Accessible PowerPoint

Microsoft Office 2013 PowerPoint
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Purpose of a PowerPoint Presentation

PowerPoint can be an effective tool to use during live demonstrations, online presentations or webinars. Please consider Accessibility when using them.
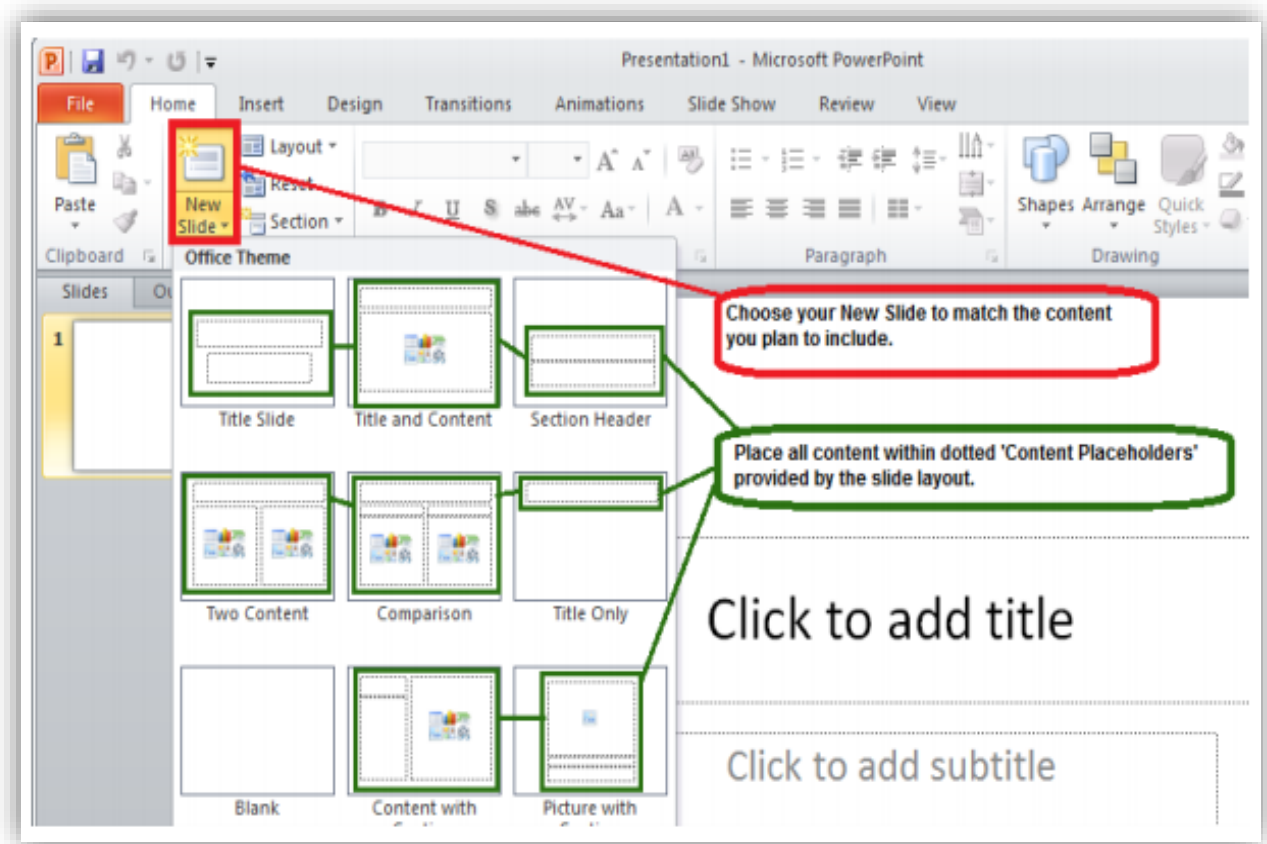
The following steps will show how to make PowerPoint Presentations more Accessible.

Establish the Slide Layout

PowerPoint contains a collection of pre-set Accessible Layouts that can easily be used. To access these go to **Insert** tab, click on the **New Slide** option and select the desired Layout. Refrain from adding Text Boxes to avoid Accessibility Problems.

