Microsoft PowerPoint 2011 Accessibility Tips

Formatted Slides
PowerPoint provides users with formatted templates.
 ✓ Use short unique titles

1. Under Home tab, select Layout
2. Choose an appropriate layout
3. Type necessary content in text boxes

Hyperlinks
Adding hyperlinks can allow users to directly access pre-existing diagrams or web pages.
 ✓ Links within text should be intuitive

1. Click on Insert → Hyperlink
2. Copy and paste the URL in the ‘Address’ field
3. Type the desired ‘Text to Display’ name

Rearranging Slides
It is important to make slides in order so users can make sense of the content.
 ✓ Rearrange in logical order

1. Under Home, select Arrange icon under the Drawing section
2. In menu, select Selection Pane
3. To the right, click on object and use arrows to arrange order

Alt Text
Alternative text (ALT Text) is used to describe images to be read by a screen reader.
 ✓ ALT text

1. Right Click on Image and select ‘Format Picture’
2. To the right side of your document, select the icon
3. Select Alt Text and enter description

Tables
Tables can be used to organize material or list data ad ideas.

Quick Tips
 ✓ Use appropriate headings
 ✗ Don’t use nesting tables
 ✗ Don’t use blank cells

Increase Visibility
Increase visibility to colorblind readers.

Quick Tips
 ✓ Avoid using green, orange, and red
 ✓ Use texture-based details on graphs
 ✓ Use great deal of contrast

Do’s…
 ✓ Use ALT TEXT or captions for images, objects, and audio
 ✓ Use short comprehensive headings
 ✓ Make sure a document is fully printable
 ✓ Use the built-in Accessibility Checker

...And Don’ts
 ✗ Don’t use repeated blank characters
 ✗ Don’t use floating objects
 ✗ Don’t use image watermarks

For more information, contact accessibility@rutgers.edu | 848.445.8721