



DAS –  
Disability &  
Accessibility  
Services

# Creating Accessible PowerPoints

# Accessible for Whom?

Everyone, including persons with disabilities.

As with many improvements intended for individuals with disabilities, the enhancements of accessible design offer benefits for all users.



# Overview

- Designing your PowerPoint
- Organizing your PowerPoint
- Making Content Accessible
- Final Notes

# Designing Your PowerPoint

# Theme Choice: Color Contrast



Poor Example

## Color Contrast Checker

[Home](#) > [Resources](#) > Color Contrast Checker

Foreground color: #90c226  [lighten](#) | [darken](#)

Background color: #ffffff  [lighten](#) | [darken](#)

Contrast Ratio: 2.11:1

### Normal Text

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WCAG AA: **Fail**  
WCAG AAA: **Fail**  
Sample:

### Large Text

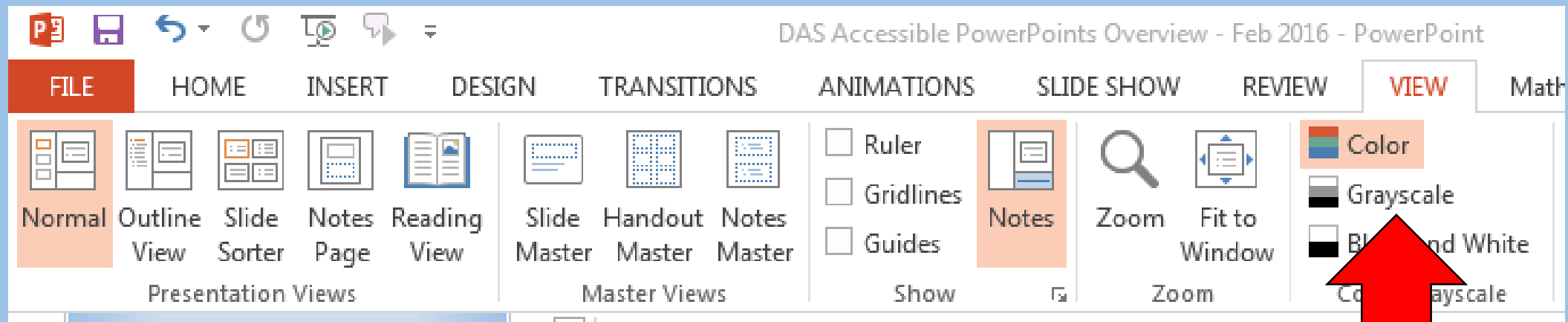
---

WCAG AA: **Fail**  
WCAG AAA: **Fail**  
Sample:

WebAIM Contrast Checker

# Theme Choice: Color Contrast, cont'd

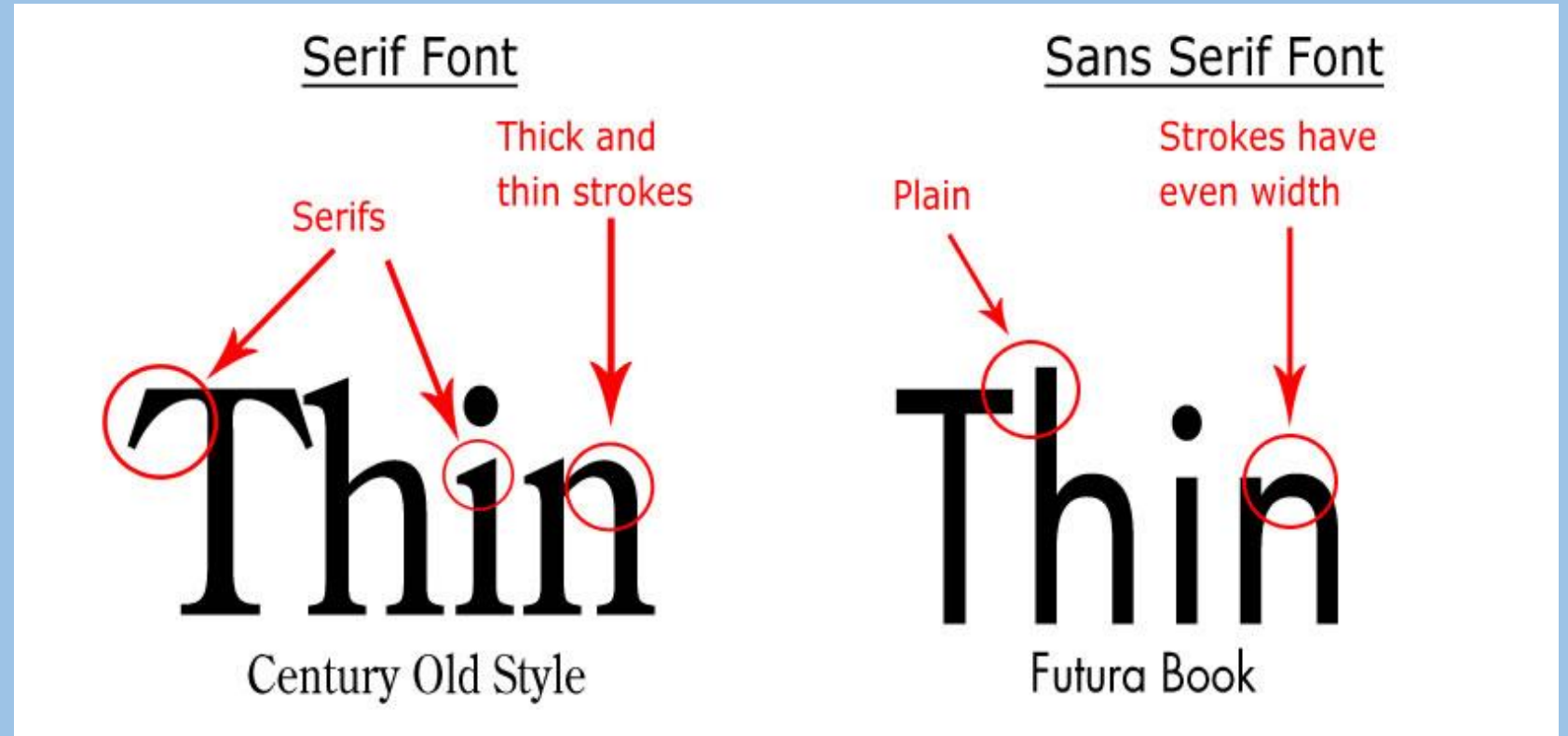
You can check how your color choices will be seen by persons with color blindness by changing to Grayscale.



