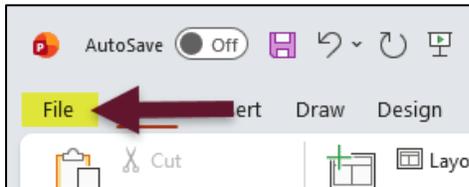


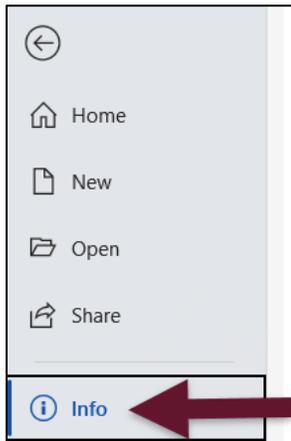
## Update the Title Property

Adding a title helps screen readers identify the document and provides useful metadata when it's shared online.

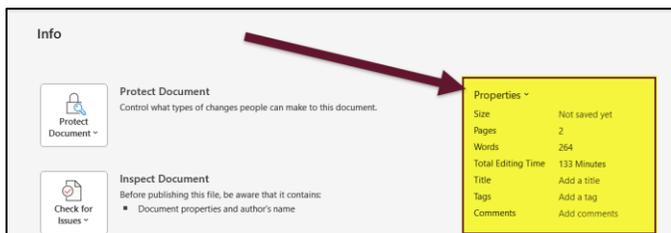
1. Select the **File** tab.



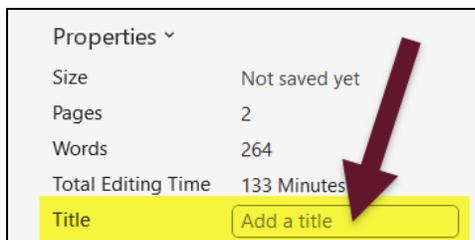
2. Choose **Info** from the left-hand menu.



3. On the right, locate the **Properties** section.



4. Click the **Title** field.

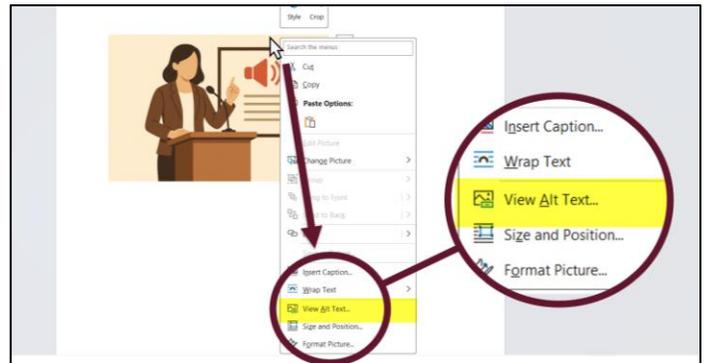


5. Type a **short, descriptive title** for the document (for example, *Introduction to Sociology Syllabus*).
6. **Save the document** to apply the changes.

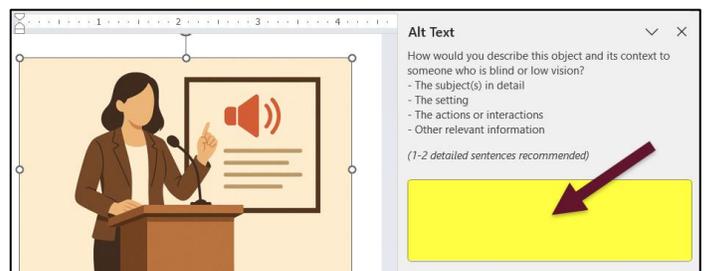
## Add Alt Text to Images

Adding alt text ensures that images are described for users who rely on screen readers; keep descriptions brief but meaningful, focusing on what the image communicates rather than its appearance.

1. **Right-click the image** in your document.
2. Select **Edit Alt Text** (or **View Alt Text**, depending on your version of Word).



