

Accessibility Tips for PowerPoint



COLLEGE OF ENGINEERING
Studio for Advanced
Instruction & Learning

Instructor



Sandra R. Childers

Web & Information Designer, eSAIL



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Learning Objectives

1. Learn how to make accessible PowerPoint slides
 - **Includes:** Templates/themes, creating new slides, and slide order
2. Learn how to make accessible PowerPoint elements
 - **Includes:** Font, slide titles, tables, contrast, visuals, and links
3. Learn how to save PowerPoint as an accessible PDF
 - **Includes:** Using the Accessibility Checker and converting to PDF



PowerPoint Accessibility

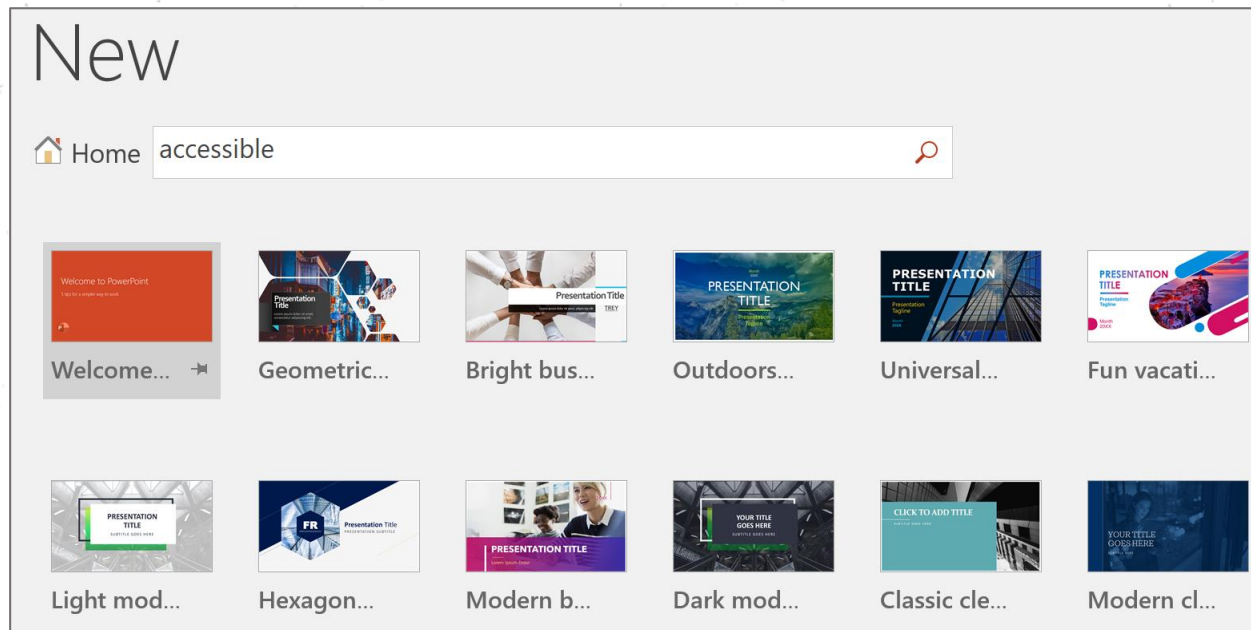
Templates & themes, creating new slides, and slide order



