

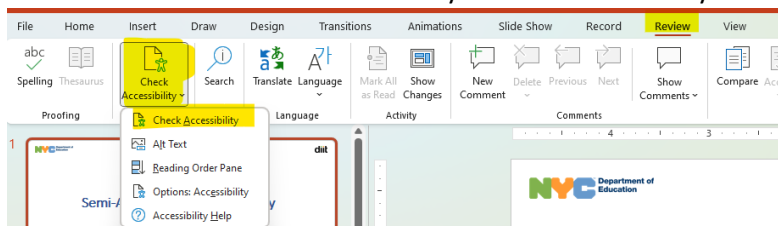
# How to Make an Accessible PowerPoint File for a PDF

## Starting with an Accessible Foundation

- Start with revised the [DOE Accessible PowerPoint Template](#)

Make sure the Source is Accessible Every Step along the way

- Open the Accessibility checker and always have it on:
  - Click on - Review > Check Accessibility > Check Accessibility > - to open the accessibility checker



- Open the Outline View to see the title structure and text:
  - Click on View Tab and select Outline View. Your screen will look like this:

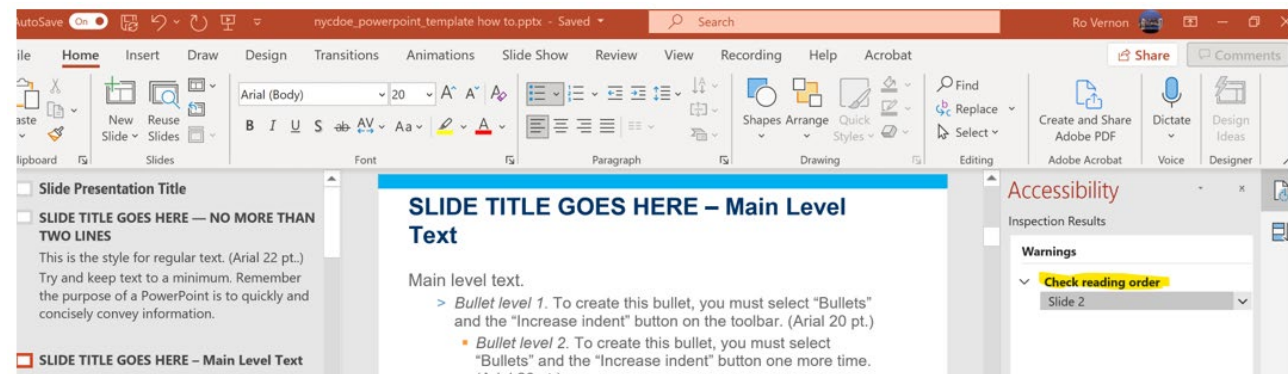


## Things to Remember:

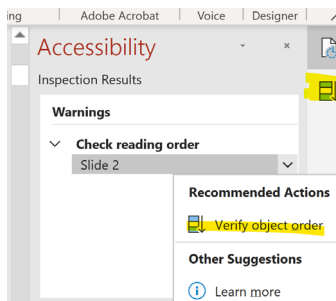
- Every slide must have a title or a H1 and there is only 1 H1 per slide
- The Outline View will help you keep track of your text content across the document