- Text Boxes may be read in the incorrect order by the Screen Reader.
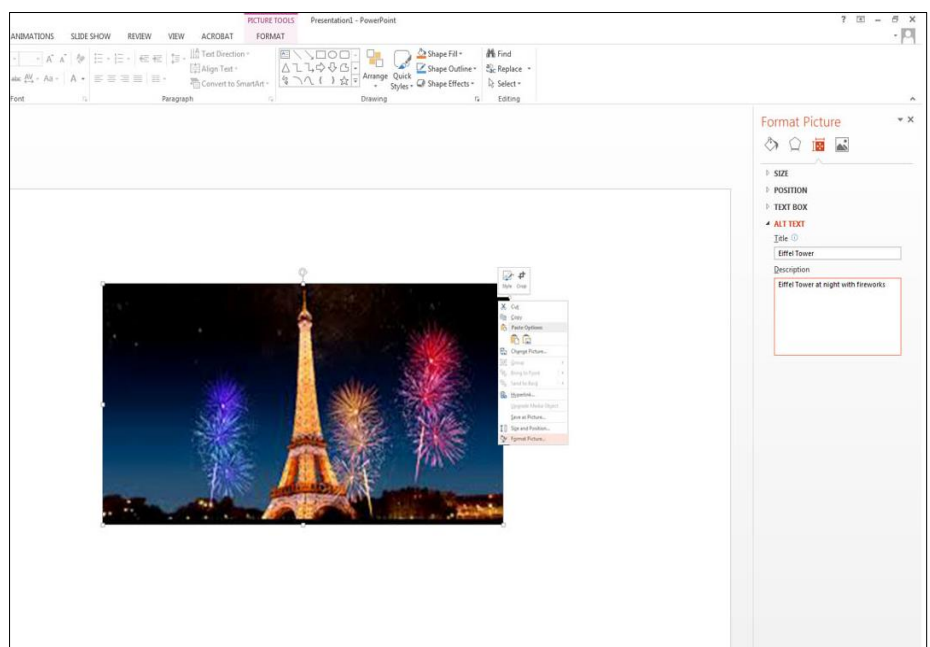- Text Boxes will not appear in the Outline view, therefore it will complicate converting it to HTML.

If more Content Placeholders are needed, add them to the Slide Layout. [1]

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. [1]

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

THIS IS EASIER TO READ
THIS IS HARDER TO READ

Please note that not all of the built-in designs offered in PowerPoint have "accessible" color contrast or other design elements.

Font Type and Font Size

The type of font you use can have an impact on the readability of your PowerPoint. Use San Serif Font and large font size (18pt or larger). [3]

