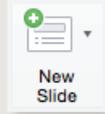




# How to Make Accessible PowerPoints & Google Slides



For more information  
[www.pcc.edu/access-powerpoint](http://www.pcc.edu/access-powerpoint)

Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p><b>Outline View</b></p> <ul style="list-style-type: none"> <li>Check the outline view.</li> </ul>	<ol style="list-style-type: none"> <li>Click on <b>View</b> tab (Mac: <b>View</b> &gt; <b>Outline View</b> icon - PPT 2016.)</li> <li>In the <b>Presentation Views</b> group, click on <b>Outline View</b>.</li> <li>In the <b>Outline</b> panel, make sure all text from the slides appears in the <b>Outline View</b>.</li> </ol>	<p>There is no <b>Outline View</b> in Google Slides.</p>
<p><b>Slide Layout</b></p> <p>Use the PPT provided slide layouts when building slides to help your slide's reading order remain intact.</p>	<ul style="list-style-type: none"> <li>From <b>Home</b> tab, choose the <b>New Slide</b> drop down menu and select a slide template. (Don't use the Blank slide template.)</li> </ul> 	<ol style="list-style-type: none"> <li>Create a new slide (<b>Slide</b> &gt; <b>New Slide</b>).</li> <li>Go to <b>Slide</b> menu, click on <b>Apply Layout</b> and choose one of slide template (not the Blank one).</li> </ol>
<p><b>Reading Order</b></p> <ul style="list-style-type: none"> <li>Ensure the tab order = the reading order</li> </ul>	<ol style="list-style-type: none"> <li>On the <b>Home</b> tab, click on <b>Arrange</b> and choose <b>Selection Pane (Reorder Objects for Mac - PPT 2011 &amp; 2016.)</b></li> <li>To see the reading order of the slide, tab through the slide and the corresponding element will highlight.</li> <li>To re-arrange the reading order, click arrow up/down button on the <b>Selection Pane</b> (Mac: drag layers. Highest number is read first.)</li> <li>Test reading order with the <b>Tab</b> key again.</li> </ol>	<ol style="list-style-type: none"> <li>Tab through the slide and the corresponding element will highlight.</li> <li>In the slide area, click on the element that you want to change.</li> <li>To change the reading order, click on <b>Arrange menu</b> &gt; <b>Order</b>. <b>Send backward</b> will raise the element to a higher reading order. <b>Bring forward</b> will make the element lower in the reading order.</li> <li>Test reading order with the <b>Tab</b> key again.</li> </ol>
<p><b>Images</b></p> <ul style="list-style-type: none"> <li>Add alternative (Alt) text to images and shapes.</li> </ul>	<ol style="list-style-type: none"> <li>Right click on the image and select <b>Format Picture</b>.</li> <li>Click the  icon to open <b>Alt Text</b> field.</li> <li>Enter appropriate alt text in the <b>Description</b> field (not the <b>Title</b> field.)</li> </ol>	<ol style="list-style-type: none"> <li>To insert an image, choose <b>Image</b> from the <b>Insert</b> menu and follow the instructions.</li> <li>To add Alt text, click on the image. Then in the <b>format</b> menu, select <b>Alt text</b> (at the very bottom of the menu).</li> <li>Enter alt text in the <b>Description</b> field (not the <b>Title</b> field).</li> </ol>
<p><b>Lists</b></p> <ul style="list-style-type: none"> <li>Format a list as a list.</li> </ul>	<ol style="list-style-type: none"> <li>Select the text to make into a list and click on the <b>Home</b> tab.</li> <li>In the <b>Paragraph</b> group, select the <b>Numbering</b> or <b>Bullets</b> icon. <ul style="list-style-type: none"> <li>Use <b>Numbering lists</b> if a sequential order is important to the list.</li> <li>Use <b>Bullets lists</b> if all items are of equal value.</li> </ul> </li> </ol>	<p>Go to <b>Format</b> menu &gt; <b>Lists</b> and select one of list styles.</p> <ul style="list-style-type: none"> <li>Use <b>Numbered lists</b> if a sequential order is important to the list.</li> <li>Use <b>Bulleted lists</b> if all items are of equal value.</li> </ul>

**Save your original files.**

You may need them if you have a student who needs alternative formats.





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Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p><b>Links</b></p> <ul style="list-style-type: none"> <li>■ Create a meaningful link that describes its destination.</li> </ul>	<ol style="list-style-type: none"> <li>1. Type out text that describes the destination of the link (i.e.PCC Homepage).</li> <li>2. Select the text, right click and choose <b>Hyperlink...</b> from the menu.</li> <li>3. The <b>Insert Hyperlink</b> window will open. Enter a URL address in the <b>Address</b> field (i.e. <a href="http://www.pcc.edu">http://www.pcc.edu</a>) (Mac - PPT 2011: <b>Link to field.</b>)</li> <li>4. Click the <b>OK</b> button to save the link.</li> </ol>	<ol style="list-style-type: none"> <li>1. Type out text that describes the destination of the link.</li> <li>2. Select the text, right click and choose <b>Link</b> from the menu.</li> <li>3. Paste or type in a hyperlink.</li> <li>4. Click <b>Apply</b> button to save the link.</li> </ol>
<p><b>Tables</b></p> <ul style="list-style-type: none"> <li>■ Check the reading order.</li> </ul>	<ul style="list-style-type: none"> <li>■ A screen reader reads a table from left to right, &amp; top to bottom (<b>never repeating a cell.</b>)</li> <li>■ Merged, nested, and split cells may change the reading order of a table.</li> <li>■ Construct your table in a way that accommodates a good reading order.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Indicate column headers for data tables.</li> </ul> <p><b>Note:</b> A table in Slide Show view is not accessible. Use Alt text!</p>	<ol style="list-style-type: none"> <li>1. Place the cursor in the top row of your data table.</li> <li>2. Click the <b>Design</b> tab under <b>Table Tools</b> (Mac - PPT 2011/2016: <b>Tables</b> tab)</li> <li>3. In the <b>Table Style Options</b> group (Mac - PPT 2011 - <b>Table Options</b> &gt; <b>Options</b> / Mac - PPT 2016 - <b>Table Design</b> tab), select the <b>Header Row</b> check box.</li> <li>4. The cells in the top row of your table make up the column headers.</li> </ol>	<p>You cannot create table column/row headers in Google Slides.</p>
<p><b>Color</b></p> <ul style="list-style-type: none"> <li>■ Use sufficient color contrast.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use enough color contrast between the text (i.e. black color) and the background color (i.e. white color).</li> <li>■ Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information.</li> <li>■ Go to <a href="http://www.pcc.edu/access-powerpoint">www.pcc.edu/access-powerpoint</a> for How to Check Color Contrast.</li> </ul>	
<ul style="list-style-type: none"> <li>■ Don't use color alone to convey meaning.</li> </ul>	<p>Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind won't benefit from the information.</p>	
<p><b>Math &amp; Science</b></p> <ul style="list-style-type: none"> <li>■ Use MathType to write Math equations.</li> </ul>	<p>Use the <b>MathType plugin</b> <a href="http://www.dessci.com/en/">http://www.dessci.com/en/</a> for MS Word to create math and science equations, formulas and notations. (<b>DO NOT</b> use MS equation editor.)</p>	<p>Math and Science equations and formulas cannot be written to be accessible in Google Slides.</p>
<p><b>Video &amp; Audio</b></p>	<p>Don't embed the video, instead, link out to videos.</p>	

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