

Microsoft PowerPoint Accessibility Checker

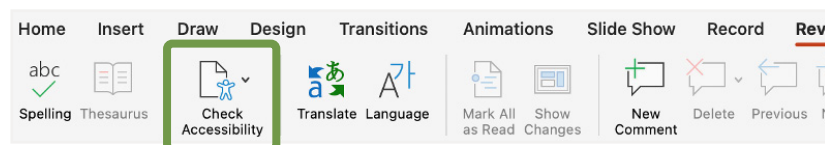
MS PowerPoint Accessibility Checker

The Accessibility Checker in PowerPoint ensures your presentations are accessible to all students. It flags elements that could pose challenges for users with disabilities. The checker can be accessed the same way in both the installed desktop application and browser version.

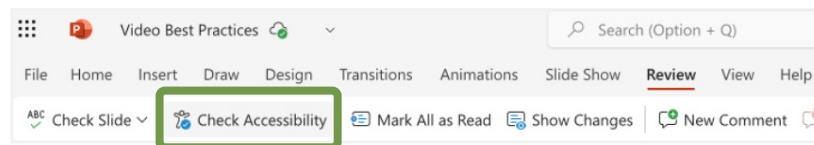
How-To Locate the Accessibility Checker:

1. Open your PowerPoint document.
2. Go to the **Review** tab on the ribbon.
3. Select **Check Accessibility**.

Desktop preview:



Browser preview:



4. A panel will open on the right with an accessibility score and a list of issues with suggestions on how to fix them. (e.g. missing ALT text on images, low color contrast, slide structure, readability, and charts and tables.)
5. After making changes, run the checker again to confirm that all accessibility issues have been addressed.

If you are using the desktop version, you can also navigate to the **Accessibility Checker Panel** by selecting the “Accessibility” status button at the bottom of the window. This button will update as you make changes to bring your documents into compliance.

Note: In most cases, there are expanded accessibility features in the application compared to the web-based equivalent.