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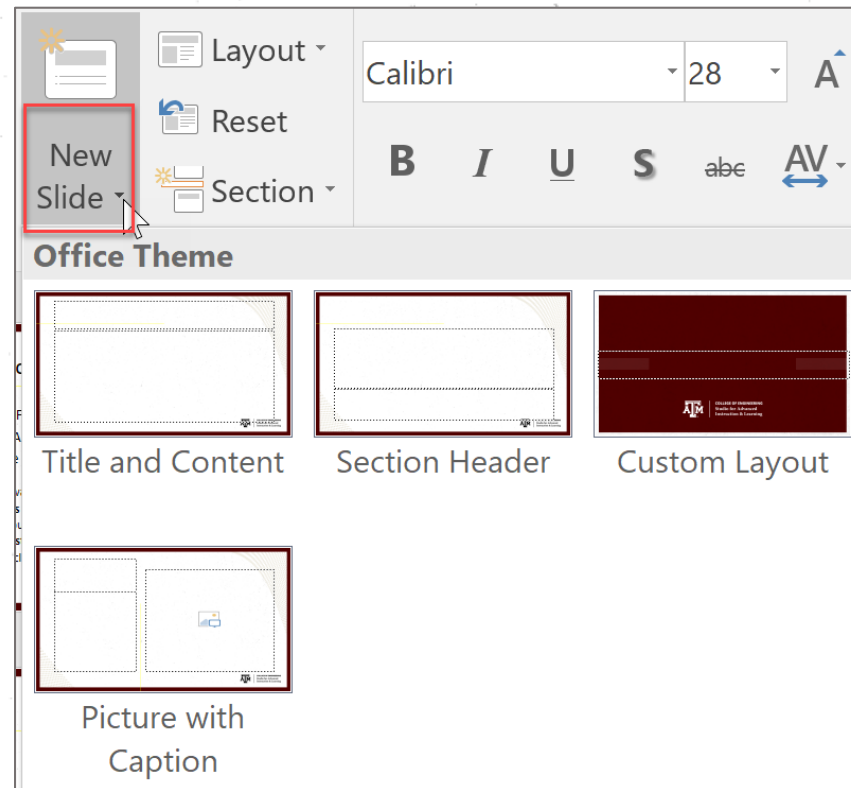
Accessible Template or Theme

- To create an **accessible PowerPoint** presentation, search for an “accessible” PowerPoint template or theme.



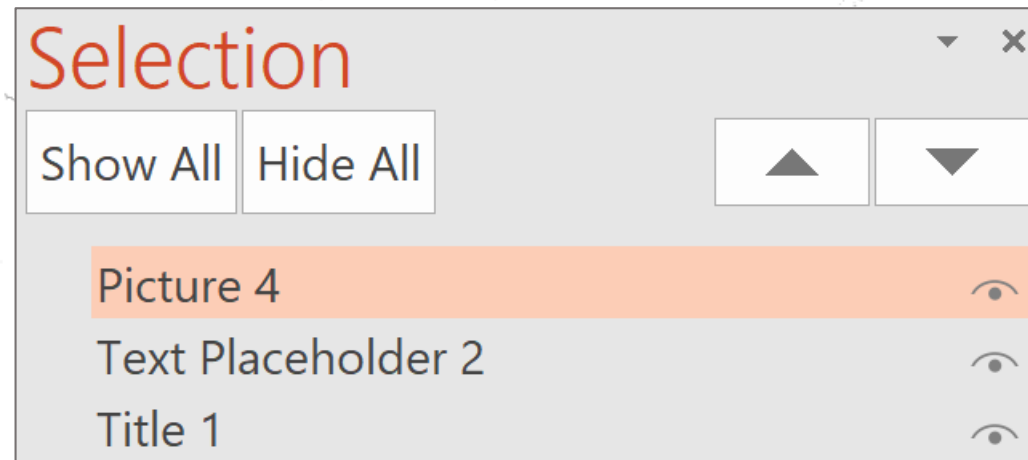
Creating Accessible Slides

- To create an **accessible slide**, select **Home > New Slide** and choose a pre-built slide.



Slide Order

- To check or edit Slide Reading Order, select **Home > Arrange > Selection Pane**.
- Reading order goes from **bottom-to-top**, so Title should be at the **bottom** of the list.
- Drag and drop elements to change the reading order.



Element Accessibility

Font, slide titles, tables, contrast, visuals and “alt text,” and links



Font Recommendations

- Use a large font size (18pt or larger).
- Use a familiar, sans serif font like Calibri or Arial to reduce reading load.
- Include ample white space between sentences and paragraphs.
- Avoid using ALL CAPS and *excessive italics*.



