



Accessible PowerPoints

By Wanda Butterly

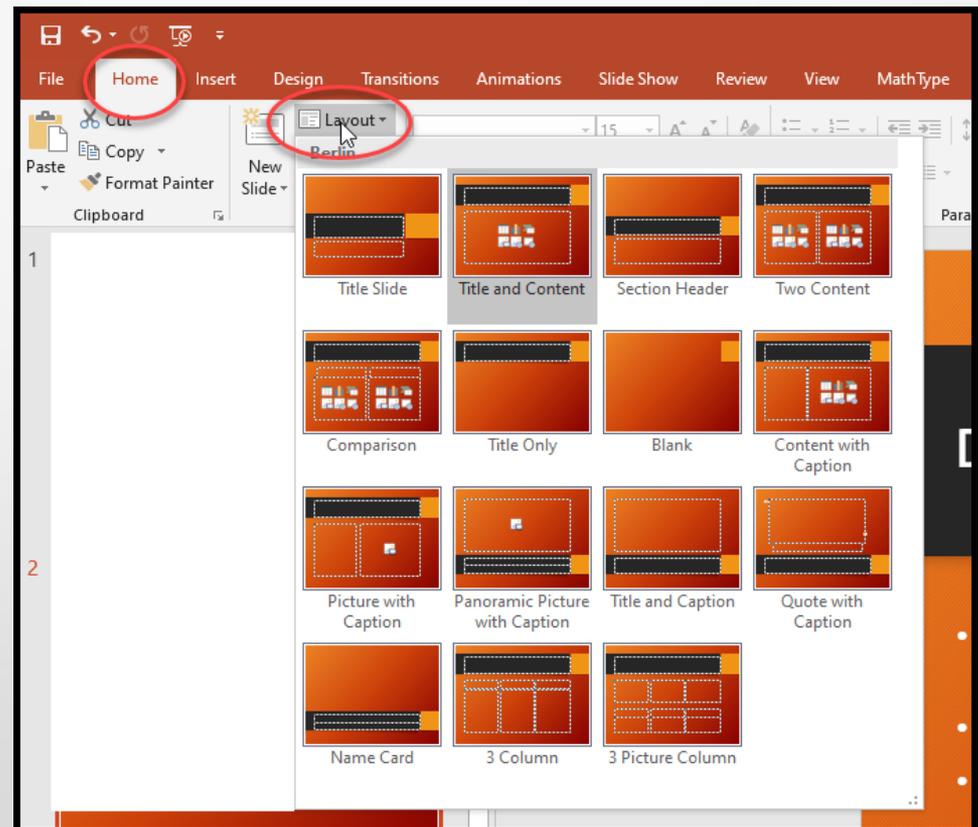
Las Positas College

Design Basics

If you have no “feel” for design, use PowerPoint’s pre-made templates and slide layouts

Slide Layouts

Using slide layouts provided within PowerPoint will ensure that files have correctly structured headings and lists, and proper reading order.



Text

Always use the tools for formatting

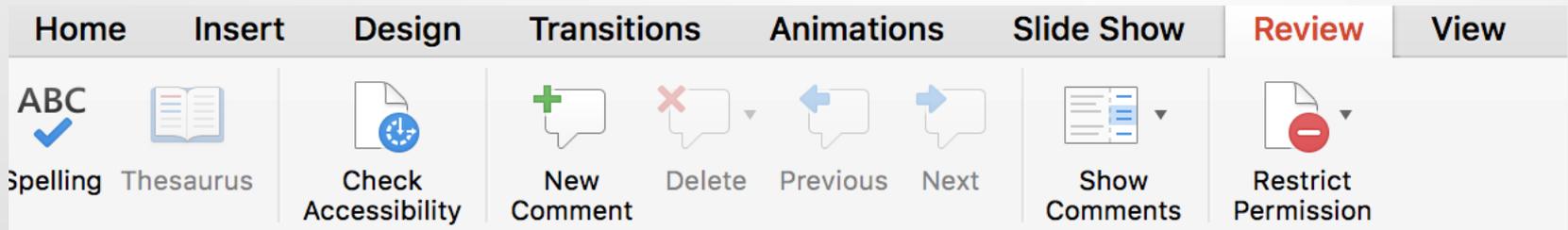
- *Keep your text short (chunck)
- *Best font size 16-point or larger
- *One of the most accessible and most widely available fonts is **Arial**; others include **Calibri**, **Century Gothic**, **Helvetica**, **Tahoma** and **Verdana**. All these *fonts are “**sans serif**” fonts.
- *Use no more than two font styles
- *DON'T UPPERCASE EVERYTHING
- *Don't underline text for emphasis

Hyperlinks

- PowerPoint ***automatically creates a hyperlink*** when a user pastes a full URL onto a slide and presses *Enter* or *Space*. These may not make sense to screen reader users or others, so make the link **text descriptive**.
- Select a hyperlink, **right click**, and select ***Edit Hyperlink*** or hit ***Ctrl + k***.
- Change the text in the *Text to Display* field to a more meaningful description.
- <http://ncdae.org/resources/cheatsheets/#msword>