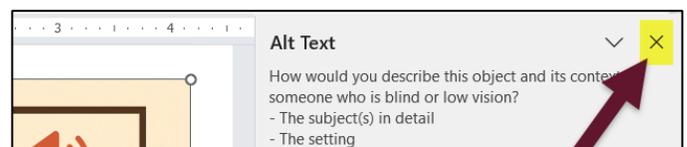
3. In the Alt Text pane, **type a short description** that explains the image's purpose or content.  
*Example: "Image of professor presenting in front of her presentation slides."*



4. If the image is decorative and doesn't add meaning, check **Mark as decorative** instead of adding text.



5. **Close** the Alt Text pane. Your description is automatically saved.



## Use Proper Headings in PowerPoint Files

Headings create a clear structure that helps both readers and screen readers navigate your PowerPoint easily. Avoid using bold or changing font size solely for structural purposes.

### Important Note

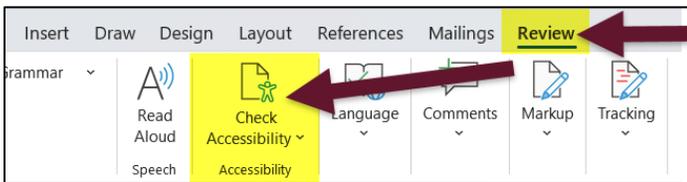
In the Ally report, this issue may appear as a **“Heading Issue.”**

In Microsoft PowerPoint, this is labeled as **“Missing Slide Title.”**

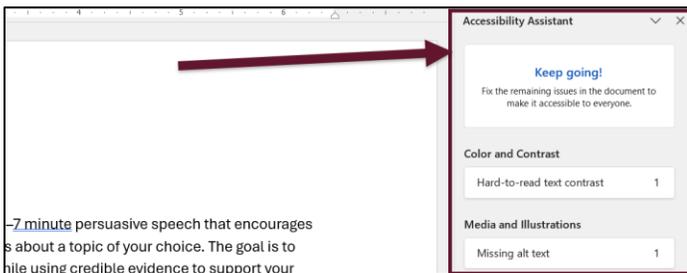
Both refer to the same problem:

Every slide must have a proper slide title for screen reader users

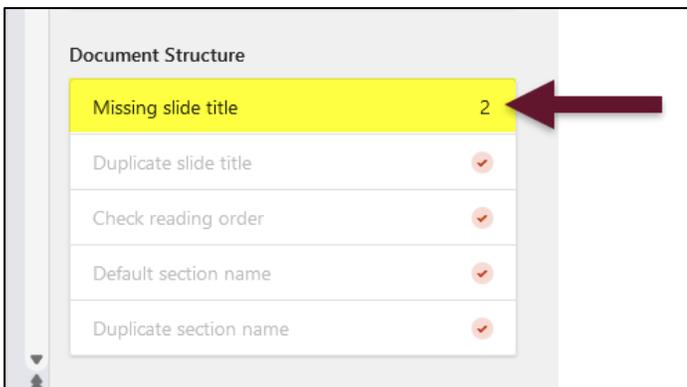
1. Go to the **Review** tab on the ribbon
2. Select **Check Accessibility**.



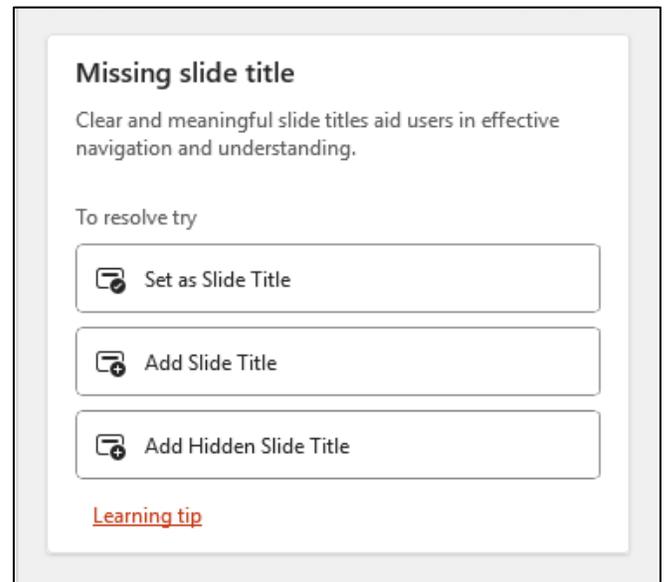
3. The **Accessibility Assistant** panel will open on the right side of the screen.



