



Making PowerPoint Accessible

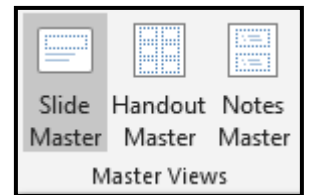
Slide Layouts and The Slide Master

Slide Layouts

- Slide layouts are the way that placeholders (the fields on a slide you add stuff to) appear on a slide.
- Effective use of slide layouts is considered the most important part of making a presentation accessible.
- Using logical slide layouts will ensure slides have correct heading structures and reading order.
- Slide layouts should always be configured in the **Slide Master** and never directly on a slide.
- Most slide layouts will consist of a title placeholder at the top of the slide and at least one placeholder for content to be added, but can contain many placeholders for different content types.
- Changing the layout of a slide that has content will reconfigure the content to match the new layout.
- **Right-click** any slide and select **Layout** to choose a new layout.

The Slide Master

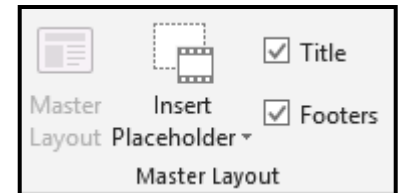
The **Slide Master** is used to control the look of your entire presentation. You should apply all of your font formatting and slide configurations through the **Slide Master**. The **Slide Master** will let you configure current layouts and create brand new ones so that all slides that use that layout use the same formatting and reading order.



- Access the **Slide Master** from the **View** tab.

Placeholders

- Placeholders create the layout of a slide and contain some type of content.
- Each placeholder is like a style and has a set of formatting that applies to every placeholder with the same name across all slide layouts.
- If you edit a slide layout, always ensure the **Reading Order** is logical.
- While editing a slide layout, insert new placeholders on the **Slide Master** tab.



Slide Master View

The left-hand side of the **Slide Master** view will display one example of each of the available slide layouts. The first slide is the **Master Layout** and changes to it will usually apply to all slide layouts. The layouts below the **Master Layout** can be edited individually.

- Editing any slide layout will apply to every slide that uses that layout.
- Adjust the size of placeholders, font formatting, and reading order.
- You can have more than one **Master Layout** but it's usually not necessary.
- Insert a new slide layout or **Slide Master** on the **Slide Master** tab.
- Use **Themes** and **Background** options to apply colours, fonts, and effects.

