

PowerPoint Compliance

Making PowerPoint ADA Compliant

Components	Guideline	Tips
Outline View	<ul style="list-style-type: none"> Check how your presentation looks in outline view 	<ul style="list-style-type: none"> Most visually impaired readers will use the outline view
Slide Layout	<ul style="list-style-type: none"> Use PowerPoint provided slide layouts when building and designing slides 	<ul style="list-style-type: none"> PowerPoint provided slide layouts are premade with an appropriate reading order for screen readers
Reading Order	<ul style="list-style-type: none"> Check your slide's reading order and change it so that it read in the order you want for screen readers Save your PowerPoint as a .pdf, because a screen reader cannot recognize the PowerPoint format 	<ul style="list-style-type: none"> Do this by selecting the Home tab, click on Arrange and choose Selection Pane Tab through the elements; this is the order they are in If an element is out of order, on the Selection Pane click the arrow up or down to rearrange the order
Images, Clipart, and Shape	<ul style="list-style-type: none"> Add alternative text to images and shapes 	<ul style="list-style-type: none"> Right click the image, select Format Picture, then select Alt Text
Lists	<ul style="list-style-type: none"> Format list in the appropriate style 	<ul style="list-style-type: none"> For ordered lists, use a numbered style For unordered lists, use a bulleted style
Links	<ul style="list-style-type: none"> Write meaningful text that indicated the link's destination 	<ul style="list-style-type: none"> Ex. <u>Southeast Missouri State University Home Page</u> instead of www.semo.edu Select the text, then right click and choose hyperlink. Enter the full URL in the address field and click OK
Tables	<ul style="list-style-type: none"> Identify column and row headers 	<ul style="list-style-type: none"> Place your cursor on the top row of your table. Click on the Design tab under Table Tools. In the Table Style Options group, select the Header Row checkbox

