How To Format Text and Check for Accessibility in PowerPoint

This document will show you how to define text styles in PowerPoint and check for Accessibility using the Accessibility Checker in order to create an accessible, navigable document.

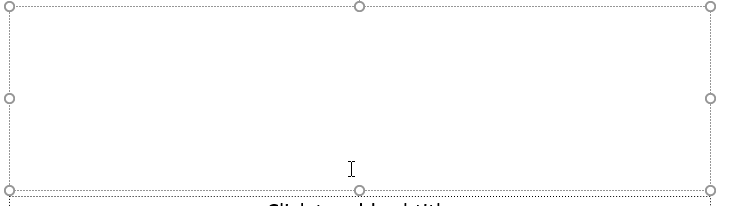
Please do not hesitate to contact Jen at the Teaching Learning Center at

303.352.3002 or [Jennifer.Maxwell@ccd.edu](mailto:Jennifer.Maxwell@ccd.edu)

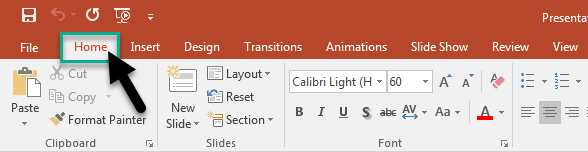
# Format Text for Accessibility:

* A sans-serif style (Verdana) is necessary for readability

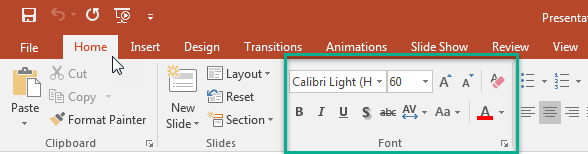
1. Select your text.



2. Select the **Home** tab.



3. In the **Font** group, which provides options for font type, size, style, and color, select your formatting choices.

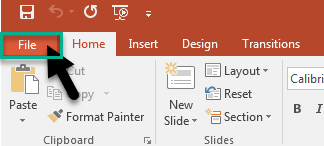


# Using Accessible Text Color:

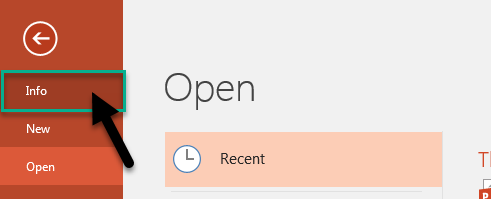
* Use the pre-designed **Office Themes** to make sure that your slide design is accessible. For instructions, see [Developing An Accessible Slide Design](https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25#bkmk_winslidedesign).
* Use the [Accessibility Checker](https://support.office.com/en-us/article/accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) to analyze the presentation and find insufficient color contrast. It checks the text in the slides against the following elements:
  + Page color
  + Cell backgrounds
  + Highlights
  + Text box fill
  + Paragraph shading
  + SmartArt fills
  + Headers and footers
  + Links

# How to Check Accessibility with the Accessibility Checker:

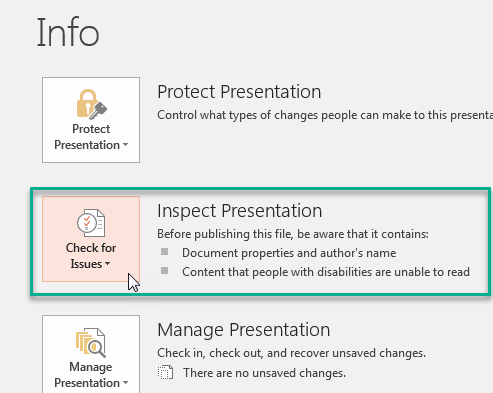
1. Select **File** in the Ribbons tab.



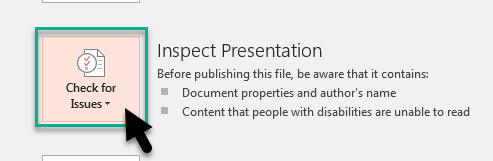
2. In File, select **Info**.



3. In Info, find the ‘Inspect Presentation’ section.



4. Select **Check for Issues**.



5. The dropdown menu will appear. Select **Check Accessibility**.



6. The Accessibility Checker will run an inspection of your presentation.

7. The results will appear on the right side of the slide.

The Accessibility Checker will give you a list of errors to correct.

