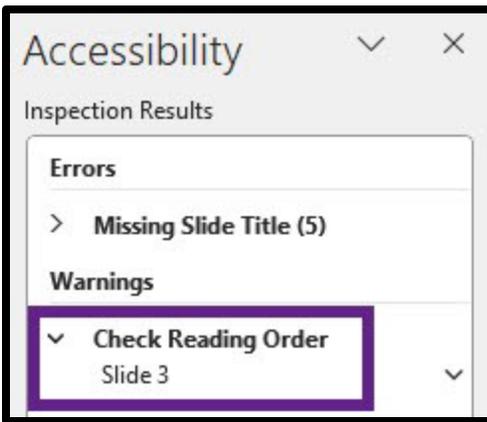
The headings for each slide are referred to as "Slide Titles" in PowerPoint.

1. In PowerPoint, select the "View" tab in the top ribbon.
2. Click on "Outline View." The thumbnails for the presentation will be replaced with an outline of the slides by title.
3. Go to the slide with a missing title and add an appropriate title.
4. If you don't want your slide to have a visible title (e.g., image-only slide), [put a title on a slide, but make the title invisible](#) to ensure that your slides are still accessible and easy to navigate.

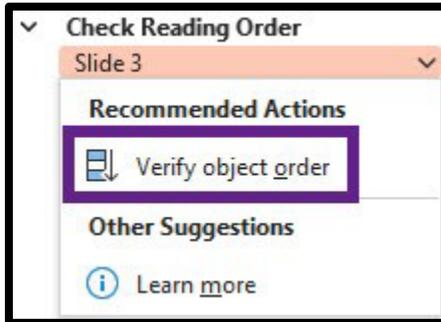
Reading Order

Reading order ensures that a screen reader will read the items on the slide in a logical order.

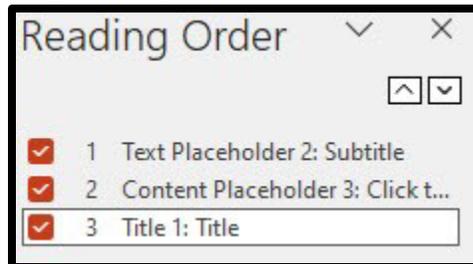
1. Within PowerPoint, select Review and Check Accessibility.
2. The accessibility panel will appear on the right side of the screen which will indicate if there are slides that need to be checked for reading order.



3. Select the slide and verify object order.



4. Drag items into the correct reading order (i.e. titles should be read before content).



Adding Alternative Text

When adding an image or shape to a PowerPoint, include an alternative text.

Note: Templates may need to be updated to include alternative text or decorative for shapes.

1. Double or right-click the image to access "Format Picture" on the drop-down menu.
2. Select "Size & Properties" ("Layout & Properties" in older desktop versions) and "Alt Text."
3. Add the description text or, if the image is decorative, double quotation marks "". Some versions will allow you to indicate if the image is decorative.

For additional instructions see the Microsoft Support page for [Adding alternative text](#).

Check Color Contrast

When using colors other than black and white for text and background colors, it is recommended that you check the color contrast.

1. [Check the color contrast](#) of the text and background.
2. Open the file and select the font.
3. Update the color.

Using Accessible PowerPoint Templates

Templates can aid in making PowerPoints accessible because most templates include slide titles. Yet, be sure to check color contrast on templates especially if gradient background colors are used. The following is an accessible (and marketing approved) BU PowerPoint template.

- [BU Logo PowerPoint Template](#)
- [BU Seal PowerPoint Templates](#)

Versions

Version	Date	Developer Name	Description of Changes
1	02.23.2023	Janel Heitz	Document Creation
2	1/15/2025	Meagan Liu	Template Update

Disclaimer

Although we have made every effort to provide you with accurate instructions and screenshots, we encourage you to reach out to us if you note any discrepancies or inaccuracies with the process/steps provided.

To recommend a change, please reach out to **Faculty Training**, FacultyTraining@bellevue.edu.

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