# Theme Choice: Font

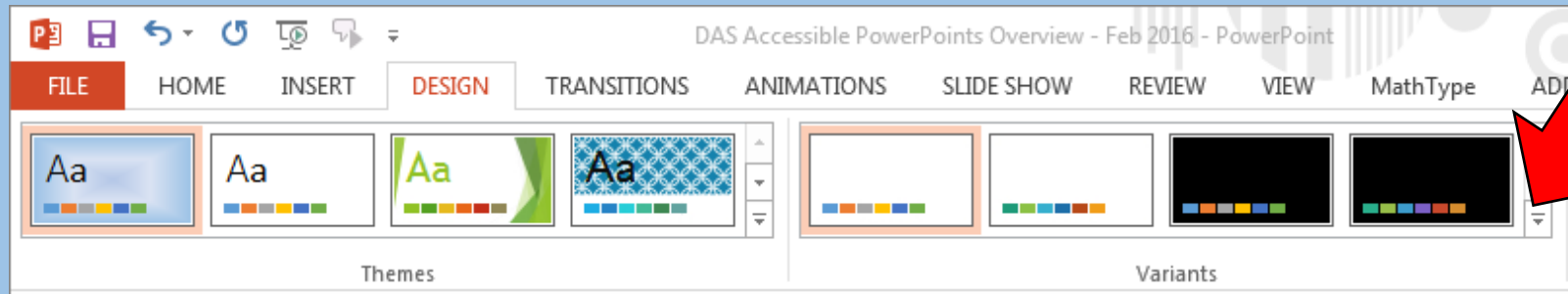
Sans serif fonts are best for viewing on large screens or projected presentations.

Font size should be 20 pt. or larger.

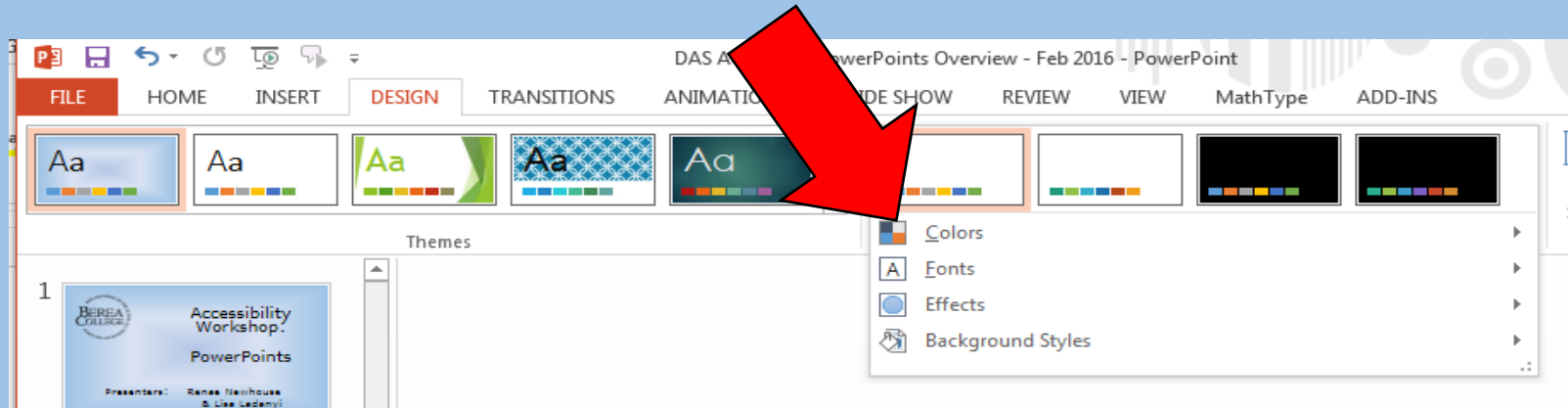


Serif versus Sans Serif Font

# Theme Choice: Editing a Theme



Under the Design tab, click on the dropdown arrow for Variants.