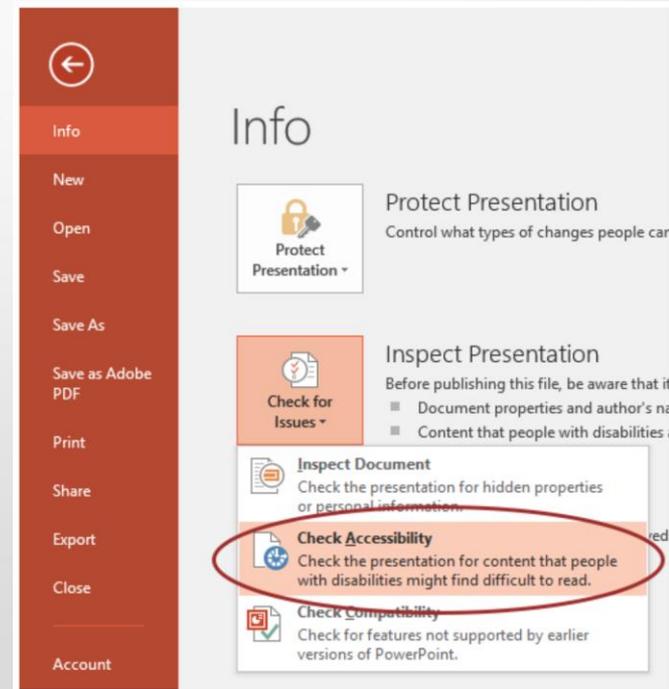
Accessibility Checker

[Instructions for different versions of PPT](#)



Office 365 (2017)

Office 2016



Images



- Stick to 1 style with backgrounds, graphics, color schemes, and avoid animations
- Choose art carefully (ie. Use clip art for lightheartedness)
- Apply Alt Text to all images – Right click on the image

More info on [Image Description Guidelines](#)



Tables

- Keep tables simple
- For Data only, not for layout
- No nesting
- No spacing
- No merging
- Easiest to Save as Picture, import picture, and add alt text
- More info on [Image Description Guidelines](#)

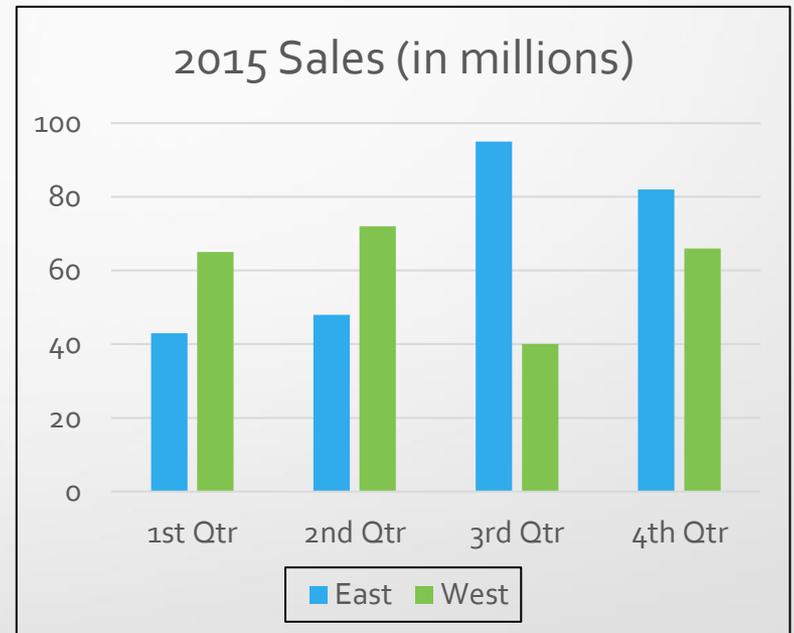
	1975	1995	2015
Dow	1.6%	2.9%	3.3%
S&P 500	0.4%	1.5%	4.7%
NASDAQ	2.7%	8.3%	6.9%

Data Tables (Note from the National Center on Disability and Access to Education)

- PowerPoint can style rows and columns so they appear as data tables, but there is no way to add content in a way that will be identified by a screen reader.
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, **consider saving your presentation to PDF** and adding the additional accessibility information in Acrobat Pro.

Charts

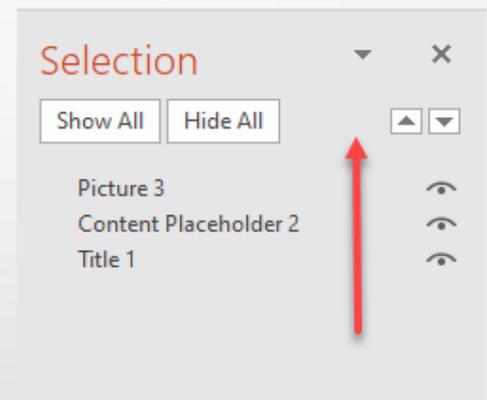
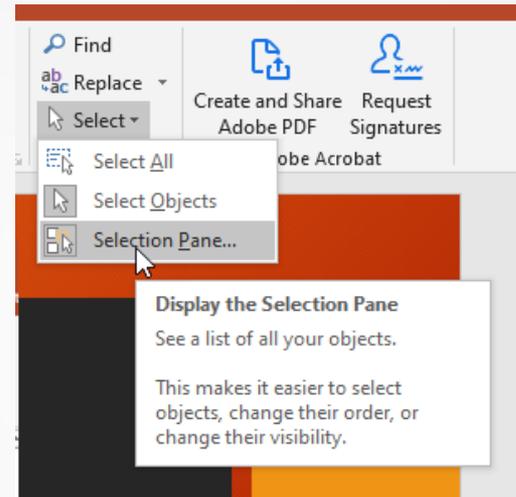
- Convey data graphically when possible
- Accompany charts and tables with bullet-point text that explains numbers
- Easiest to Save as Picture, import picture, and add alt text
- More info on [Image Description Guidelines](#)



Reading Order

Reviewing this panel can help ensure the content on the slides is:

- Logically sequenced
- The reading order is appropriate for any user.



Reading order is from the bottom up.

Outline View

Reviewing this panel can help ensure the content on the slides is:

- Logically sequenced
- The reading order is appropriate for any user.

