Creating an Accessible PowerPoint

Electronic Information Resource Accessibility Team
Why Is Document Accessibility Important?

- Improved quality of life for those with accessibility needs
- Equal access to information is a civil right
- Accessible documents follow standard practices, allowing easy style updates and accurate conversions to other document formats
- University policy and state law require that content presented on websites be accessible
Reading Order

- **Reading order** is the order elements on a slide will be read.
- Proper reading order is vital for users of assistive technology.
- It includes titles, textboxes, images and all other objects on a slide.
Reading Order Continued

- Home -> Arrange -> Selection Pane to change reading order
- Put elements that are read first lower in the selection pane
- Use the Tab key on your keyboard to check the reading order
Accessible Templates

- Accessible templates have the correct reading order and meet contrast requirements
- All elements you add later will need to be placed in the proper reading order
- Using an accessible template makes creating accessible PowerPoints simpler and faster
Selecting an Accessible Template

- File -> Home -> New -> Type 'accessible' in search box
- Confirm reading order is correct before using the template
Ensure significant color contrast between text and background

Do not use color as the sole means of indicating meaning

– Use **bold** or *italics* for emphasis. Do not use *underline*.

Use a color-blind friendly scheme on charts
Tables and Data

- Create tables using the built-in tools in PowerPoint
- Do not paste entire tables into PowerPoint
  - It's possible to paste tabular data into a preexisting table in PowerPoint
- Never use an image of a data table
- Add link to online version of data
Alternative (Alt) Text

- **Alt text** is a short description of the visual content of an image, chart, or video
- All images require alt text
  - Do not rely on auto-generated alt text

- **Complex images** are images that contain text or figures
- Complex images require alt text and a longer description available elsewhere
- Do not use complex images unless necessary
Adding Alt Text

1. Right-click object
2. Choose “Edit Alt Text…”
Check Accessibility in PowerPoint

1. Click review tab

2. Choose “Check Accessibility”

3. Review Accessibility Pane

How to use PowerPoint Designer

1. Start a new presentation by going to File > New > Blank Presentation.

2. On the very first slide, add a picture: Go to Insert > Pictures or Insert > Online Pictures and choose the picture. 
   Note: You need to be online when you add the picture.

3. When PowerPoint asks for your permission to get design ideas, select let’s go.

4. Choose a design you like from the Design Ideas task pane.
Title is not the same as the PowerPoint's filename.

**File > Info > Properties > Title**

Titles are sometimes read by screen readers when a document is first opened and help provide context about the subject matter.

Add a title the first time you save your document.
Other

- All slides should have a title
- Files should have a meaningful name
- Do not use Automatic Advancement
- Do not use animated or blinking content (including slide transitions)
Accessible PowerPoint Resources

- WebAIM PowerPoint Accessibility
- Microsoft: Make your PowerPoint presentations accessible to people with disabilities
- Microsoft: Create More Accessible Slides