## You Must Review and Correct Reading Order

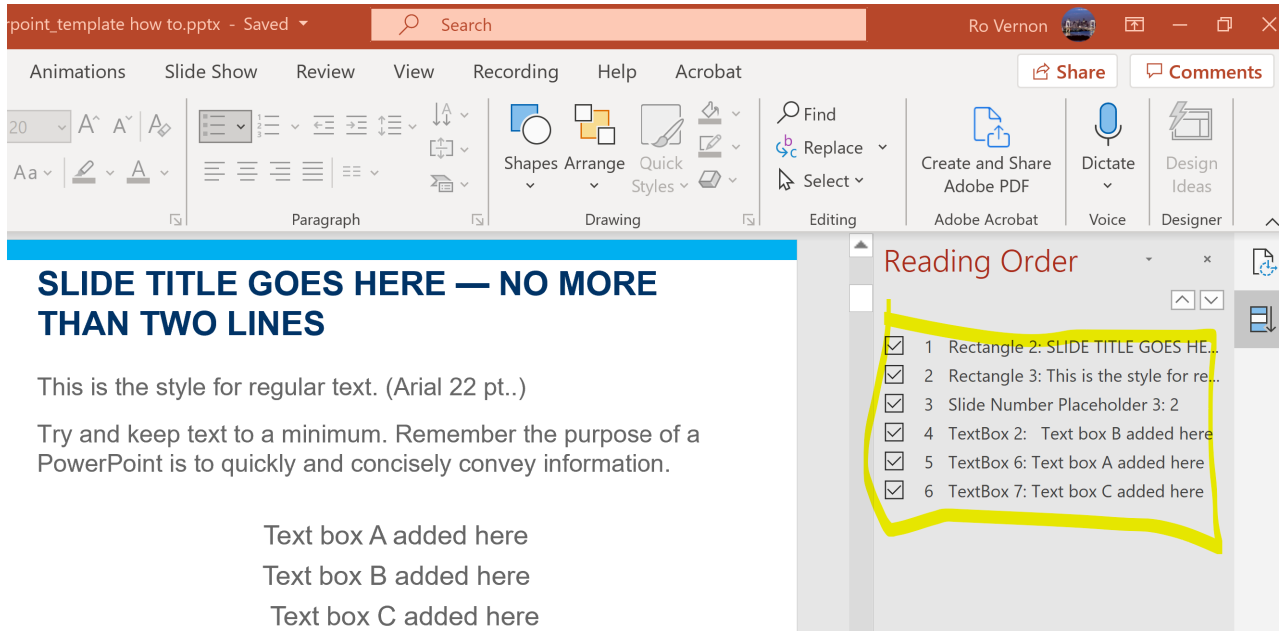
- PowerPoint assumes (incorrectly) that the order an element is placed on a page is the order it should read in.
  - When you add a text box to a slide; the accessibility check in the right column – will show a warning “Check reading order”



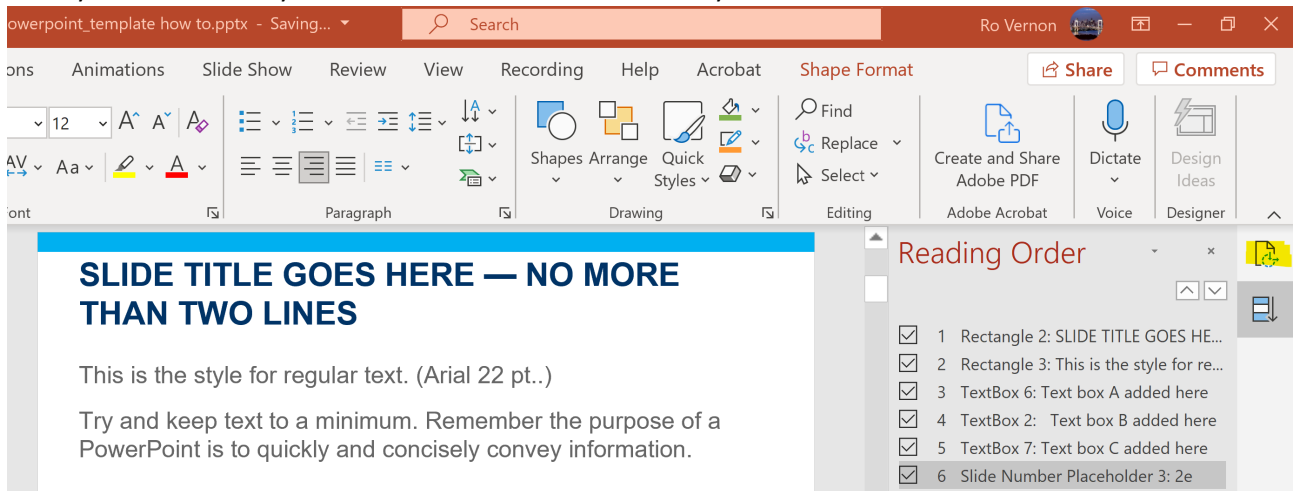
- Click the down arrow after the slide to review the reading order.



- Click on Verify Object Order to open the reading order panel:

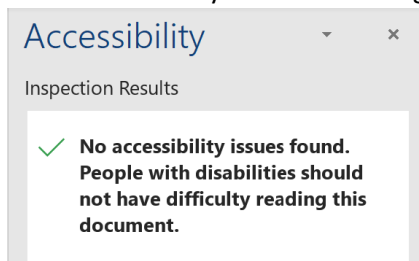


- Click on each component listed to check if the order is correct. If the order is not correct, you can drag and drop the various items to correct the reading order.
- Once you are satisfied you can click back on the Accessibility icon.



