# Microsoft PowerPoint Accessibility Checker

## [Use An Agency Template](https://scdoe.sharepoint.com/:v:/s/OETA_Group-MC-WebAccessibilityBasics/EV2zIROIXdVMjNxK_4a2kRkBcbYqMiiGvXaBRrIuC-6zjg?e=Tg6agh&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D" \o "SCDE video: How to Use Agency Templates)

[**Go to the agency intranet**](https://scdoe.sharepoint.com/:v:/s/OETA_Group-MC-WebAccessibilityBasics/EUuz48VLUP5JkGvppxEGgHgBHWmspzboSpGf7A-Gq0vPwA?e=MMtJMX&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D) and use the appropriate SCDE template. [**(intranet.ed.sc.gov)**](https://intranet.ed.sc.gov/branding/templates/)

## Give Every Slide a Title

[**Each slide title should be unique**](https://sc.edu/about/offices_and_divisions/digital-accessibility/toolbox/documents_pdfs/microsoft_powerpoint/slide_title_powerpoint/index.php). ([**You may hide the title**](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_hidetitle:~:text=Top%20of%20Page-,Hide%20a%20slide%20title,-You%20can%20position) as long as it still appears in the outline.)

## [Use Formatting Tools in the Ribbon](https://scdoe.sharepoint.com/:v:/s/ETATeam_Group-TechTrainingVideos/EQWYDAINo9BIoC9xWx977S4BfoWJLebu92BKeAxCchwuyQ" \o "SCDE Video: Using the Ribbon in PowerPoint for Accessibility)

Use the Microsoft PowerPoint ribbon buttons to adjust font styles, spacing, alignment, bullets, and lists.

[**Use built-in layouts to create slides with automatic content placeholders.**](https://support.microsoft.com/en-us/office/apply-a-slide-layout-158e6dba-e53e-479b-a6fc-caab72609689)

## Assign All Images Alternative Text

Add short [**alternative text**](https://support.microsoft.com/en-us/office/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51) (2 sentence max) to every image.

Mark [**purely decorative images**](https://support.microsoft.com/en-us/office/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2#:~:text=Decorative%20visual%20objects) using the checkbox in the alternative text menu.

[**Label the data in graphs or charts.**](https://scdoe.sharepoint.com/:v:/s/ETATeam_Group-TechTrainingVideos/ETFF_eqCkWFAmoRSzwh-lj0BfI8oNUZbMTvGm9IFAiuteQ)

## Use Descriptive Text for Hyperlinks

[**Do NOT use the URL or "click here."**](https://scdoe.sharepoint.com/:v:/s/ETATeam_Group-TechTrainingVideos/Eb88ISd6KKJMgC4dwN9Qx0IBVmpTBj6P1UJW486ix7mrrw?e=B5sAq7) If printing the document the URL may be provided *in addition.*

Ensure links are a unique color and underlined. (A **[default link style](https://webaim.org/techniques/hypertext/link_text" \l "appearance" \o "Webpage: Link Appearance)**is best practice.)

[**IF you use a QR code or URL shortener**](https://www.section508.gov/blog/accessibility-bytes/qr-codes/?utm_medium=email&utm_source=govDelivery#:~:text=Best%20Practices%20for%20Accessible%20QR%20Code%20Implementation)you must describe the destination on the slide.

## Consider Color and Size for Slide Content

Text should have [**high contrast**](https://webaim.org/resources/contrastchecker/) with the background. Do not use gradients or images behind text.

Do NOT use [**color alone to convey information**](https://tips.uark.edu/accessibility-color-issues/#gsc.tab=0)**.** Use visual cues AND text like: **\*Important**: \_\_

Use a large font (never smaller than **18-point**).

## Keep Tables Simple

Use tables to show data and organize information, NOT for layout.

[**Always designate a header row**](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_tableswin:~:text=Top%20of%20Page-,Use%20table%20headers,-Screen%20readers%20keep).

## Review Reading Order

[**Use the READING ORDER tool**](https://support.microsoft.com/en-us/office/video-create-slides-with-an-accessible-reading-order-794fc5da-f686-464d-8c29-1c6ab8515465) to ensure that the items on your slide are ordered as you intend.

## Use the Accessibility Checker

Set the [**Document Properties**](https://support.microsoft.com/en-us/office/view-or-change-the-properties-for-an-office-file-21d604c2-481e-4379-8e54-1dd4622c6b75#:~:text=View%20and%20change%20the%20standard%20properties%20for%20the%20current%20file): TITLE must be descriptive. Author = South Carolina Department of Education.

Run the [**built-in accessibility checker**](https://support.microsoft.com/en-us/office/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d) and fix any errors.