Microsoft PowerPoint 2011 Accessibility Tips

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

1. Under Home tab, select Layout
2. Choose the type of label (i.e. Audio) and type in the caption
3. Type necessary content in text boxes

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 Format
2. In menu, select Reorder Objects
3. Move slides in order by holding and dragging the slide

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. Select Alt Text

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 ‘Link to:’ box
3. Type the desired ‘Display’ name

Table
Tables can be used to organize material or list data and 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 for images, objects, and audio
✓ Use captions in non-text content
✓ Use short titles
✓ Use formatted slide layouts
✓ Make content easy to understand
✓ Make sure a document is fully printable

...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