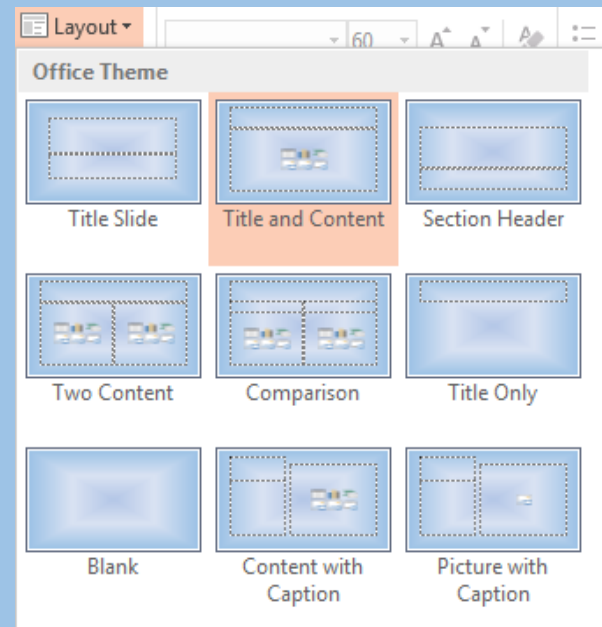
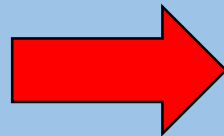
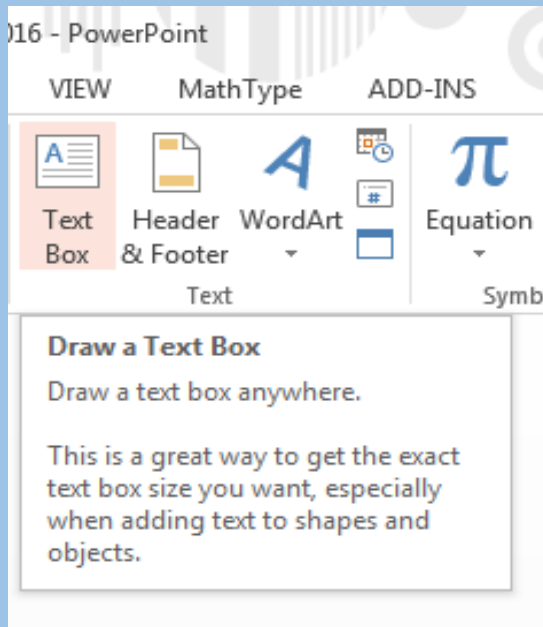
There, you can edit colors, fonts, and more for your entire theme.



# Organizing Your PowerPoint

# Use Slide Layouts

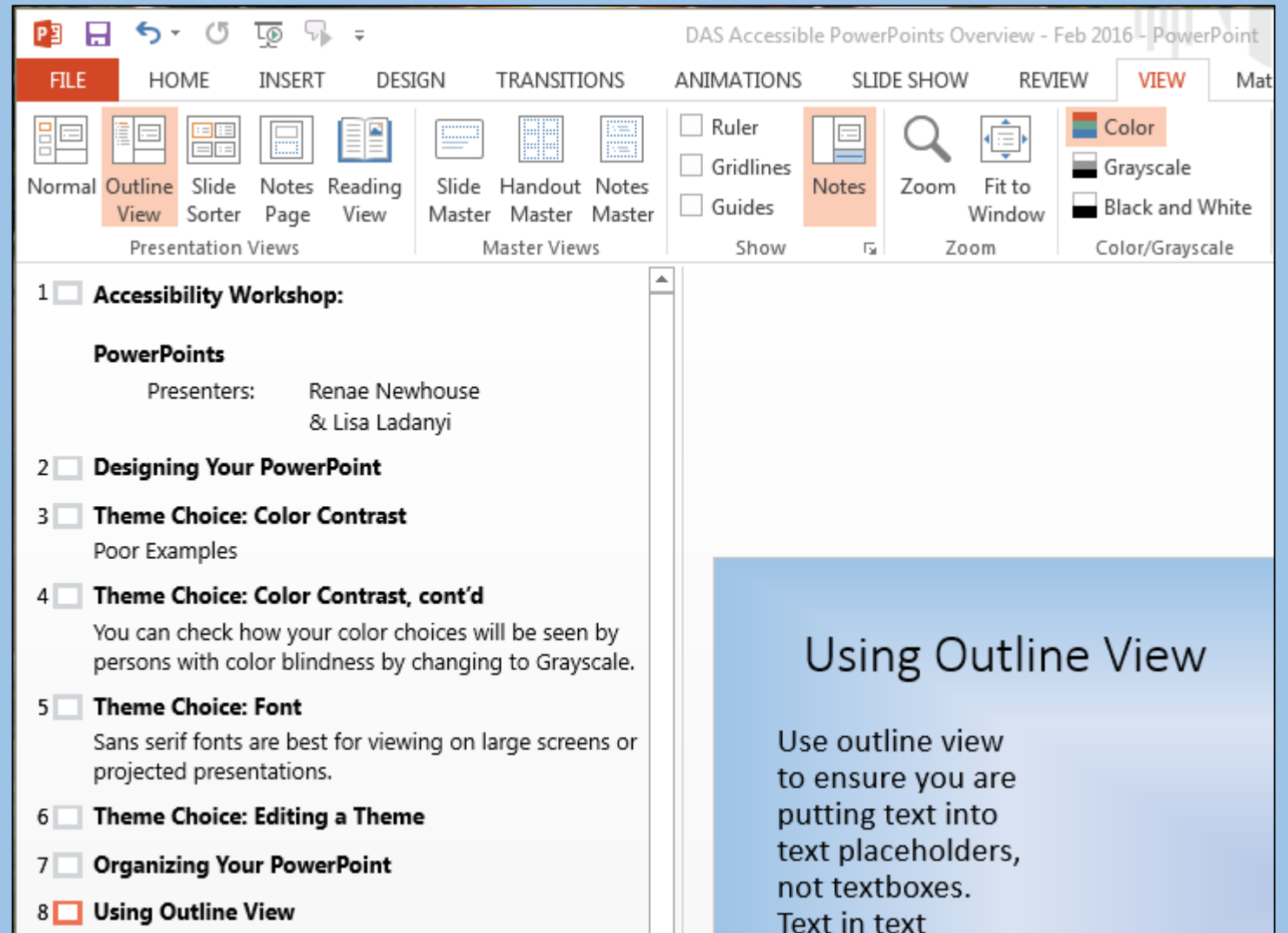
Use the content placeholders provided in slide layouts rather than drawing your own textboxes. The text in hand-drawn textboxes cannot be read by assistive technology.



# Using Outline View

Text in content placeholders will show in outline view.