And the warning should be resolved. Perform this check on all your slides.

- Avoid Tables – this is especially true for documents that will be turned into forms.
- If you cannot avoid tables:
  - They must be simple/regular and have no merged cells no layered headings/subheadings. Do not include/concatenate table titles to the table.
  - Do not put anything that is not a table in a box.
- Prior to creating the PDF, you need to make sure the PowerPoint print set up creates the document you would like:
  - Are the headers, footers, page numbers correct
  - Are the margins good
  - Is the page orientation (portrait or landscape) appropriate?
  - Is the accessibility checker showing no error?



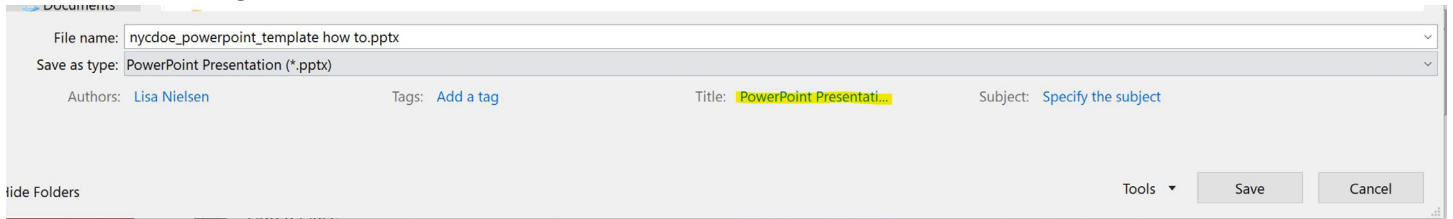
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When your document is ready to be made into a PDF:

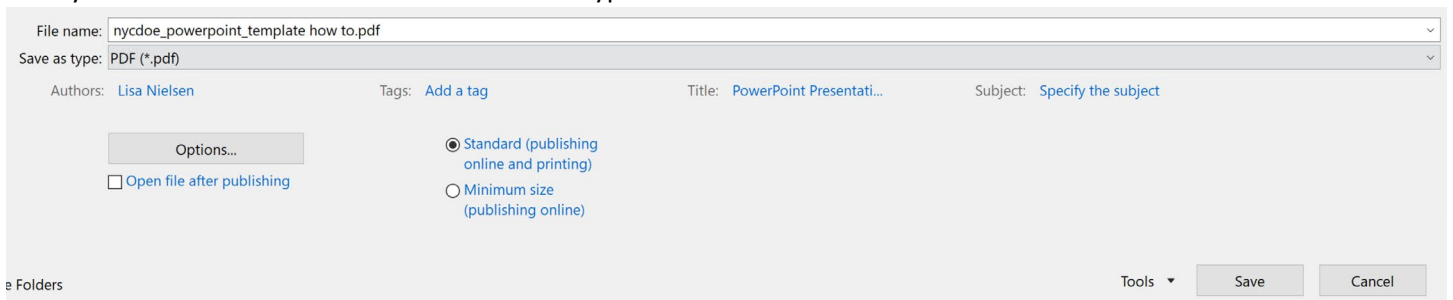
- Save the file and add a title Save a copy > More Options:



- Then add a meaningful title:



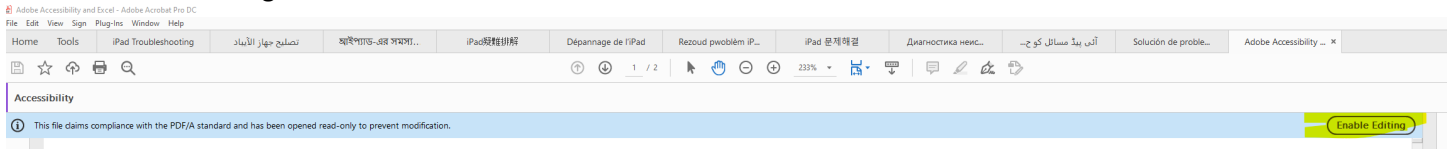
- Finally Save the PowerPoint as a PDF: Select File type PDF and click save:



## Move to Adobe

Open the new file in Adobe:

- Click on enable editing



Run the Accessibility Checker

- Solve all remaining issues

Run the Accessibility Checker

- Solve all remaining issues

See the document "Adobe Accessibility Error Corrections" for more complete Adobe fixes.