Creating an Accessible PowerPoint Presentation

Accessible PowerPoint Tips

WebAim Tips

Tip: Starting with Microsoft Office 2010 a new tool for Word, Excel, and PowerPoint called the Accessibility Checker is available that you can use to check your PowerPoint documents for any issues that might make it challenging for a user with a disability.

CONSIDERATIONS:

• STARTING FROM SCRATCH
  • It is best to use the templates as a starting point.
  • You can create your own slides, however you may find more items that you need to fix when the document is checked with the Accessibility Checker.

• OUTLINE VIEW
  • Make sure all of the slide text content appears.
  
  Tip: Compose in outline view, and then move to slide view.

• SLIDE VIEW
  • Insert slide layouts (not the blank one) provided on the Home Tab to keep reading order intact.
  • Make sure each slide has a title. If you use a picture that has text in it, you will also need to type in a slide title. It may also be necessary to place the picture outside of the text box.
  
  Tip: Avoid the use of animations or slide transitions on the presentation posted online.

• ELEMENTS TO CHECK
  • Images and Graphics- images and graphics will need to be described. Keep this in mind when pulling images from publisher’s Power point slides, or image banks from textbooks.
  • Lists- format lists as lists
  • Links- write meaningful links to indicate their destination
  • Tables- create data tables with column headers and insure proper reading order
  • Color- use for contrast, be careful when used alone to convey meaning. Individuals who are color-blind may have difficulty when color is used.
  • Flashing/Blinking Content- eliminate it, or keep it to 3 seconds
  • Interactive Elements- label buttons and make sure you can use the keyboard, not just the mouse to activate it
• Video and Audio- do you have captions and a transcript?

• STEM symbols- Use MathType 6.9 to create equations, formulas and notations, or extract them and place them in a file format that is accessible.

• Selection Order- Select Arrange from the Home Ribbon (2013). Select Selection Pane. The order of reading will start at the bottom of the list shown in the Selection window and move to the top of the list. If this does not make sense, the items can be re-ordered.

• ERRORS vs. TIPS

  • The Accessibility Checker will list Errors first and then Tips. Errors will have information on how to fix the issue. Tips will be suggested as additional elements to consider, but do not need to be addressed.