4. Under Document Structure click on the **Missing Slide title** field.



5. You will be prompted with three options. Click the appropriate option for your slide.



#### A. Set as Slide Title.

This converts an existing text box into the official Slide Title placeholder. Use this when your slide already includes text that serves as the title.

#### B. Add a Slide Title.

This inserts a visible title placeholder at the top of the slide. Use this when you did not include a title for the slide and need to add one.

#### C. Add Hidden Slide Title.

This inserts a title that is hidden from viewers but readable by screen readers. Use this when your slide contains charts, tables, or images and you do not want a visible title displayed.

Enter a meaningful and descriptive title (for example: “Fall 2025 Enrollment Data Table”).

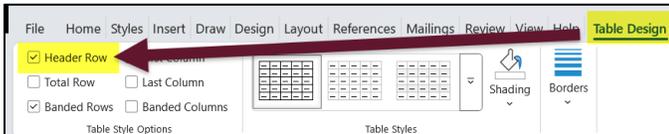
## Fix Table Headers

Adding header rows helps screen readers announce each cell's context, making data easier to understand.

1. Click anywhere in a table's **header row**.

Evaluation Criteria			
Category	Excellent (A)	Satisfactory (C)	Needs Improvement (D/F)
Organization	Clear structure with strong introduction, body, and	Some organization; transitions unclear	Lacks structure; hard to follow

2. Go to the **Table Design** tab, and check the box for **Header Row** in the Table Style Options group.



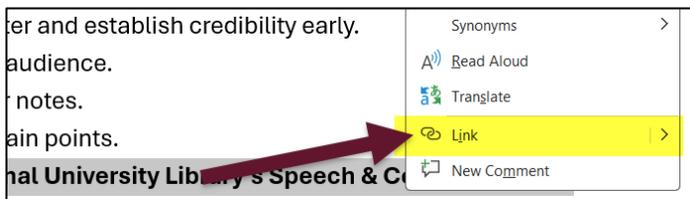
## Use Meaningful Links

Meaningful links tell users where the link will take them, even when read out of context by a screen reader.

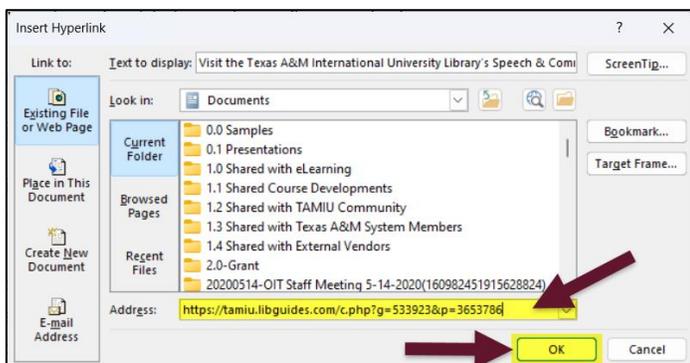
1. Highlight the text you want to turn into a link.
  - Use descriptive text for the link, such as *View Course Syllabus* instead of *Click here*.

- Practice transitions between main points.
- Visit the [Texas A&M International University Library's Speech & Communication Research Guide](#) for curated articles and tools.