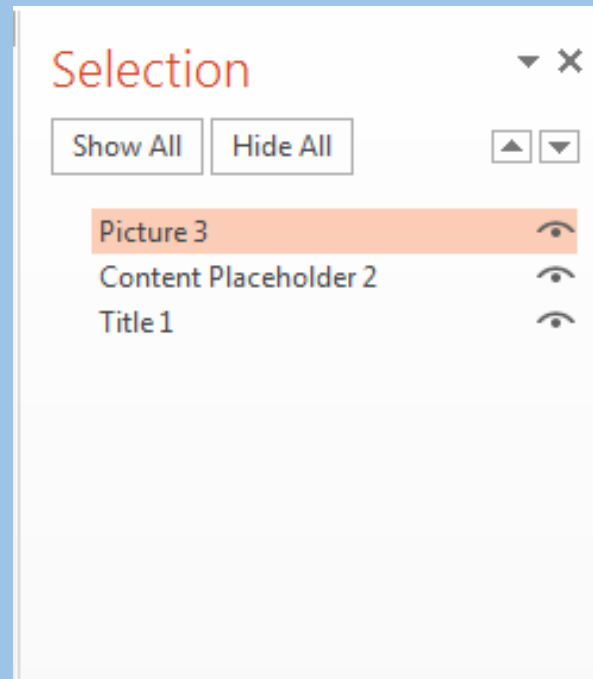
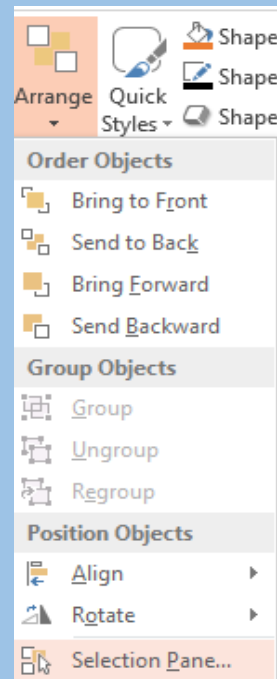
Use outline view to ensure you are putting text into content placeholders.



# Changing Reading Order within a Slide

You can rearrange the order of objects on a slide using the selection pane. Click on an object in the selection pane list and use the arrow buttons to arrange.

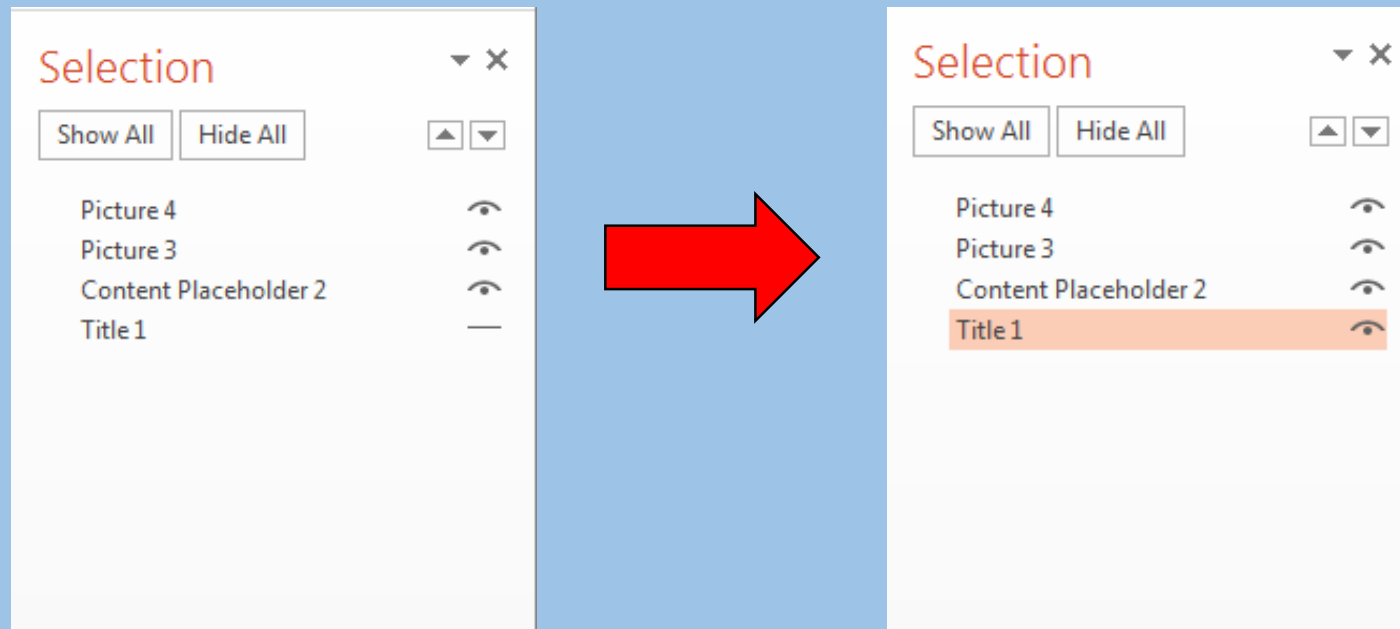
For example, you could move "Title 1" to the top of the list below to ensure it is read first by assistive technology.



# Use Titles

Slide titles are used for navigation and selection by those who are not able to view the slides.