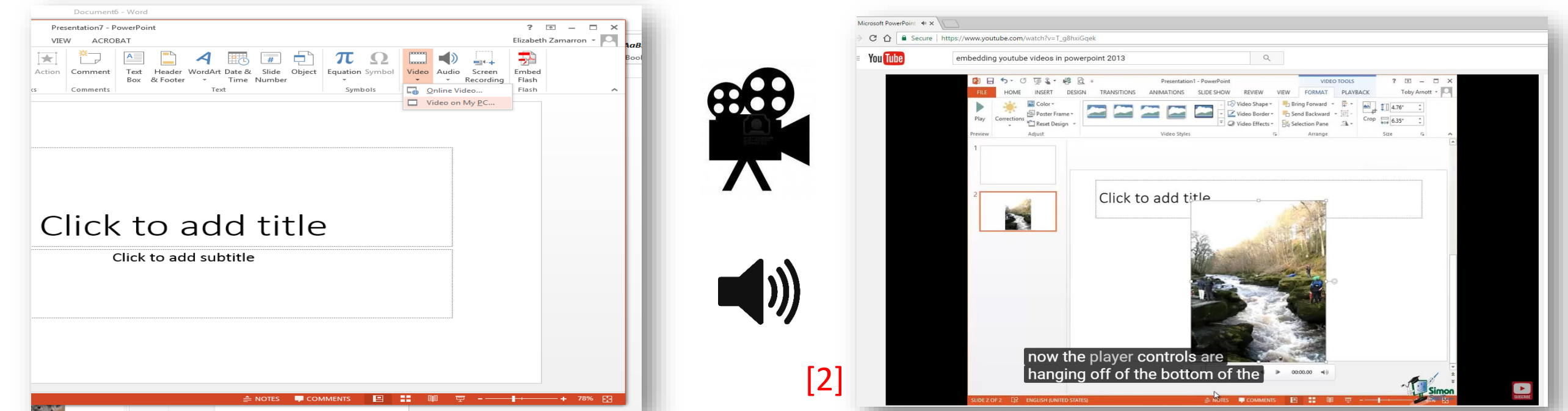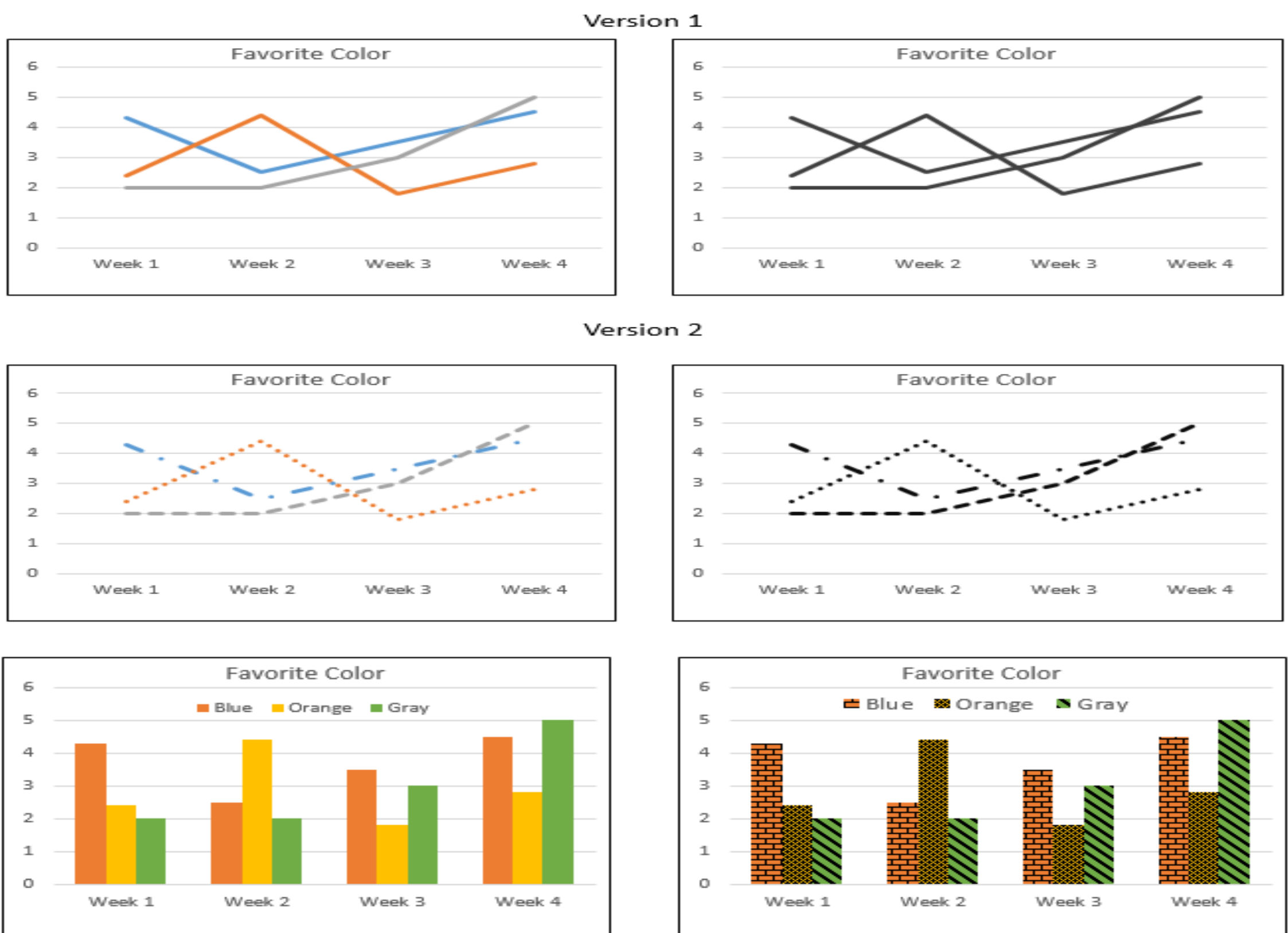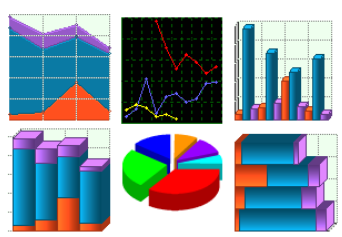| Font Types		Font Size	
Serif Fonts — Fonts with small finishing strokes at the end of a character.	San-Serif Fonts (Recommended)	Small size font is hard to read	Larger size font is easier to read
This font is Garamond	This font is Arial	12 points	18 points
This font is Georgia	This font is Tahoma	14 points	24 points
This font is Times New Roman	This font is Verdana	16 points	32 points

Images and Alternative Text

Images in the PowerPoint presentation must be given a Text Alternative. [1]

- To add Alt Text to an image in PowerPoint Right Click on the image or enter the shortcut Shift+F10.
- Click on the Format Picture option and then choose the Size and Properties icon. Then select the ALT TEXT option at the bottom to enter the Title and the Description for the image.

