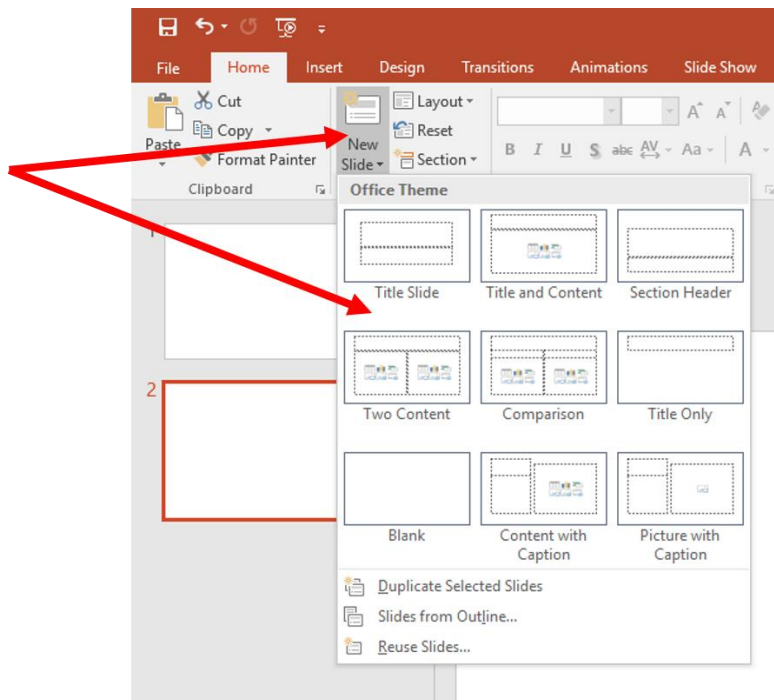## Use Slide Layouts

Why? Using the built-in slide layouts will ensure that the text you enter will be read correctly by a screen reader and will be shown in the Outline View.

To add a new slide, select the **Home** tab and choose **New Slide**. Then select the layout from the list that best matches your content.

Slide titles are like headings that can be used for navigation by screen readers, so use a unique title for each slide.

To hide the title on the slide (but keep it visible in Outline View and usable by a screen reader), select the **Home** tab and choose **Arrange**. Select **Selection Tab** and click on the eye icon next to the title.
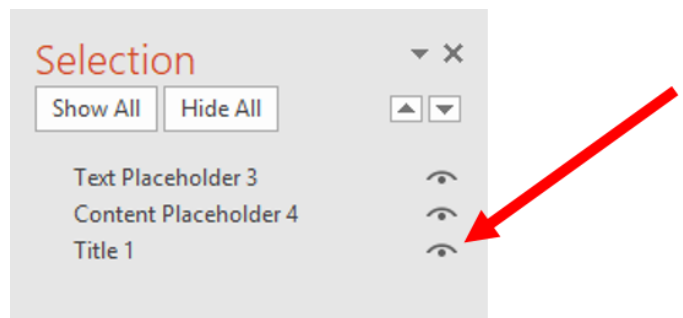
Add Alternate Texts to Images and Graphics

Why? Screen reader users can also benefit from the included images if you provide descriptions of them. It's especially important if the chart or graph adds information to the point you're making.

