



Making PowerPoint Accessible

Alternative Text, Reading Order, and Hyperlinks

Alternative Text

Alternative text or alt-text is used to provide an alternative to non-text media.

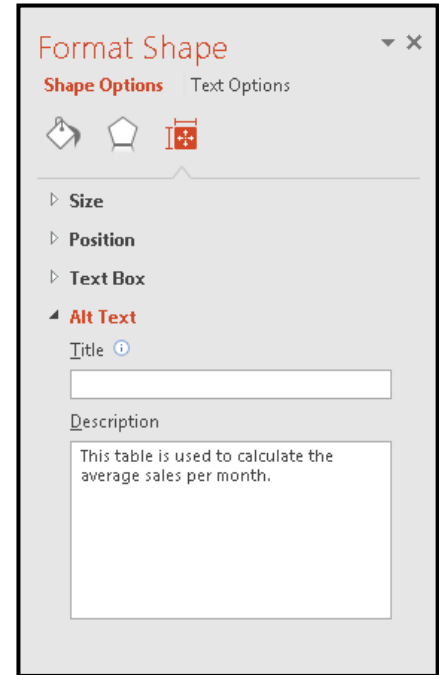
Alt-text must be added to all non-text media: **images**, **shapes**, **charts**, **SmartArt**, **clip art**, **embedded objects**, and **video**.

- Be descriptive and include information to help understand the object.
- The Title information is not necessary, but doesn't hurt.
- If the non-text media is also a link, include the link information.

To add alt-text to non-text media:

1. Right-click the non-text media
2. Click **Format XXXX**, where **XXXX** is the type of non-text media
3. On the right-hand pane that appears, click the **Size and Properties** tab
4. Expand the **Alt Text** option
5. Fill out a **Title** for the non-text media and then the **Description**
6. Click anywhere in your slide to confirm the alt-text

If you are using Office 365 instead of Office 2016, you can edit the alt-text by right-clicking any object and selecting **Edit Alt Text...**



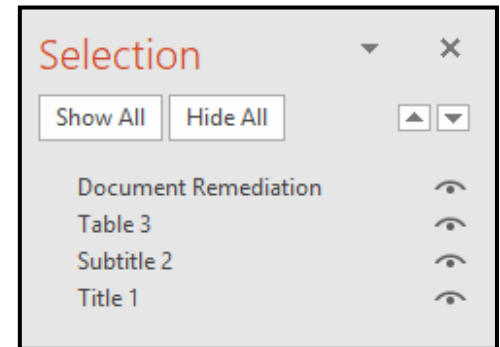
Reading Order

Typically a slide's layout will control the order that things are read on the screen with assistive technology. With simple slides, you shouldn't need to adjust the reading order, but once you add objects outside the typical layout, you should confirm the reading order.

To adjust the reading order, go to **Home > Arrange > Selection Pane**

In the **Selection Pane**, drag and drop the items in the list to its new order or click on any item in the list and use the arrows to adjust the order.

It may seem counter-intuitive, but the reading order goes from the **bottom to the top**, not top to bottom.



Hyperlinks

Hyperlinks are anything that a user clicks on to take them elsewhere; either inside or outside the file.

- Hyperlinks should use meaningful and descriptive text, rather than just the URL (web address)

For example:

[Mohawk College website](https://mohawkcollege.ca) versus <https://mohawkcollege.ca>

You can create a link out of any text or non-text media:

1. Highlight the text or select the non-text media object
2. Right-click your selection and click **Hyperlink** or **Link**
3. Fill out the **Text to Display** and the **Address** fields

Use **Text to Display** for any links you create.

