



# LEGACY POWERPOINT SLIDES

PLEASE MAKE ME ACCESSIBLE

# ACCESSIBILITY CHECKER

Run the Accessibility Checker

Go to *File->Check for Issues->Check Accessibility*



# ADD ALT TEXT



1. Right click on image
2. Select Format Picture
3. Select Size and Properties
4. Select Alt text
5. Add in description box

# I LOOK LIKE A TITLE, BUT AM I?

Add titles

*View tab->Outline View*



# CHECK READING ORDER

*Home tab -> Drawing group -> Arrange dropdown -> Selection Pane*

# LAYOUTS

Alternate way to add titles / change layouts

*Home tab -> New slide -> choose appropriate layout -> Copy and paste into new slide*





# SELECT APPROPRIATE DESIGN

Click the design tab

Select a design with the most contrast, a white background is best