When adding images to your documents, provide alternate texts describing the images used. Right click on the image and select **Format Picture.** In the formatting pane, choose the **Layout & Properties** tab then select **Alt Text**. Type a useful description of the image in the **Description** field.
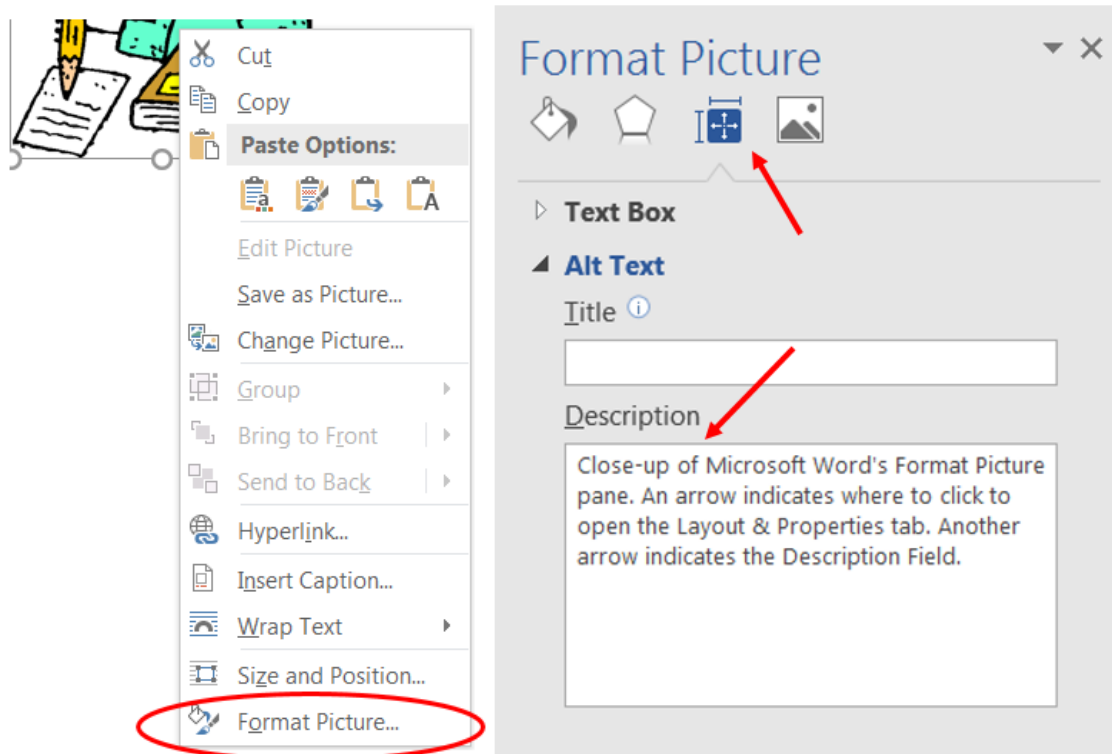
Tip: When adding alternate text, be succinct yet accurate. Try to provide an equivalent of the image's content and function. Keeping alternate text to fewer than 125 characters is recommended. Generally, including something like "Image of…" or "Picture of…" is not necessary; just by using alternate text indicates images or graphics.

Tip: If any image is purely decorative, alternate text is not needed.

Format Tables Carefully

Why? Screen readers read tables one cell at a time, left to right then top to bottom. Cells that are split/merged or that have other tables embedded within them cause problems for screen readers.

Make sure that the first row of a table is set as a header row. After adding your table, select it and click the **Design** tab. Check to be sure that **Header Row** is selected.
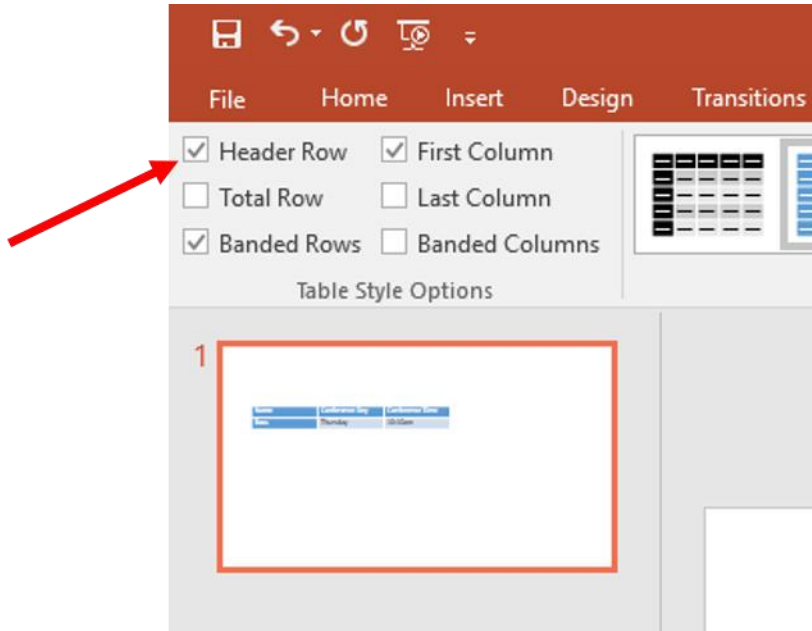
Tip: To check the order in which the cells will be read, place your cursor in the first cell of the table. Repeatedly strike the Tab key; the cursor will move in the order that a screen reader will go through the table.