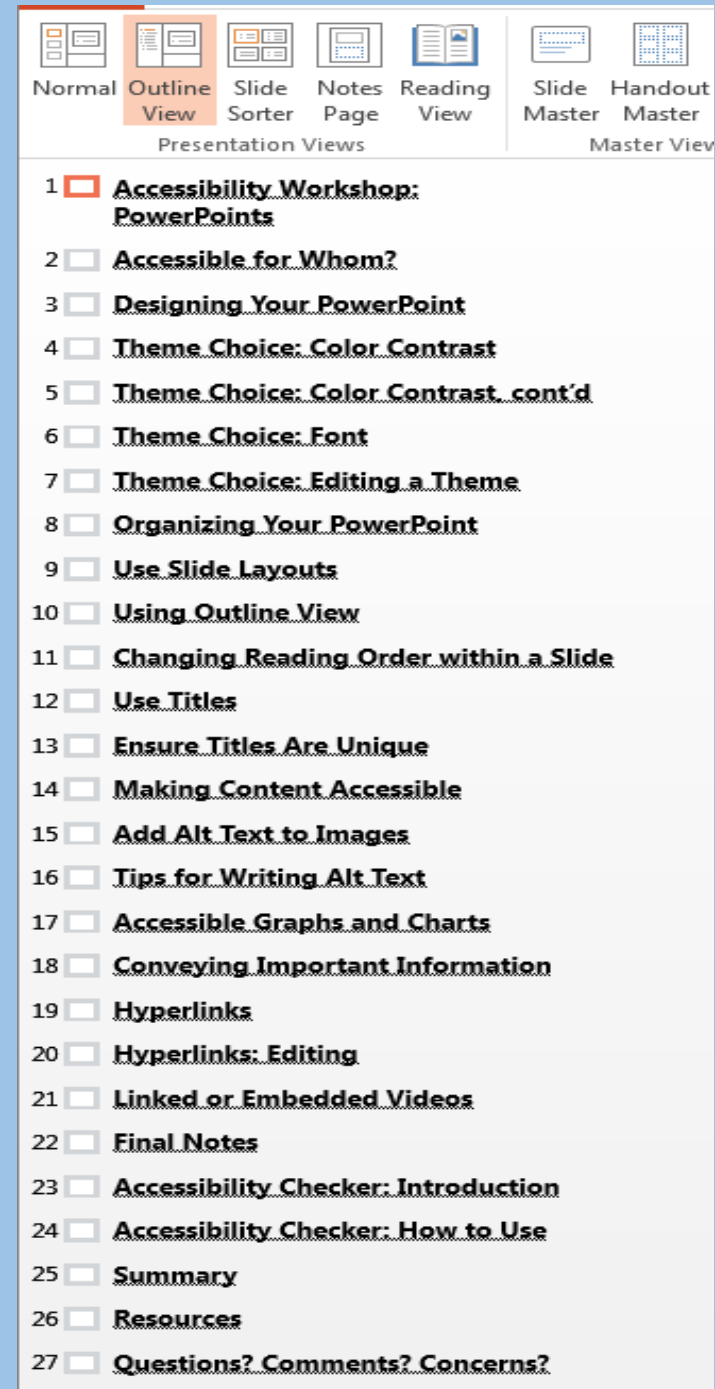
To make a title visible, use the Selection Pane, and click on the line to the right of the title name to change it to an open eye.



# Ensure Titles Are Unique

Slide titles should be unique so users can easily navigate through the presentation.

If you are discussing a topic for more than one slide, try adding a sub-topic, "continued," or a number to make the title unique.



The screenshot shows the 'Outline View' of a presentation. The top navigation bar includes 'Normal', 'Outline View', 'Slide Sorter', 'Notes Page', 'Reading View', 'Slide Master', and 'Handout Master'. The main content area displays a list of 27 items, each with a checkbox and a title:

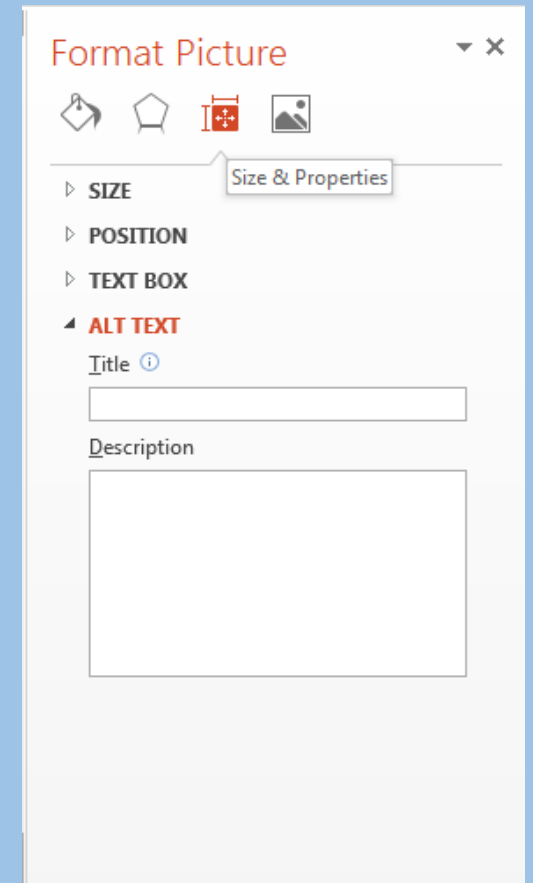
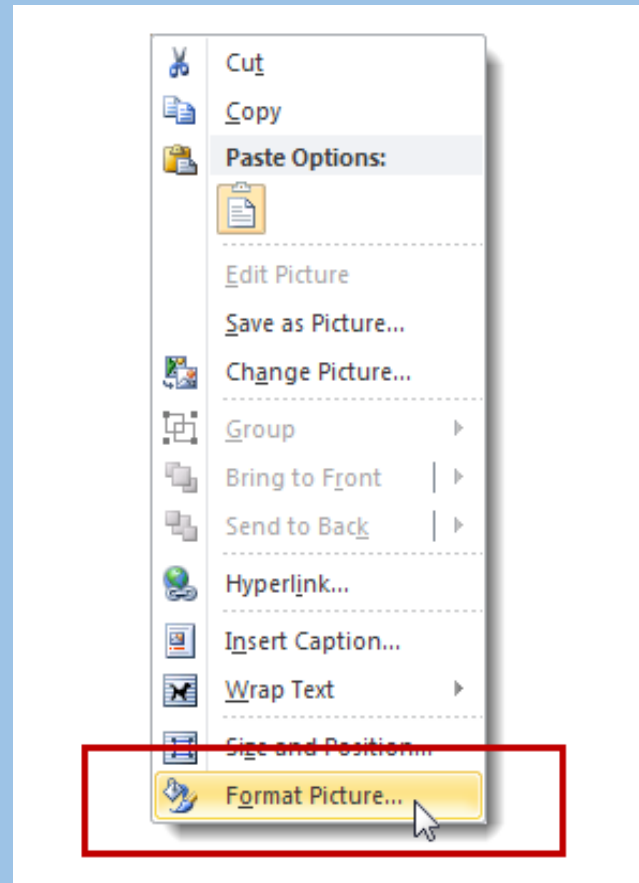
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# Making Content Accessible

