



Accessibility Checker in Microsoft PowerPoint

Introduction

For a visually impaired student who uses screen readers or software to speak text aloud, certain elements of PowerPoint presentations, such as images or graphics, need to have alternative text added that describes the image or concept being depicted. Microsoft PowerPoint provides instructors with a helpful tool to detect potential accessibility issues in PowerPoint presentations. The tool will review your presentation, provide a list of errors for objects that are not adequately accessible, and provide advice on how to correct the error.

Running the Accessibility Checker:

1. Open the **File** tab.
2. Select **Info** in the left menu.
3. Select the button **Check for Issues** (next to **Inspect Presentation**) and select **Check Accessibility** in the drop down menu.
4. A report will open showing any errors found. The report is customized for each application.

Understanding the Inspection Results:

After Accessibility Checker inspects the content, it reports the inspection results based on the severity of the issue found, categorized as follows:

- **Errors:** Issues reported as errors include content that is very difficult or impossible for people with disabilities to understand. The most serious issues are listed under Errors.
- **Warnings:** Warnings, in many cases, mean that the content is challenging for people with disabilities to understand. Warnings are less serious, but still make it difficult for people with disabilities to read your document.
- **Tips:** Tips let you know that, even though people with disabilities can understand the content, it could be better organized or presented to improve their experience.

Please note: All errors and warnings must be addressed. If you cannot resolve an error or warning, insert a comment for the instructional designer to review.

Using the Arrange Tool to Order Elements:

Because screen readers cannot simply display all of a slide's content at once, they must read every slide in a certain order. It is crucial to verify the order in which each slide is arranged to make sure the information is coherent when read aloud to users.

To verify the order of slide elements:

1. Go to the **Home** tab.
2. Select the **Arrange** icon to see a drop-down list of commands.
3. Choose **Selection Pane** or **Reorder Objects**.

Disability Resources and Services:

Disability Resources and Services (DRS) supports Temple University students with disabilities in accessing the multitude of opportunities and services available to them through the University. A department within the Division of Student Affairs, DRS promotes a campus environment in which accommodating students with disabilities is a natural extension of the University's vision to provide access to superior education for committed and capable students of all backgrounds.

- Webpage: <http://disabilityresources.temple.edu/>
- Disability Resources and Services on campus – voice (215) 204-1280
- Brent Whiting: Director of Information Systems, brent.whiting@temple.edu - voice (267) 468-8380

Center for the Advancement of Teaching:

- [Creating an Accessible PDF in Adobe Acrobat DC: Part 1](#)
- [Creating an Accessible PDF in Adobe Acrobat DC: Part 2](#)
- [Creating an Accessible Form in Adobe Acrobat DC](#)
- [Creating an Accessible Document in Microsoft Word: Part 1](#)
- [Creating an Accessible Document in Microsoft Word: Part 2](#)