

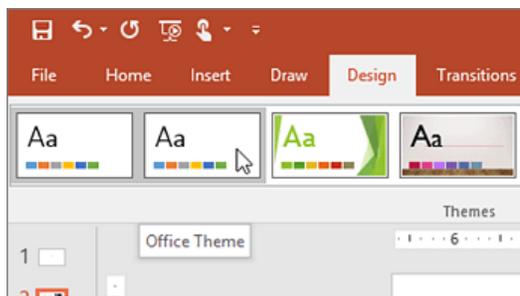
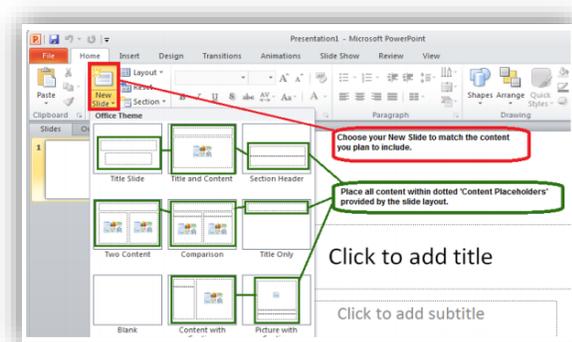
Creating Accessible PowerPoints

PowerPoint can be an effective tool to use during live demonstrations, online presentations or webinars. Please consider Accessibility when using them.

The following are some guidelines that would help to make PowerPoint Presentations more Accessible.

Use an accessible slide layout and design

To access the pre-set Accessible layouts go to **Insert** tab, click on the **New Slide** option and select the desired layout. Refrain from adding Text Boxes to avoid Accessibility Problems. Screen Readers do not read the text inside the text boxes.

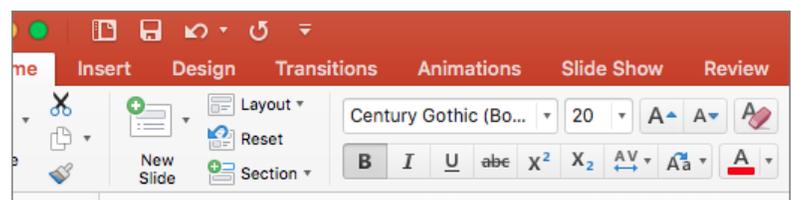


On the **Design** tab, in the **Themes** group, select **Office Theme**.

The Office Theme is designed for accessible colors, contrast, and fonts. It's also designed so that screen readers can more easily read slide

Format text for accessibility

1. Select your text.
2. Select the **Home** tab.
3. In the **Font** group, which provides options for font type, size, style, and color, select your formatting choices.



Try to use San Serif Fonts types and font sizes of 18pt or larger.

Font Types	
Serif Fonts Fonts with small finishing strokes at the end of a character. This font is Garamond This font is Georgia This font is Times New Roman	San-Serif Fonts (Recommended) This font is Arial This font is Tahoma This font is Verdana

Font Size	
Small size font is hard to read	Larger size font is easier to read
12 points	18 points
14 points	24 points
16 points	32 points

Color and Contrast

When using PowerPoint do not concentrate on color extensively to provide content. The presentation should provide enough color contrast in each slide



Color Contrast/Visibility Chart			
Best		Fair	
Black/Yellow	Black/White	Red/Yellow	Red/White
Black/White	Black/Orange	Red/Black	Red/Orange
Black/Orange	Blue/White	Red/Orange	Red/Orange
Blue/White	Green/White	Poor	
Green/White	Red/White	Red/Blue	Red/Blue
Red/White	Red/White	Red/Green	Red/Green

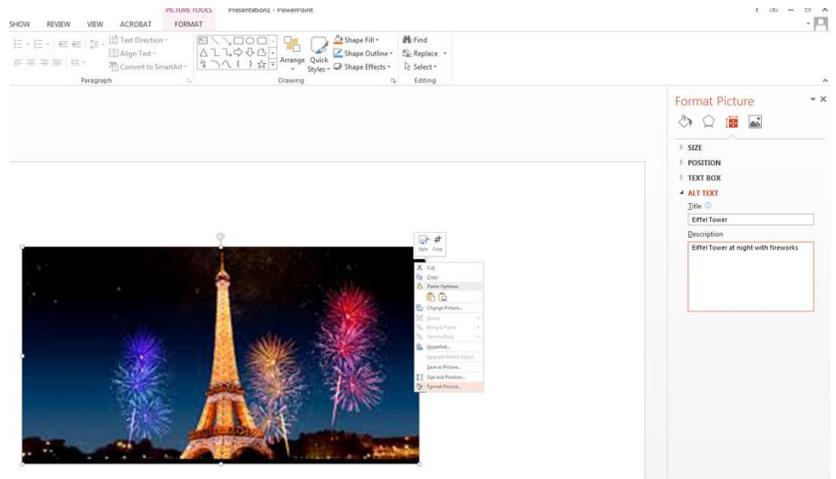
It is recommended to place text on a plain, solid colored background for better visibility and contrast

Add Alt Text to images

Add alt text to images, such as pictures, clip art, and screenshots, so that screen readers can read the text to describe the image to users who can't see the image.