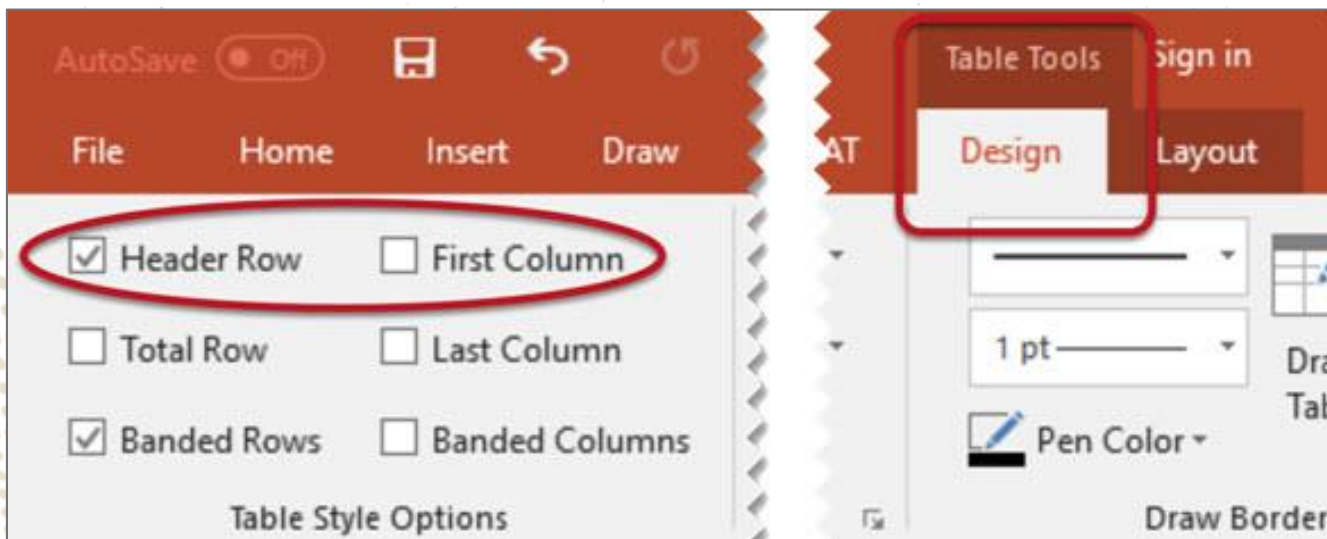
Slide Titles

- Every slide must have a title, even if it's [hidden off-slide](#).
- Each slide title should be **unique**.
- People who are blind, have low vision, or a reading disability rely on slide titles to navigate your presentation.



Creating Tables and Headers

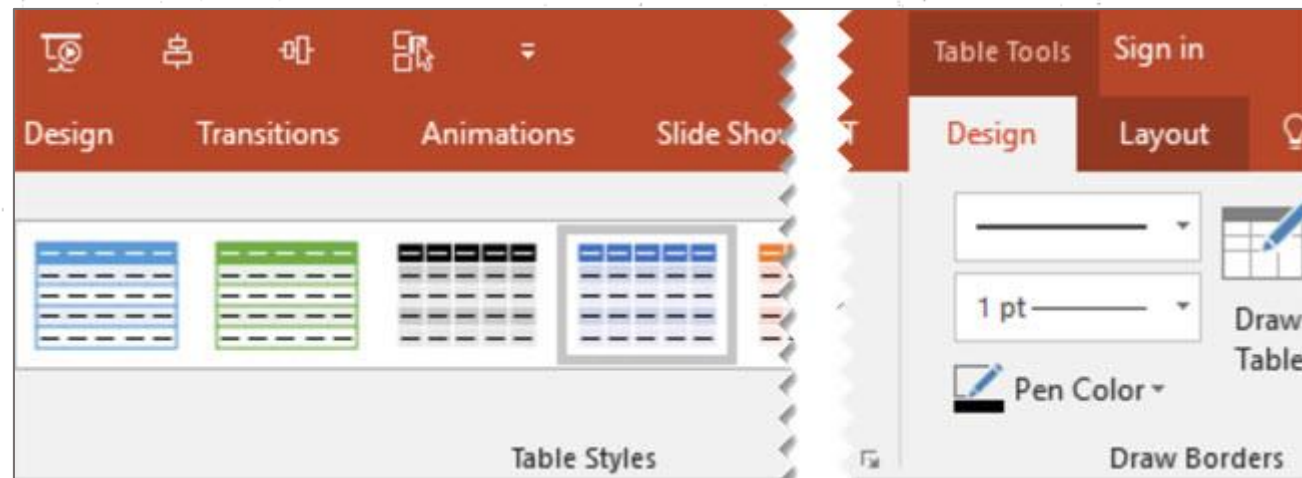
- Select **Insert > Table** to create and size your table. (Or, paste from Excel)
- **Don't merge or split cells.** Use a simple table structure.
- Click in the table. **Table Tools** options and a **Design** tab should appear. Go to the **Design** tab.
- **Set Headers:** If your table's top row contains column headers, check **Header Row**. If your table's first column contains row headers, check **First Column**.



