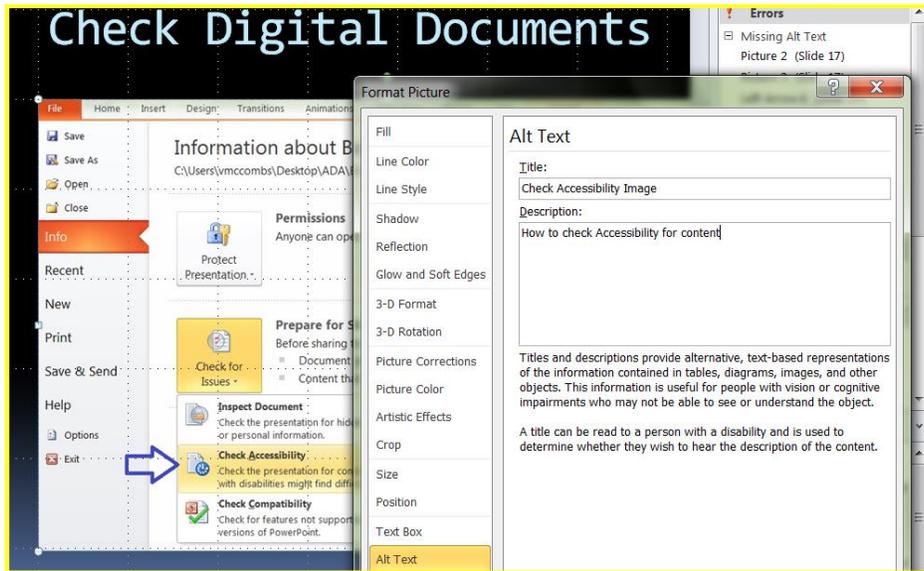
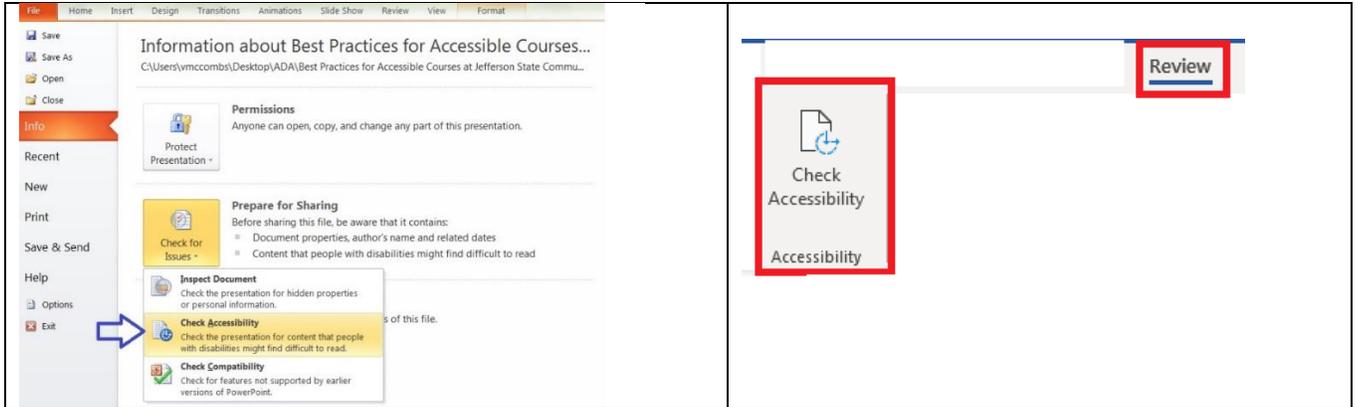


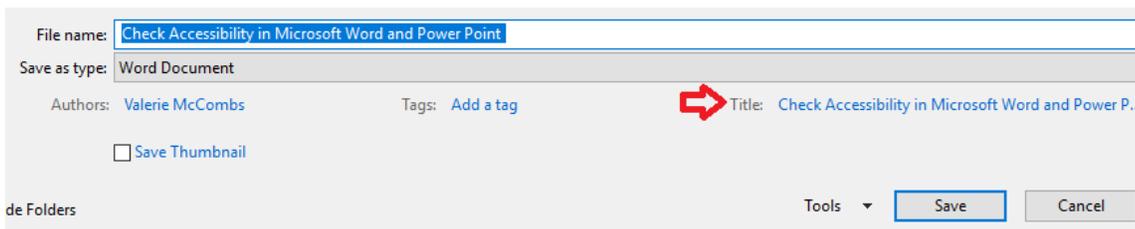
Check Accessibility Tools in MS Word and PowerPoint

Microsoft – Check Accessibility and [How to Make Documents Accessible](#) (External Link)

- Add “Alt” Text to image (right click on image)
- Use Meaningful URLs - “ALT” HTML tags on pictures
- Add Headings to structure the document/Using styles and headings in MS Word
- Formatting - (bold word and different size font) to distinguish between important items.