# Add Alt Text to Images

Alt text is a text-based representation of information presented visually.

Right click on an image to open the menu shown on the right. Choose “Format Picture.” In the sidebar that opens (shown on far right), go to “Size & Properties” to insert Alt Text for the image.





# Tips for Writing Alt Text

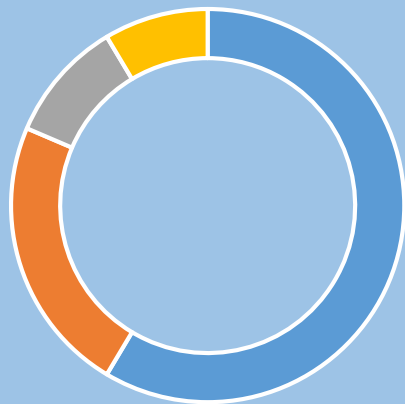
1. All images need alt text
2. Context is everything. Ask yourself: what do I want the reader to get from this image? Put this essential information in the alt text
3. Leave out irrelevant detail
4. Keep the text short
5. If the image is text, then the alt text should be the same as the words in the image
6. Don't use file names as the alt text

# Accessible Graphs and Charts

Do not depend on color alone to convey the information in a graph or chart. Be sure to include clear labels.

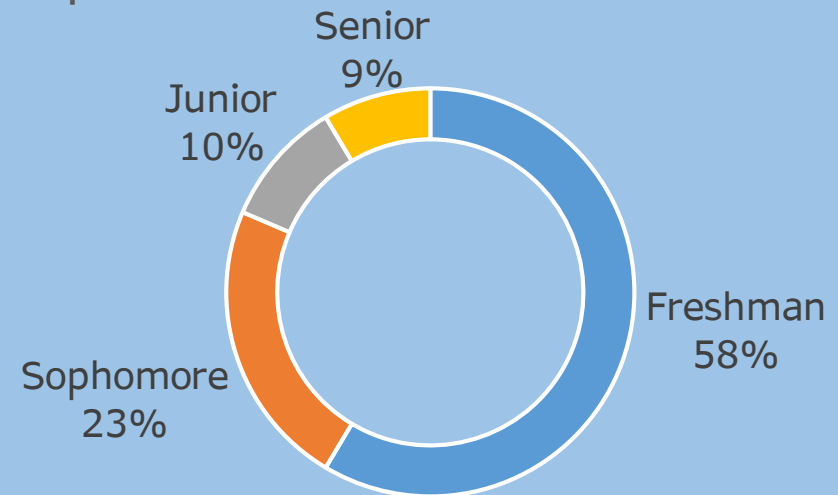
Try using grayscale here to see the difference.

Sample Chart



■ Freshman ■ Sophomore  
■ Junior ■ Senior

Sample Chart



■ Freshman ■ Sophomore ■ Junior ■ Senior

# Conveying Important Information

Do not rely on color or font changes alone to convey important information.

Try using additional shapes, images (with alt text), or characters.

Ex: *Don't forget to include your name!*

Accessible: **\*\*Don't forget to include your name!**



**Don't forget to include your name!**

# Hyperlinks

Hyperlinks are usually created by pasting the URL to a page.