2. Press **Ctrl + K** (Windows) or **Cmd + K** (Mac), or **right-click** and choose **Link**.



3. In the dialog box, paste or type the web address in the **Address field**.
4. Select **OK** to save the link.



## Tips: Ensure Color Contrast

Good color contrast makes text readable for everyone, including users with low vision or color blindness.

The following are some general tips to follow:

- Use dark text on a light background or light text on a dark background.
- Avoid using color alone to convey meaning (for example, red for "important").
- To check contrast, print in grayscale or use an online contrast checker like **WebAIM Contrast Checker**.
- Adjust text or background colors until the text is easy to read.

## Tips: Maintain Logical Reading Order

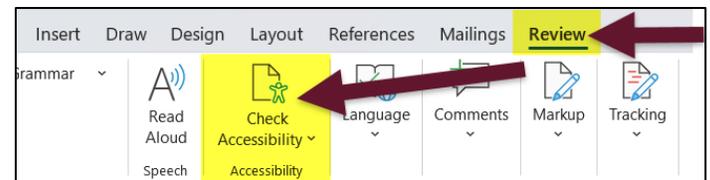
A logical reading order ensures screen readers follow content in the correct sequence.

1. Use simple layouts with one main column whenever possible.
2. Avoid placing important text inside text boxes, headers, or footers.
3. If using columns, make sure the reading order flows naturally from left to right and top to bottom.
4. Check the order by tabbing through the content or switching to Draft View.
5. Reorganize any elements that disrupt the logical flow.

## Check Accessibility in PowerPoint

The Accessibility Checker helps you identify and fix accessibility issues before sharing your document with students.

6. Go to the **Review** tab on the ribbon.
7. Select **Check Accessibility**.



8. The **Accessibility Assistant** panel will open on the right side of the screen.

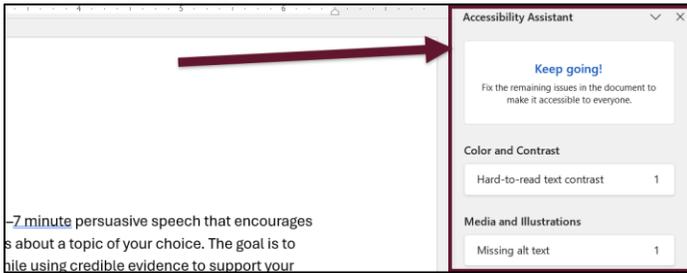


**For more support, contact the eLearning Team:**

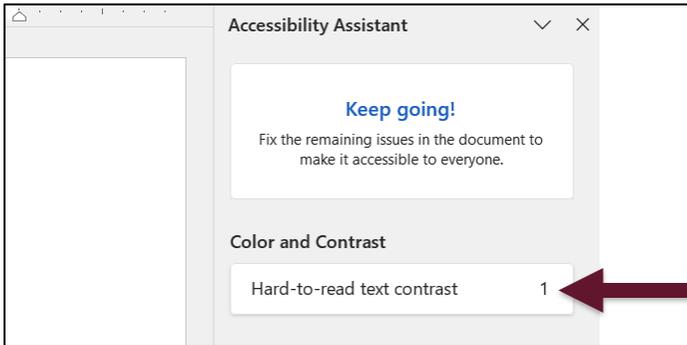
**Email:** [elearning@tamiu.edu](mailto:elearning@tamiu.edu)

**Call:** 956-326-2792

**Visit:** CWT 208, Monday to Friday, 8 AM to 6 PM



9. Review any listed issues in the panel.



10. Click each issue for details and suggested fixes.

11. Follow the prompts to correct issues directly from the panel.

**Tip:** Run the Accessibility Checker each time you finalize a document to ensure it's ready for all learners before uploading it to Blackboard.

## Need Assistance?

For guidance with accessibility in PowerPoint or other instructional technologies, contact the **eLearning Team**. We're here to support you with Blackboard Ultra, course accessibility, and digital teaching tools!