



Making PowerPoint Accessible

Metadata and the Accessibility Checker

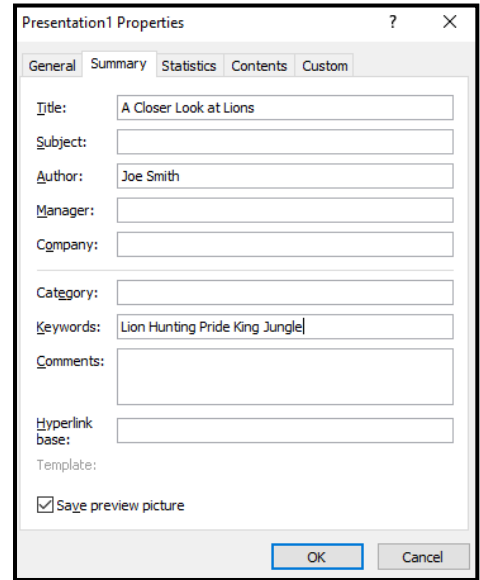
Metadata

Metadata is “data about data”. In PowerPoint, it’s extra information added to a file that describes the file’s content. Assistive technology reads this data to provide information about what is found in the file.

- Metadata is broken into several categories.
- Metadata exports with the file when converting to PDF.

To add metadata for your document:

1. Open the PowerPoint file and go to the **File** tab
2. While in the **Info** menu, click the **Properties** heading
3. Click **Advanced Properties** to see all the metadata available
4. Fill out each field as needed and then click **Ok**



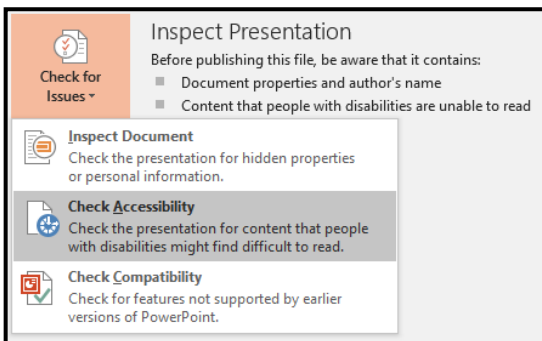
- The **Title**, **Subject**, and **Author** fields should be filled out.
- Enter keywords related to the document in the **Keywords** field, each separated by a space.
 - Keywords are used by search engines to help search for your document.
- The rest of the fields are up to you if you want to fill out.

Accessibility Checker

The Accessibility Checker in PowerPoint will examine your presentation for accessibility issues.

The Accessibility Checker does not check every aspect of accessibility, so it’s important that you do your own reviews to make sure they are meeting all requirements.

- The Checker looks at: alt-text, tables, links, slide titles, blank slides, placeholders, and reading order
- The Checker **does not look** at: metadata or font formatting.



To use the Accessibility Checker in PowerPoint:

1. Open the document and go to the **File** tab
2. While in the **Info** menu, click **Check for Issues**
3. Click **Check Accessibility**
4. You are returned to your presentation with a new pane open on the right-hand side of the window that outlines any issues.

The Accessibility Checker breaks down any issues into one of three categories:

- **Error** - Content that is difficult or impossible for persons with disabilities to read or understand. It is **critical** to correct all of these errors.
- **Warning** - Content that is usually (in most cases) difficult for persons with disabilities to read or understand. It is **critical** to correct all of these warnings.
- **Tip** - Content that people with disabilities can understand, but could be set up in a different way. These are optional and depend on your specific content.

