Make your PowerPoint Accessible

"CHARTT" your course for accessibility!

The C.H.A.R.T.T. Steps

1. Ensure all **COLOR** has significant contrast

2. Make meaningful **HYPERLINKS**

3. Include **ALTERNATIVE (alt) text** with all images

4. Check the **READING order**

5. Ensure every slide has a unique **TITLE**

6. Keep **TABLES** simple

---

1. COLOR

Relying on color alone to communicate information causes barriers to access for many readers: colorblind and low vision users may not be able to perceive the color differences, and screen readers do not announce colors (or bold text) to non-sighted readers.

- o **Ensure all colored text has enough contrast.** Avoid using soft or lighter colors for text. You can use the color contrast checker if you are not sure: https://webaim.org/resources/contrastchecker/

- o **Do not** use color as the only means of conveying information.

    Example
    You want to place emphasis on the following content so you make it red.
    The dog ran away with the bone.
    Someone who is colorblind will not see the text as red.

    Solution: It is OK to leave the text in red but add text to signify emphasis:
    IMPORTANT: The dog ran away with the bone.
    Those who cannot see red will understand this line to be important.

2. HYPERLINKS

Most screen readers say "link" before each hyperlink. Ensure what the screen reader reads for the link contains information about what the link is.

Not accessible:
https://classroomaccess.oit.ncsu.edu/simple-wayslesson2/part-6-hyperlinks/
(reading the URL is too complex to understand)

Not Accessible:
Click here
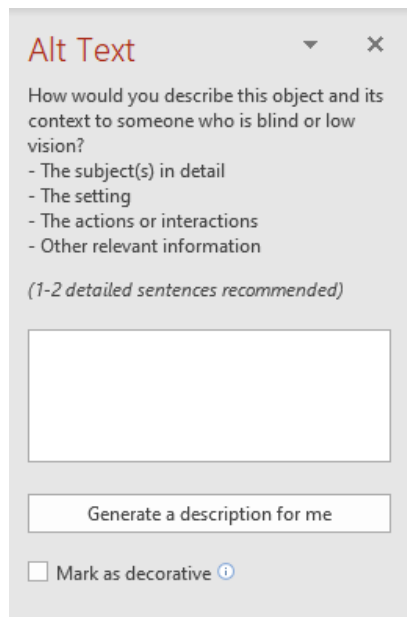(this contains no information about what the link is)

Accessible:
Benefits of Accessible Hyperlinks
(this tells you what the link is about)

3. Add ALT (alternative) Text.

Images (logos, graphics, photos) require a description. To do so, select the image and right click to select "Edit Alt Text…" to open the Alt Text box.

- You can enter your own concise description or select "Generate a description for me".

- DO NOT use "picture of" or "image of" in your description. The screen reader will say "image"

- Images that do not provide any content like an star or a box or a line do not need alt text, but you do need to select "Mark as decorative".

- Do not paste an image into a text box.

4. Set the READING Order

You will be prompted to check the Reading Order when you run the Accessibility Checker.

- o   Under **Review**, select **Check Accessibility** and follow the steps outlined.

5. Avoid duplicate slide TITLES

- Every slide must have a slide title.

- Every slide must have a **unique** slide title. If there are multiple slides with same title use the following naming convention:

  - Best Practices (slide 1 of 3)
  - Best Practices (slide 2 of 3)
  - Best Practices (slide 3 of 3)

6. TABLES
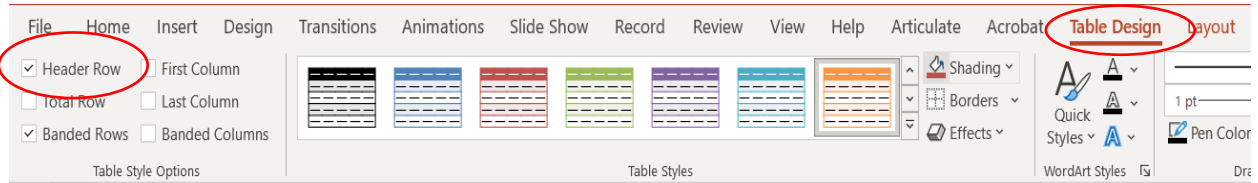
Screen readers use header information to identify rows and columns. All tables must have a designated header row (ensure that the Header Row is checked in the Table Design tab)

Screen readers keep track of their location in a table by counting table cells. If a table is nested within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point. Keep your tables simple.

- Avoid **merged cells** (Combining two or more cells into one larger cell) as seen below:

Program	1095 info	1099-HC info
ConnectorCare	1095-A from the Health Connector	1099-HC from their health plan
QHP with APTC or unsub		
Catastrophic plan	1095-B from Carrier	
Health Connector for Business		

- Solution: Each item needs its own cell as shown below:

Program	1095 info	1099-HC info
ConnectorCare	1095-A from the Health Connector	1099-HC from their health plan
QHP with APTC or unsub	1095-A from the Health Connector	1099-HC from their health plan
Catastrophic plan	1095-B from Carrier	1099-HC from their health plan
Health Connector for Business	1095-B from Carrier	1099-HC from their health plan

- **DO NOT** convert a table to an image (JPG or PNG)

- **DO NOT** use tables for layout purposes to create 2 columns of text. Use the 2 column pre-built slide layout.

When you are finished with the above steps, run the PowerPoint Accessibility Checker.

Under **Review**, select **Check Accessibility** and follow the steps outlined.
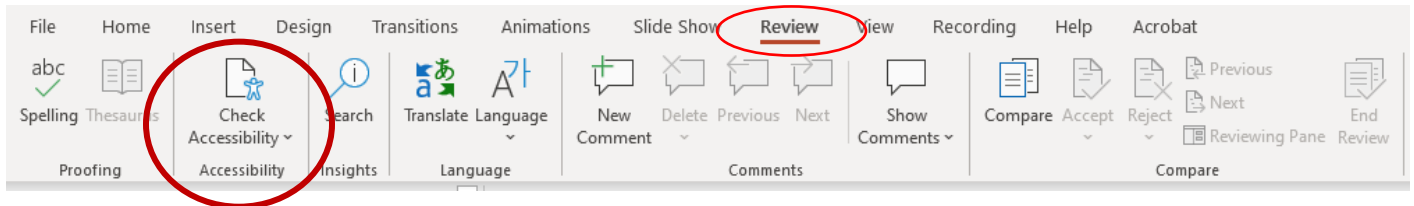
What the Accessibility Checker doesn't look for:

- Avoid use of anything but a bullet

- Avoid *italics*

- Avoid text smaller than 14pt

- Use sans serif font like Arial or Calibri – this is more important for body text than headers

- Avoid using color as the only means of conveying information

- Avoid using slide transitions and animation

- SmartArt doesn't get dictated by screen readers. Solution: select the SmartArt and select "Convert to shapes"