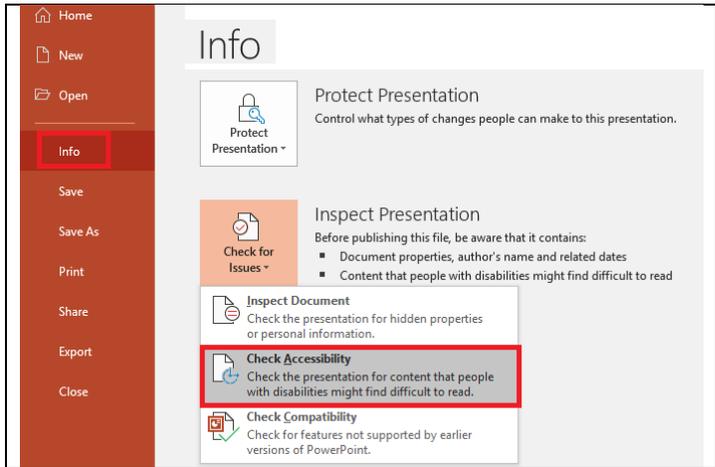
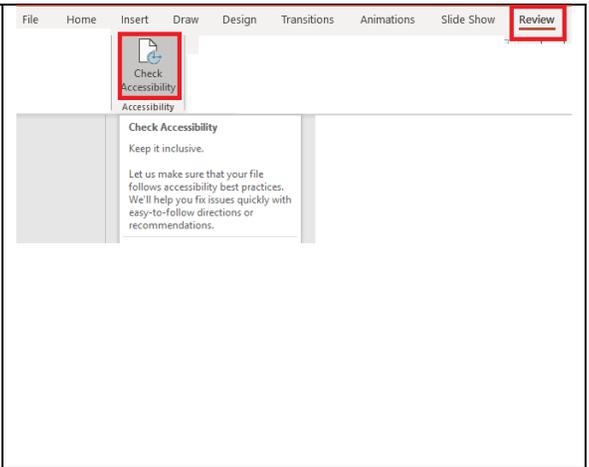
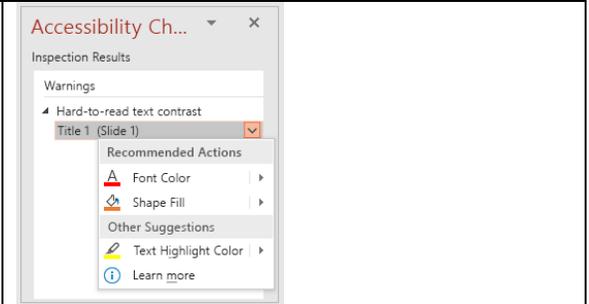
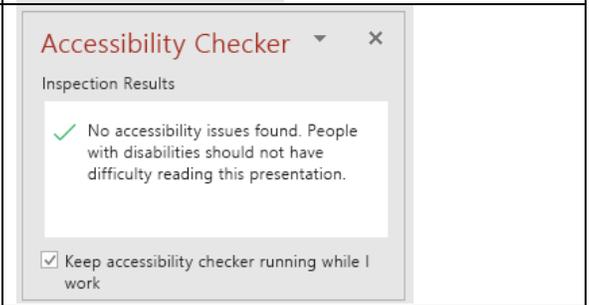


Note: When saving a Word Document and/or saving as a PDF make sure to include “Title” (see below)



PowerPoint – Check Accessibility [How to Make Power Points Accessible](#) (External Link)

- Color and Contrast
- Text on solid colored background
- Layout (use Standard Text Boxes Placeholder) - Screen Reader Check (use down arrow key/tab key)
- Avoid repetitive, moving or blinking content
- Slide Transitions (use sparingly) in classroom; remove for digital material
- Multimedia

 <p>The screenshot shows the PowerPoint ribbon with the 'Info' tab selected. The 'Check Accessibility' button is highlighted with a red box. Below it, the 'Inspect Presentation' section is visible, with the 'Check Accessibility' option also highlighted.</p>	 <p>The screenshot shows the 'Check Accessibility' dialog box. The 'Check Accessibility' button is highlighted with a red box. The dialog box contains the text: 'Check Accessibility. Keep it inclusive. Let us make sure that your file follows accessibility best practices. We'll help you fix issues quickly with easy-to-follow directions or recommendations.'</p>
<p>Select an issue to open the Recommended Actions list. You can apply a one-click fix by selecting an action or select the arrow button next to an action for more options.</p>	 <p>The screenshot shows the 'Accessibility Checker' pane. Under the 'Warnings' section, there is a 'Hard-to-read text contrast' issue for 'Title 1 (Slide 1)'. A dropdown menu is open showing 'Recommended Actions' with options: 'Font Color', 'Shape Fill', and 'Other Suggestions'. Below that, there are 'Other Suggestions' including 'Text Highlight Color' and a 'Learn more' link.</p>
<p>To be notified of accessibility issues in your document as you continue working on it, tick the Keep accessibility checker running while I work check box.</p>	 <p>The screenshot shows the 'Accessibility Checker' pane. The 'Keep accessibility checker running while I work' checkbox is checked. The main message reads: 'No accessibility issues found. People with disabilities should not have difficulty reading this presentation.'</p>
<p>Templates that help you make your content accessible to everyone are available on Templates.Office.com.</p> <p>https://go.microsoft.com/fwlink/?linkid=847804</p> <p>Alternatively, you can get to them from your Office application. Go to File > New and type "accessible templates" in the Search for online templates box.</p>	<p>Make your own templates with the accessibility guides:</p> <p>https://templates.office.com/en-us/accessibility-guide-tm16401486</p>