Letter Grade	Percentage
A	90 – 100%
B	80 – 89.99%
C	70 – 79.99%
D	60 – 69.66%
F	59.99% and below

Table Styles

- **Set Styles:**
 - In the **Table Styles** section, select a style in which the table headers are clearly identified visually, and make sure the style has a good contrast.



Contrast

- Use **sufficient contrast** for text and its background color.
- Use PowerPoint's [Accessibility Checker](#) to find insufficient contrast within your content. (More about this later.)
- The highest possible contrast is black text on white, or white text on black.
- [WebAIM's Contrast Checker](#) is a great tool to check your contrast. Must reach Level AA compliance.



Color

- Ensure that color is not the only means of conveying information.
- People who are blind, have low vision, or are colorblind might miss out on the meaning conveyed by particular colors.
- For example, [hyperlinks](#) should be blue AND underlined, so people who are colorblind know the text is a link, even if they can't see the color.
- Turn on [Grayscale Filter](#) in Windows (**Ease of Access > Color filters**) to scan slides for color-coding. ([Grayscale Filter on Mac](#))



Visuals (images, graphics, shapes, charts, etc.)

- Visual content meant to *convey meaning* must have alternative or **“alt” text** descriptions.
- Content that *adds no meaning* should be marked as **decorative** so screen readers will ignore them.
- Avoid using text in images as the sole method of conveying important information.
- Use PowerPoint’s [Accessibility Checker](#) to find missing alt text.
- [Alt Texts: The Ultimate Guide](#)



“Alt” Text Should:

- Be **accurate** and **equivalent** – present the same content or function as the image.
- Be **succinct** – no longer than a short sentence or two.
- End with a period (.) – so screen readers will pause afterward.
- NOT be redundant – don’t repeat info already in surrounding text.
- NOT use phrases like “image of” or “graphic of” – screen readers will state when they’ve encountered a graphic.
- Match its context to surrounding content.



Hyperlinks/Links

Links Should:

- **Be descriptive and meaningful out of context**
- **Help people know where they're going**



Link Example (#1)

- **Guideline 1: Descriptive and meaningful out of context**
 - **Bad:** For additional information, visit the website at <http://aggiehonor.tamu.edu/>.
 - **Good:** Students are expected to understand and abide by the [Aggie Honor Code](#).



Link Example (#2)

- **Guideline 2: Help people know where they're going**
 - **Bad:** [Click here](#) if you believe you have a disability requiring an accommodation.
 - **Good:** If you believe you have a disability requiring an accommodation, please [contact Disability Resources](#).



Converting to an Accessible PDF

Using the Accessibility Checker and converting to an accessible PDF



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Use PowerPoint's Accessibility Checker

- [Add the Accessibility Checker](#) to your Quick Access Toolbar to make it quick to find and easily reusable.
- Find & fix accessibility issues using the **Additional Information** section at the bottom of the panel.
- Get [Microsoft Support](#) in using the Accessibility Checker.



File > Save As to Convert to PDF

DO NOT Print to PDF or Save as Adobe PDF!

1. Select **File > Save As** and choose where to store your PDF.
2. Change **Save as type** to **PDF (*.pdf)**.
3. Fill the **Title** field with the Title of your PowerPoint presentation.
4. Select the **Options...** button.
 - a. Check both **Document Properties** and **Document structure tags for accessibility** checkboxes.
 - b. Select **OK** to save and close Options.
5. Select **Save** to convert to PDF.



Accessibility Resources

Microsoft Support, WebAim, and our IT Accessibility team



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Helpful Accessibility Resources

- [Creating Accessible PowerPoint Presentations](#) (Microsoft)
- [Creating Accessible Word Documents](#) (Microsoft)
- [Contrast Checker](#) (WebAIM)
- [IT Accessibility](#) (TAMU)
- [Accessibility Series](#) (eSAIL Tutorials)



Questions?



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Contact eSAIL:

Accessibility &

Course Support:

EngrLearnTech@tamu.edu

eSAIL website:

LearnTech.engr.tamu.edu



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