

UNIVERSITY OF CINCINNATI GUIDELINES FOR ACCESSIBILITY FOR TEXT DOCUMENTS AND POWERPOINT PRESENTATIONS

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The University of Cincinnati (UC) requires digital content, including documents and presentations, to be accessible, following standards such as using descriptive headings, alt text for images, and high-color contrast. Key guidelines include using built-in styles, descriptive hyperlinks, logical reading order, and running accessibility checkers in Microsoft Office.

UC-Hosted Resources

[Understanding Compliance, Core Concepts, Content Formats, Product and Software Guides, and Contact and Support listings](#)

[Accessibility in PowerPoint](#)

Document Accessibility Guidelines (Word/PDF)

- **Structure:** Use built-in heading styles (Heading 1, Heading 2) for structure rather than just changing font size.
- **Images:** Add meaningful alternative text (alt text) to all images, charts, and diagrams.
- **Links:** Use descriptive text for hyperlinks instead of pasting raw URLs.
- **Tables:** Keep tables simple, avoid merging cells, and use designated header rows.
- **PDF Conversion:** Save as tagged PDF, ensuring document structure tags are checked, and ensure text is selectable (not an image-only PDF).
- **Final Check:** Use Adobe Acrobat Pro or the Word Accessibility Checker.

Presentation Accessibility Guidelines (PowerPoint)

- **Layouts:** Use built-in slide layouts so screen readers can follow a logical reading order.
- **Titles:** Give every slide a unique, descriptive title.
- **Reading Order:** Verify that the tab order matches the visual reading order.
- **Fonts & Contrast:** Use legible fonts and ensure high contrast between text and background.
- **Accessibility Checker:** Use the PowerPoint Accessibility Checker routinely.

Presentation Tips

When presenting, read aloud the text on slides and describe visual aids for attendees with visual impairments. For meetings, include a note inviting attendees to request accommodation.

Key UC Resources

- **Digital Access Team Email:** DigitalAccess@uc.edu.
- **UC Digital Accessibility Website**
- **ETD Accessibility Checklist** (Note: This info is for Electronic Theses and Dissertations, which doesn't apply to OLLI presentation)