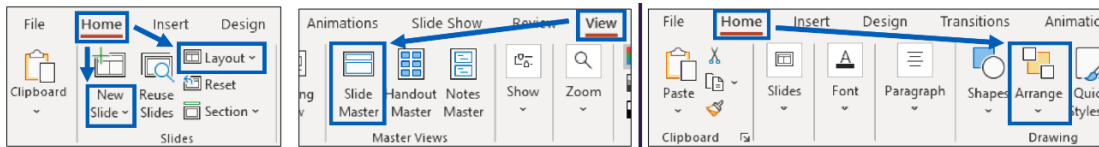


# Get Started: PowerPoint Accessibility



## PROVIDING BASIC ACCESSIBILITY IMPROVEMENTS

- Use slide layouts. To create layouts or adjust theme colors, use “View” > “Slide Master.”
- Use “Home” > “Arrange” > “Selection Pane” to set reading order. Must arrange from bottom to top. The “Accessibility Checker’s” “Reading Order” tool uses reversed order.



- Use strong [color contrast](https://bit.ly/3utqIDP). Use symbols (like \*) or accessible images with information that is otherwise conveyed only via color, location, shape, and/or size.
- Briefly describe each image’s purpose or content in the “Alt Text” fields, and be sure that images with auto-generated descriptions are accurate.

“Drag the small gray triangle on the right.”

**Desirable Alt Text**

**If Linked To Magazine:**  
Winter 2019 edition of Clemson World magazine.

**If Visually Important:**  
Clemson World magazine cover featuring a male, African American student in a wheelchair in the hallway of an athletics building.

- Design tables that are most logical when read in a left-to-right, top-to-bottom order.

SAS	OA&E	Office	SAS	OA&E	SAS	656-6848	239	SAS	OA&E
656-6848	656-3553	Phone	656-6848	656-3553	OA&E	656-3553	223A	656-6848	656-3553
239	223A	Room	239	223A				239	223A

“SAS OA&E 656-6848 656-3553 239 223A”
“Office SAS OA&E Phone 656-6848 656-3553 Room 239 223A”
“SAS 656-6848 239 OA&E 656-3553 223A”
“SAS 656-6848 239 OA&E 656-3553 223A”

- Make links that describe the destination (i.e. [Clemson University](https://clemsontech.com) instead of [click here](#) or <https://clemsontech.com/>) and add an unlinked, shortened URL in parentheses. (See below.)
- Create math and science notations with a specialized MathML editor. [MathType](http://bit.ly/MSMathType) (<http://bit.ly/MSMathType>) is recommended. The free trial meets most needs.
- Use Microsoft’s Accessibility Checker.
  - Office 365: “Review” ribbon > “Check Accessibility”
  - Office 2014 and later: “File” > “Info” > “Check for Issues” > “Check Accessibility”
- If making a PDF, “Export to” or “Save as” PDF with the “...accessibility” option enabled.



## GOING FURTHER

There may be additional accessibility requirements not listed above or by the Accessibility Checker. For more information, see [Make PowerPoint presentations accessible...](https://bit.ly/3uFO8WT) (<https://bit.ly/3uFO8WT>).