1. Right-click an image.
2. Select **Size and Position**.
3. In the right pane, select **Alt Text**.
4. Type a description and a title.

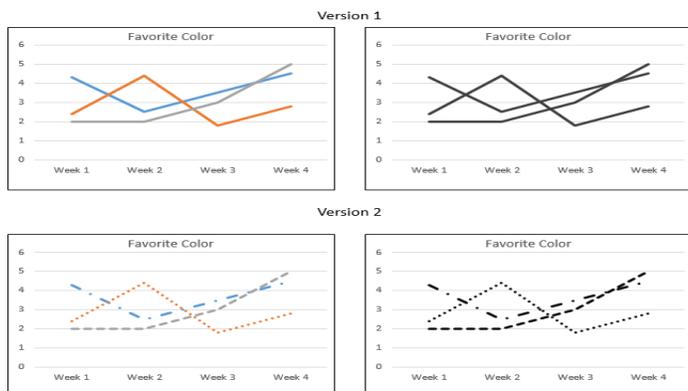
Tip: Include the most important information

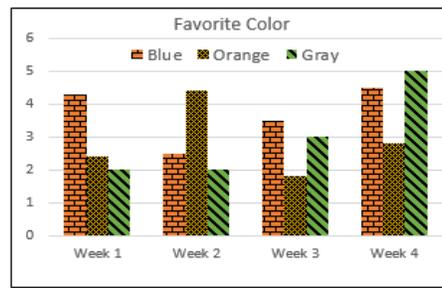
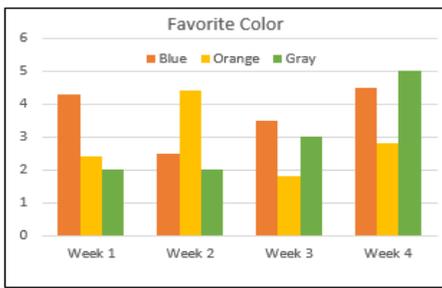


Add Alt Text Description to Graphics

When using graphs, please add both, the Alternative Text with a brief description of the meaning of the Graph and a fu

For Line Graphs use different styles and colors.



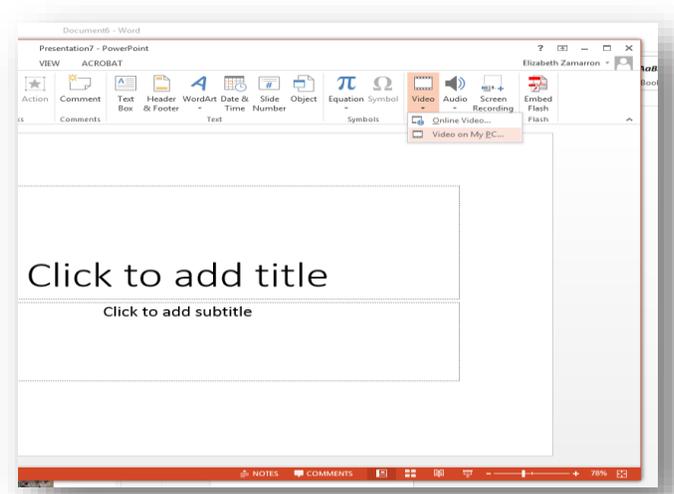


For Bar Graphs use different patterns and colors.

Use captions, subtitles, and alternative audio tracks in videos

To make your PowerPoint presentations accessible, ensure the following:

- Videos include an audio track with video descriptions, if needed, for users that are blind or visually impaired.
- Videos that include dialogue also include closed captions or subtitles in a supported format for users that are deaf or hard of hearing.
- If a video is embedded in the PowerPoint please ensure that it is captioned, and that the player controls are



Use Outline and Normal Views

Outline View will display the titles and body text. Always verify the reading order of the PowerPoint. You will learn the order as to how it will be read by a Screen Reader and verify that it is the way you want to present it. In this view you can easily identify the text and the order in which it will be read by a Screen Reader.

Outline View



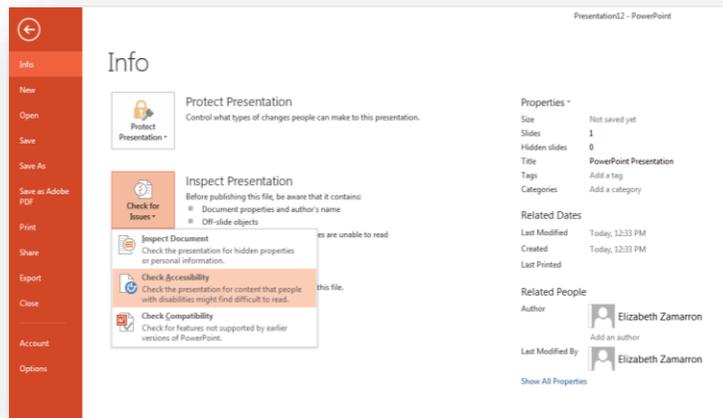
Normal View



Normal View will display the thumbnails of all the slides with the design elements that have been added.

Accessibility Checker

Also, PowerPoint 2013 has the Accessibility Checker feature to make sure your presentation is accessible.



References :

<https://support.office.com/en-us/article/Make-your-PowerPoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>