Create Clear Links

Why? Everyone uses hyperlinks to navigate between texts. However, just pasting in a URL doesn't allow someone using a screen reader to know where that hyperlink will direct them.

When adding a link to text, begin by actually typing the destination for that link. (For example, type "The Center for Teaching Excellence" for sending someone to the CTE's webpage.) Then highlight and right click on the text. In the menu that appears, select **Hyperlink**. In the **Insert Hyperlink** dialogue box, past or type the URL for the destination page in the **Address** line. When finished, click **OK**.

Your goal is to have a link that looks like this: <u>The Center for Teaching Excellence</u>.
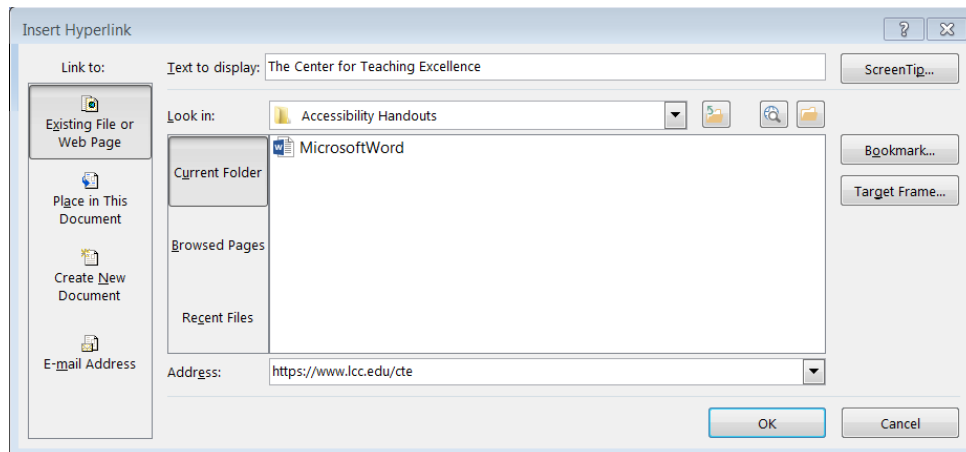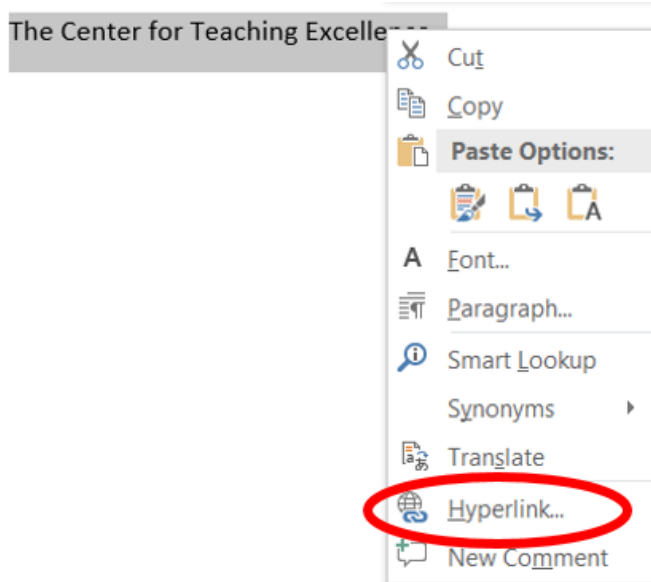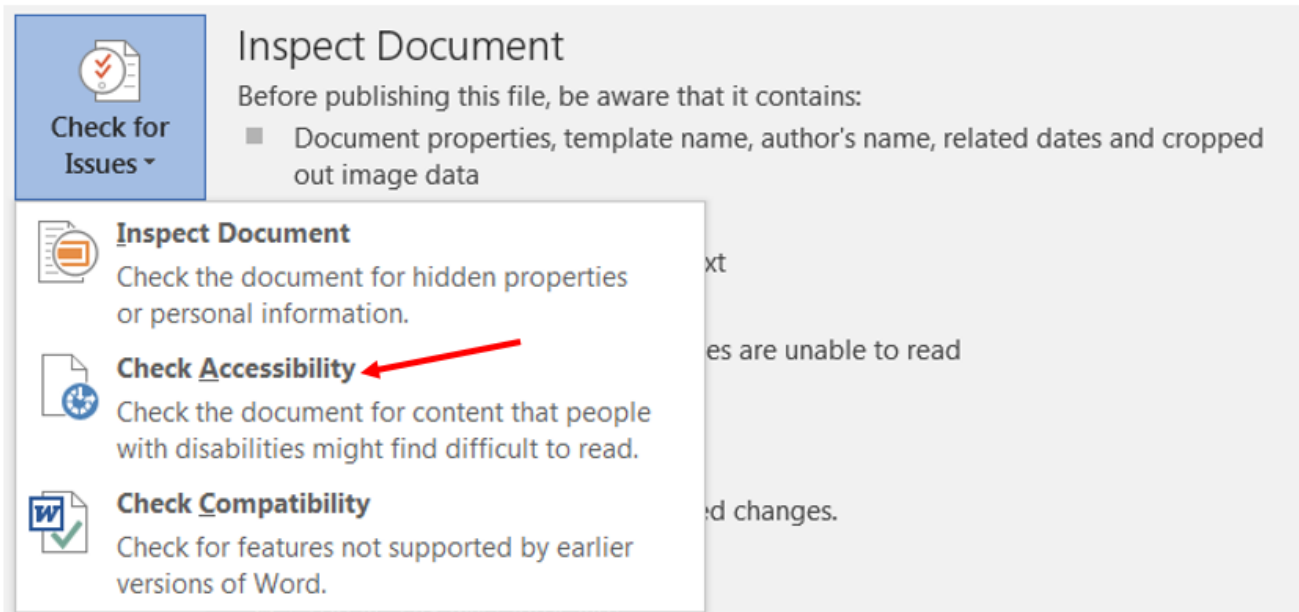
Run the Accessibility Checker

