



Best Practices for Creating Accessible Presentations in Microsoft PowerPoint

Presentations are an integral part of lesson development and course design. They provide information in a visually appealing and easy to digest format that is easily transformed into a platform for lecture notes. The following steps explain how to make an existing presentation accessible using Microsoft PowerPoint.

Slide Format Guidelines:

1. Titles: the titles of each of your slides need to be entirely unique
 - a. Use labels such as “Cont.” and “1 of 3” to distinguish multiple slides covering the same topic.
2. Content: the content on each slide should be concise to not overwhelm the viewer.
 - a. Additional information needed to expand on ideas brought up in the slide can be added in the speaker notes.
3. Text Font, Size, and Color: the following are guidelines for accessible text
 - a. Font should be size 24 or higher; sticking to this will help keep your content concise.
 - b. Text should be in high contrast colors compared to the background (see [Contrasting Colors Guidelines](#)).
 - i. Similarly, you do not want to use the common colorblindness combinations together (i.e. red/green, blue/yellow, and purple/orange).
 - c. Use simple fonts: avoid fonts with decorative edges
4. Lists: all lists need to be numbered using the “list” feature.
 - a. Numbered lists are more accessible than bullets

Transitions and Animations:

While useful to break up monotony in a presentation, transitions and animations can also create accessibility issues.

1. Transitions occur between slides:
 - a. Transitions should be quick and unobtrusive
 - b. Avoid the use of flashing, zooming, or spinning transitions
2. Animations are stylistic modifications to the presentation of the content.
 - a. Animations should be quick and should not hinder the ability to read the content.
 - b. Animations should never remove content from a slide.

Inserting Multimedia (Audio, Videos and Images)

1. **Click Insert**; the tool-ribbon at the top of the screen will show you a list of options
 - a. This is where you will go to insert tables, charts, images, videos, or audio clips.
 - b. Inaccessible Features (do not insert these as they will be inaccessible): WordArt, SmartArt, Zoom, and 3D Models.



2. *Provide* transcripts for any included audio clips
3. *Review* any displayed videos for captions;
 - a. If captions are present, *create* a title and alt-text for each video.
 - b. Videos **cannot** be provided without captions.
4. *Add* appropriate Alt-Text to all images.
5. *Add explanations for nuanced images on the slide or in the Speaker Notes.*

Adjusting Reading Order

1. *Click* **Arrange** on the home tab
2. *Select* **Selection Pane**; a menu titled 'Selection' will display the reading order for each slide on the right side.
3. *Drag and drop* each slide item to order them as you intend them to be read.
 - a. Note: the reading order is bottom up, so the titles of your slides should always be on the bottom.
4. *Save* the presentation. The following steps are for saving an accessible outline
5. *Click* **File > Save As**
6. *Select* a file location and select the Outline/RTF' from the Save as type drop-down; Saving this file format creates an outline of the presentation to be shared alongside it.

Check Accessibility:

1. *Open* an existing presentation in **PowerPoint** and review the content.
2. *Click* **Review** in your toolbar.
3. *Click* **Check Accessibility**; an **Accessibility Checker** menu will appear on the right with 'Inspection Results' displayed.
 - a. This menu displays all accessibility concerns in the presentation and will display the reasoning for correction and recommendations for solutions.
 - i. The first section, labelled, 'errors' in the inspection results, provides a list of images without alternative text as well as videos; they also need titles, labels, and alt-text.
 - b. 'Additional Information' under the 'Inspection Results' offers suggestions on how to fix concerns