Multimedia

If a video is embedded in the PowerPoint please ensure that it is captioned, and that the player controls are accessible. If an audio only file is embedded, ensure a transcript is included. [1]

[2]

Graphs

Graphs and Charts are considered complex images because they contain substantial information. When using graphs, please add both Alternative Text with a brief description of the meaning of the Graph. Also add a full text description in the Notes section.
- For Line Graphs use different styles and colors.
- For Bar Graphs use different patterns and colors.
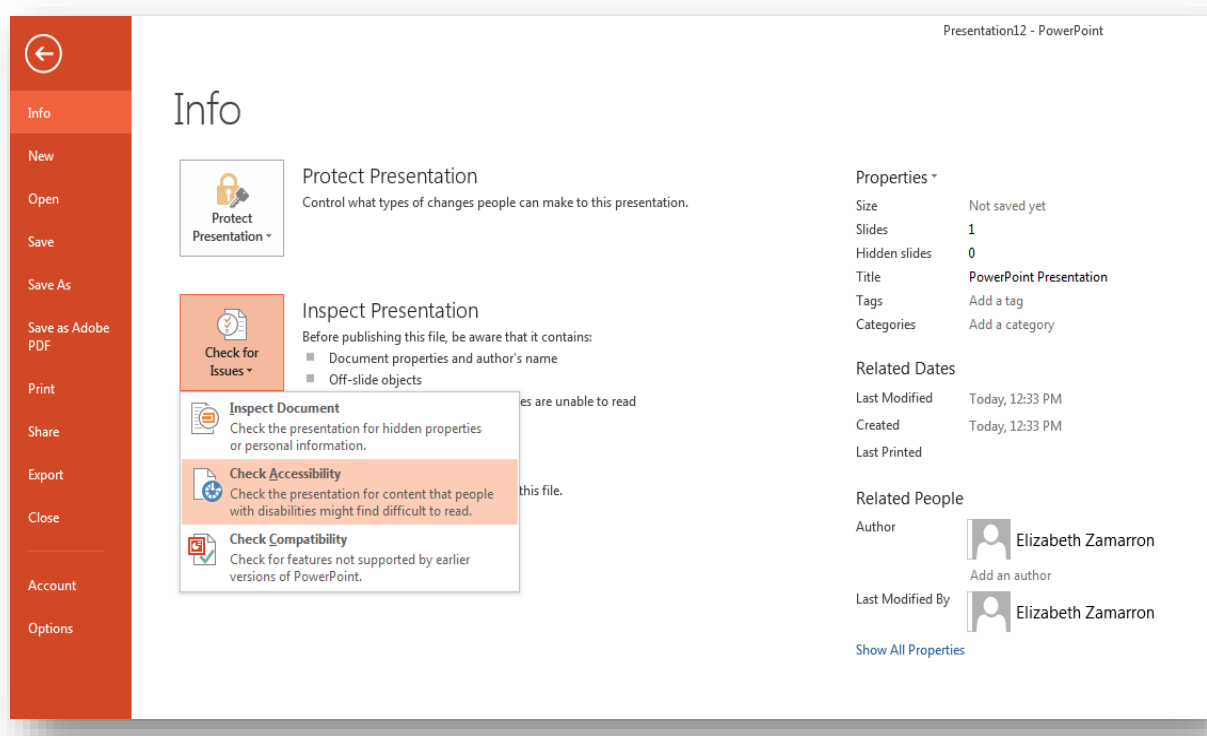
Outline and Normal Views

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.

Normal View will display the thumbnails of all the slides with the design elements that have been added. [1]

Accessibility Checker

Also, PowerPoint 2013 has the Accessibility Checker feature to make sure your presentation is accessible. [1]

References

[1] Department of Rehabilitation, (2014 November). Seven Steps to Creating an Accessible PowerPoint Slideshow. Retrieved from: http://www.dor.ca.gov/disabilityaccessinfo/das-docs/7-steps-2-create-accessible-powerpoint-slideshow.pdf

[2] Sez, Simon IT, (2013, February 11) Microsoft PowerPoint 2013 Training – Inserting Multimedia-PowerPoint 2013 Tutorial [Video File]. Retrieved from: https://www.youtube.com/watch?v=T_g8hxiGqek

[3] Microsoft Office, (2017). Make your PowerPoint presentations accessible. Retrieved from: https://support.office.com/en-us/article/Make-your-PowerPoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25

ADDITONAL REFERENCES:
[4] Proces Paul, (2015, March 12) Creating an Accessible PowerPoint 2017 [Video File]. Retrieved from: https://youtu.be/t0pInzjkdIY

DISCLAIMER:
Please keep in mind that Power Point versions vary. For this poster's purpose, Microsoft Office PowerPoint 2013 was used. If this is not the version you use, item locations may vary or be renamed. Please reach out to us and we will assist in answering any questions.

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