<http://www.washington.edu/doing/videos/index.php?vid=37>

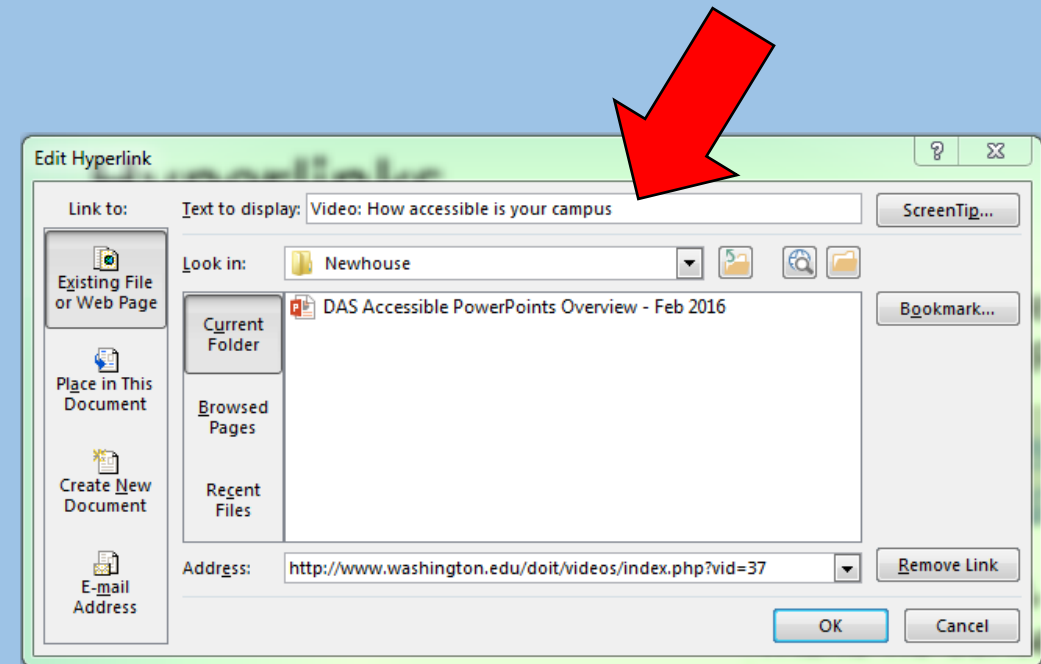
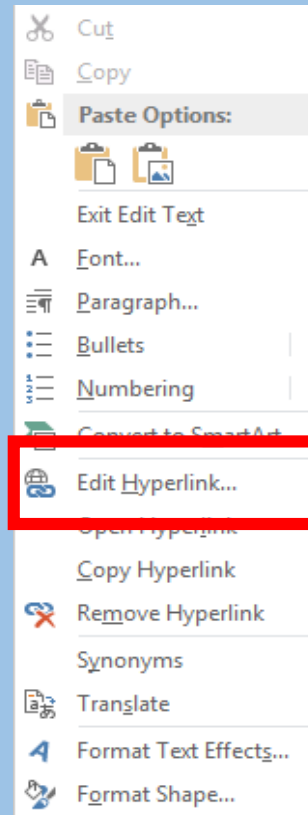
This is simple, but the URL may make no sense to a screen reader. Better would be:

[Video: How Accessible is your Campus](#)

# Hyperlinks: Editing

To change the hyperlink text:

- Right-click on the link
- Select “Edit Hyperlink”
- Change the URL in the “Text to display” field to something more descriptive
- Click “OK”



# Linked or Embedded Videos

Videos should include complete, accurate closed captions. At least, be prepared to provide a text equivalent (transcript).

This video appears to have closed captions, but they are incomplete:

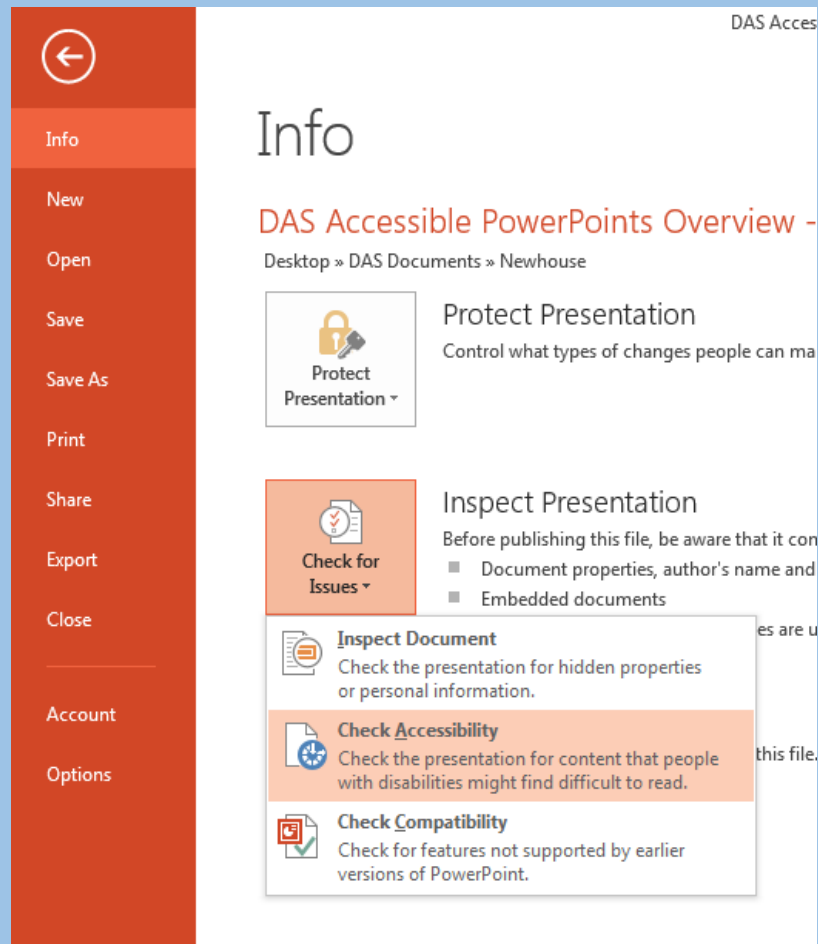
[Video: Stevie Wonder Advocates for Accessibility](#)

This video is a good example of accurate closed captions:

[Video: Designing Technology with Accessibility in Mind](#)

