

Step-by-Step Instructions – Electronic Documents

Microsoft PowerPoint

1. **Use Slide Layouts with Proper Structure**
 - Select **Layout** in the **Home** tab and choose accessible slide layouts.
2. **Add Alt Text to Images and Graphics**
 - Right-click image > **Edit Alt Text**.
 - Write descriptive alt text.
3. **Use Slide Titles and Logical Content**
 - Ensure each slide has a clear title.
 - Avoid clutter.
4. **Create Accessible Tables**
 - Use the **Insert Table** feature.
 - Add header rows for table labels.
5. **Check Accessibility**
 - Go to **Review** > **Check Accessibility**.
6. **Add Descriptive Hyperlinks**
 - Highlight text > Insert hyperlink.
 - Use meaningful link text.
7. **Save or Export as PDF**
 - File > Save As > PDF.
 - Check accessibility settings during export if available.