

# ILLINOIS VALLEY COMMUNITY COLLEGE

## Center for Excellence in Teaching, Learning, and Assessment (CETLA) Creating Accessible PowerPoint Presentation Handouts

### Accessibility Requirements for PowerPoint Presentations

PowerPoint presentations should be created with one of the standard slide layouts. The standard slide layout will define the reading order of the content and titles on each slide. Table headings, alternative text descriptions and good color contrast are all required to keep the PowerPoint presentation accessible. Slide titles should be unique for each slide, as they can be used by the sight impaired to navigate through the presentation.

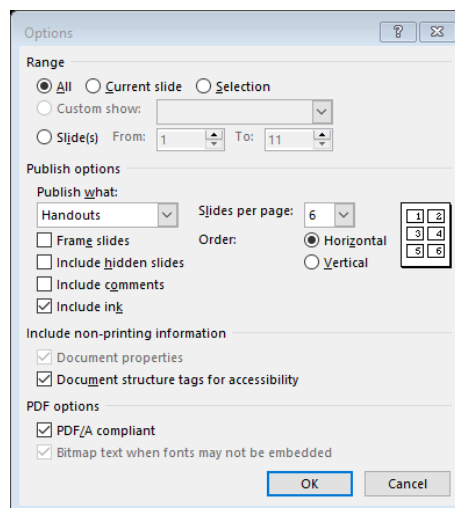
#### Checking for Accessibility

From the File, Info area select the option to check for issues, and then the accessibility option. The accessibility checking will identify issues such as missing alternative text tags, redundant slide titles, and reading order issues in a column at the right of the PowerPoint workspace. Clicking on a listed issue, will make the listed inaccessible item active and provide instructions for correcting the issue.

#### Creating Slide Handouts

When saving a presentation to a slide handout pdf format, click on the Options button and confirm that the option to include document structure tags for accessibility is checked. Once the document is saved to pdf format a secondary check with the Acrobat DC Accessibility checking tool will often find that items, like shapes, background images, and smart art graphics will be missing tags. The tags may be added in Acrobat DC as shown in the section

below



#### Acrobat DC Accessibility Checking

Once the Acrobat accessibility check is complete a list of errors, warnings, and items to be manually checked will then appear at the left of the document. Right clicking on an error will provide several options including the option to correct as well as instructions. The tag tool bar may be added to the column at the right of the workspace and may be used to quickly add alternative text descriptions to images, by selecting the figure tag image, right clicking and selecting properties. The text description and title may be added