Why? Microsoft's built-in accessibility checker will let you know if your document contains any accessibility issues and help you fix them.

Select the **File** tab. Next to the **Inspect Document** information, open the **Check for Issues** dropdown menu and select **Check Accessibility**.

Use Color Carefully

Why? Low vision and colorblind students may have trouble reading or understanding slides if there is not enough contrast between the text and the background colors, or if color is used as a means of communicating information.

If you are using a custom color scheme or if you're not sure whether your slides have enough contrast between the foreground and background, use an online contrast checker. Open the **Colors Menu** to find the RGB (red, green, blue) numbers for both the text and the slide background.
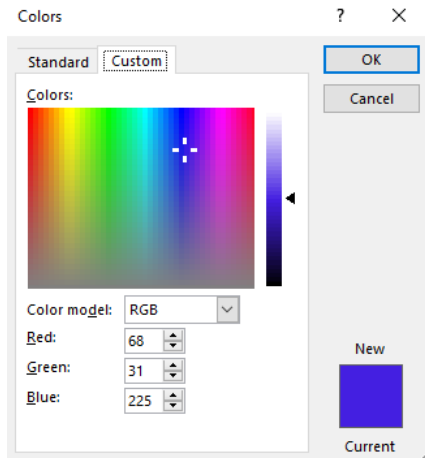
Plug the RGB numbers into the WebAIM Contrast Checker and see if your color scheme passes the accessibility test.

Avoid using color as the only means of communicating information, as in a graph representing a set of data. Use dashes or other format differences to indicate a data series.
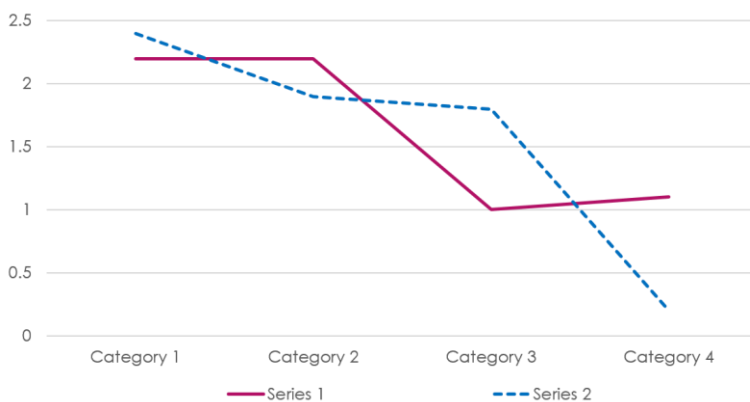
If you need assistance using the contrast checker or modifying a graph, call the CTE at 517-483-1680 or stop by the CTE, TLC 324.