# Final Notes

# Accessibility Checker: Introduction

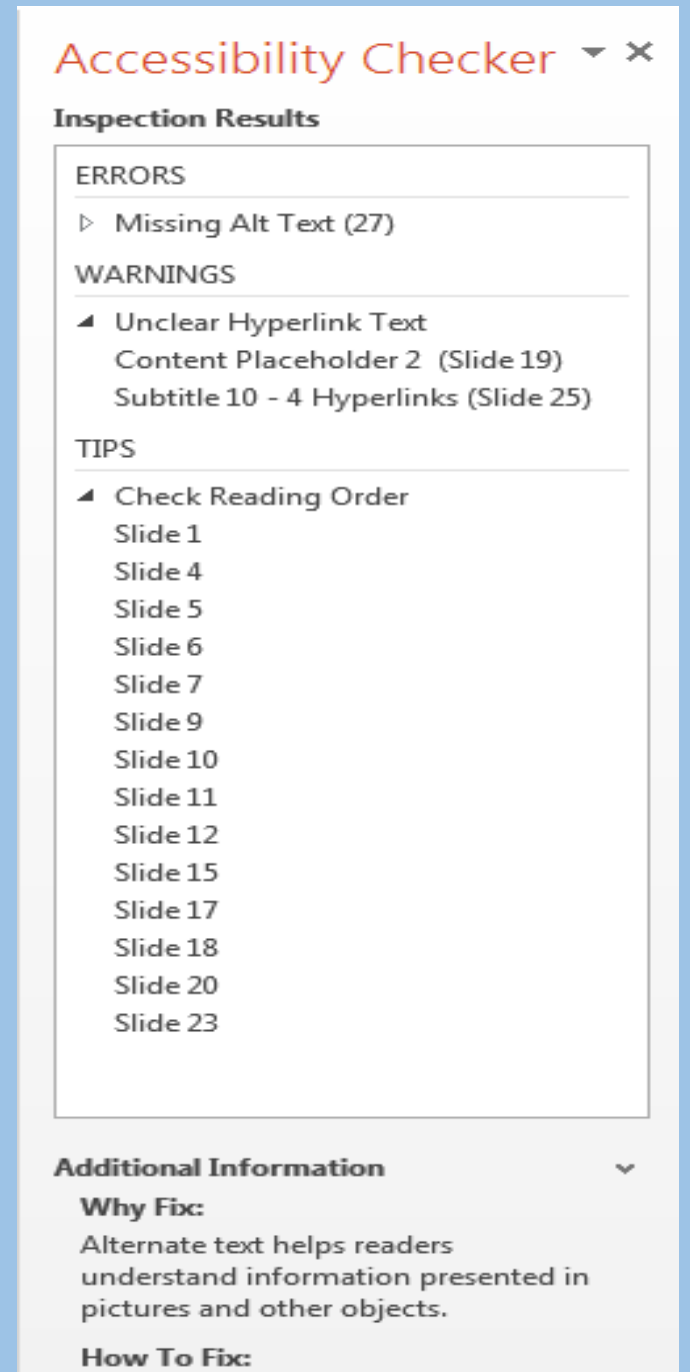


Like a spell checker tells you about possible spelling errors, Accessibility Checker in Word, Excel, and PowerPoint tells you about possible accessibility issues in your document that may prevent people with certain disabilities from getting full access to the document.



# Accessibility Checker: How to Use

1. Go to "File"
2. Under "Info," click on "Check for Issues"
3. Select "Check Accessibility" from the dropdown menu
4. The Accessibility Checker will appear to the right of your document
5. Click on the individual errors
6. Additional information about correcting the error will appear at the bottom of the Accessibility Checker



The screenshot shows the Accessibility Checker interface. At the top, it says "Accessibility Checker" with a dropdown arrow and a close button. Below that is the "Inspection Results" section, which is divided into three categories: ERRORS, WARNINGS, and TIPS. Under ERRORS, there is one item: "Missing Alt Text (27)". Under WARNINGS, there are two items: "Unclear Hyperlink Text" with sub-items "Content Placeholder 2 (Slide 19)" and "Subtitle 10 - 4 Hyperlinks (Slide 25)". Under TIPS, there is one item: "Check Reading Order" with sub-items "Slide 1", "Slide 4", "Slide 5", "Slide 6", "Slide 7", "Slide 9", "Slide 10", "Slide 11", "Slide 12", "Slide 15", "Slide 17", "Slide 18", "Slide 20", and "Slide 23". At the bottom, there is an "Additional Information" section with a dropdown arrow, containing "Why Fix:" and "How To Fix:" sections.

**Accessibility Checker** ▾ ✕

**Inspection Results**

**ERRORS**

- ▷ Missing Alt Text (27)

**WARNINGS**

- ◀ Unclear Hyperlink Text
  - Content Placeholder 2 (Slide 19)
  - Subtitle 10 - 4 Hyperlinks (Slide 25)

**TIPS**

- ◀ Check Reading Order
  - Slide 1
  - Slide 4
  - Slide 5
  - Slide 6
  - Slide 7
  - Slide 9
  - Slide 10
  - Slide 11
  - Slide 12
  - Slide 15
  - Slide 17
  - Slide 18
  - Slide 20
  - Slide 23

**Additional Information** ▾

**Why Fix:**  
Alternate text helps readers understand information presented in pictures and other objects.

**How To Fix:**

# Summary

The following steps should be done in order to meet an acceptable level of accessibility:

1. Choose an appropriate theme with high color contrast and legible font
2. Use content placeholders when inserting text
3. Use a unique title for each slide
4. Check the reading order through the Selection Pane
5. Add alt text to images
6. Use more than color to share important info. or graphs/charts
7. Create sensible hyperlinks
8. Link or embed videos that include closed captions
9. Use the Accessibility Checker and Outline View to check for issues

# Resources

- Making different types of information accessible:  
<http://www.ict4ial.eu/>
- WebAIM PowerPoint accessibility:  
<http://webaim.org/techniques/powerpoint/>
- Making accessible files (Word, Excel, PowerPoint 2010, HTML):  
<http://www.hhs.gov/web/section-508/making-files-accessible/index.html>
- Colorado State University Access Project:  
[http://accessproject.colostate.edu/udl/modules/powerpoint/mod\\_ppt.php](http://accessproject.colostate.edu/udl/modules/powerpoint/mod_ppt.php)

# Questions? Comments? Concerns?

## Disability and Accessibility Services - DAS

Lisa Ladanyi

Disability & Accessibility Services

111 Lincoln Hall

859-985-3237

[Lisa.Ladanyi@berea.edu](mailto:Lisa.Ladanyi@berea.edu)