

Creating Accessible Slide Presentations: A Quick Guide

Below you will find some directions on how to quickly run an accessibility check for presentations in both Microsoft PowerPoint and Google Slides. These will help ensure that your presentation is optimally accessible.

Making a PowerPoint Presentation Accessible

Within any PowerPoint presentation, you can access the built-in Accessibility Checker by following these steps:

1. Open the PowerPoint presentation for which you would like to check the accessibility
2. Click on the 'Review' menu item along the top of the PowerPoint interface
3. Click 'Check Accessibility'
4. An 'Accessibility' panel will appear along the right side of your slide show. The accessibility checker will itemize any issues that need to be addressed to make your slides more accessible.
5. To see the different items that need to be addressed, click on the arrow to expand that category (such as "Missing alternative text" or "Tips")
6. Click on any item that has been itemized in the Accessibility checker to travel to the item that needs to be addressed

Here is a video that provides a more in-depth look at using the accessibility checker in PowerPoint: <https://www.youtube.com/watch?v=TDIGz80KtiQ>

One of the most common ways to make a presentation accessible is to assign alt text to images for screen readers. To add alt text for an image, right click on any image in your PowerPoint and choose "Edit alt text." Here a video resource that shows how to add Alt Text in PowerPoint:

https://www.youtube.com/watch?v=Rm5f4Zlrj_I

For more general information about accessibility in Microsoft PowerPoint, click here:

<https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

Making a Google Slides Presentation Accessible

Unlike Microsoft PowerPoint, you will need to install an 'Add-on' to perform an accessibility check in Google Slides. While there are a few add-ons that can be used for this purpose, one of the more useful ones is the Grackle Slides Accessibility Checker. To install Grackle Slides on Google Slides, follow these steps:

1. Open the Slides presentation for which you would like to check the accessibility
2. Click on the 'Add-ons' menu item along the top of the Google Slides interface
3. Click 'Get add-ons'
4. In the search box at the top, search 'Grackle Slides'
5. Click on the Grackle Slides item in the search results
6. Click 'Install'
7. If it prompts you to do so, choose your TU Gmail account and authorize the add-on to access your Google account

Once you have installed the Grackle add-on, you can launch the accessibility check by following these steps:

1. Click on the 'Add-ons' menu in your Google Slideshow
2. Hovering over Grackle Slides
3. Choose 'Launch' in the menu that appears to the right. This will initiate the accessibility check in a panel that will appear along the right side of your slide show. Grackle will itemize any issues that need to be addressed to make your slides more accessible.
4. Click on any line item that needs addressed and it will take you to that item.

Here is a video that explains more in-depth how to use the accessibility checker:

<https://www.youtube.com/watch?v=JbAzeJkT89M&t=43s>

One of the most common ways to make a presentation accessible is to assign alt text to images for screen readers. To add alt text, right click on any image in your Slides and choose "Alt text."

Here a video resource that shows how to add Alt Text in Google Slides:

<https://www.youtube.com/watch?v=TWreQntaH0k>