

Accessible PowerPoint Presentations

Fonts and Text

- Use a sans serif font – such as Arial, Helvetica or Verdana that are large enough for both projectors and online viewing
- Avoid using text shadow or glow effects for any text as they may not be accessible by screen readers; When converted to PDF text with effects are converted to image
- Using italics or upper-case letters for emphasis is not recommended
- Font size for text: 18pt – 32+; Headings: 50+
- Columns can be challenging to some assistive technology
- 5-7 lines of text or 6 words per line; justified

Color

- Use appropriate colour contrast (e.g. black and white); test by converting to grayscale
- Make sure that all information conveyed with color is also conveyed without color

Layout

- Use Built-in-slide layout
- Customize using Master Slide (Click on View tab)
- Give each slide a unique title (Power point does not use headings to give structure)
- Add date to first slide
- Contact info on last slide
- Use Insert Slide numbers option (do not manually number slides)
- Logos: add to homepage and last page with alt text, place on background for other slides to avoid repetition in screen readers
- Avoid using “enter” to create space; format through Paragraph formatting option
- Check reading order by tabbing through slide, or use Arrange > Selection Pane
- Adjust reading order by sending to front or back or use the Selection Pane

Images

- Insert through placeholder or insert button; **do not copy and paste**
- Set wrapping style as “In line with text”
- Add alternative text to graphics and images; If long description is needed, add “Full description ... in the alt text” or add to a new slide following the complex image

- Avoid text boxes and Word Art as they may be inaccessible to screen readers. Avoid using shapes and SmartArt also.
- Shapes require alt text and will need to be adjusted in the reading order
- Group images like flow charts etc. then apply Alt text

Slide Animations and Transitions

- Avoid automatic slide transitions
- If your slides contain animations, ensure that they are brief and do not distract from the most important content on the page

Tables

- Use the Insert tab then Table to properly insert
- Use proper Table Headings and check the Header Row check box
- Create a text summary in text on slide
- Apply Alt text - if description is long add “Full text description below table or on next slide” to the alt text
- Avoid complex tables
- Do leave empty cells or rows

Hyperlinks

- Hyperlink has context and describes where it leads
- Avoid using “Click here” or “More info” as a link title
- Show URLs (<http://www.google.com>)

Outline and Notes Panels

- Place the slides in a logical order in the Outline Panel
- Avoid placing image or chart descriptions in the Notes Panel
- Text in the Notes Panel is not read by Jaws

Embedded Audio or Video

- If your presentation has embedded audio or video you should include text transcripts and/or captions

Set document language

- (**File > Options > Chose editing language**)

Set document Title and Keywords

- File page, edit **Properties** (right side of screen below thumbnail of slide)

Test for accessibility

- Test reading order by tabbing; and/or use the Selection Pane (**Home > Arrange tab**)
- Test for contrast via grayscale (access on the **View tab**)