Toolkit: Accessible PowerPoints

Interreg Central Europe - Co-Funded by the European Union.
CE-Space4 all

This toolkit was originally developed by Roberta Lulli, EDF Digital Accessibility Trainer on the VIVID-T Project and represents a collaboration with many partners.

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# Introduction

**Accessible PowerPoint** means that your entire audience is going to be able to fully engage with it and learn from the content you are creating.

* Not create them for you but for your audience
* PowerPoint slides are not notecards

They are not for you at all. They are for your audience!

# Make your check list!

## Is my PowerPoint accessible to all people who might use it?

The following list includes the important **elements and actions** you should consider when you create PowerPoint presentations.



* Organise your content and make it accessible
* Consider slide design/layout templates
* Fonts and size fonts
* Check Colour contrast
* Meaningful Hyperlink
* Images, tables and charts with AL TEXT
* Use Accessibility checker

# Accessible content

The slides **are a supplement** to your speech, **not a transcript.**

**Less is more!**

* Do not overcrowd your slides with text
* Highlight ‘bullet’ points
* Use clear and concise language
* Support text with images
* Copy all text into the notes below

Example of the overcrowding text in the slides.
So much information / Crowded text 

**Did you know…** Sharing slides in advance with your audience is very important. They can use them for:

* Preparatory reading
* Printed handouts
* Preload slides on laptop
* Preparation of Sign Language Interpreter and Captioning

# Slide’s design and structure

The correct slide layout is probably the most significant step that can be taken to ensure that the slideshow will be accessible.

* **Pre-set layouts** on PowerPoint are designed with accessibility in mind. They are pre-approved for screen readers and can be easily navigated.
* There is **no need to create a custom template** when there are

already many to choose from.

# Accessible Layout

**To use a pre-set slide layout**, in the Home tab, choose **New Slide**, then pick one of the layouts that makes sense for that slide.

**Home tab> New slide** **>**

Title and content

(Placeholders)

Example of powerpoint accessible Layout.
Go to Home and new slides. Choose the rights layout. 

# Titles and Content Placeholders

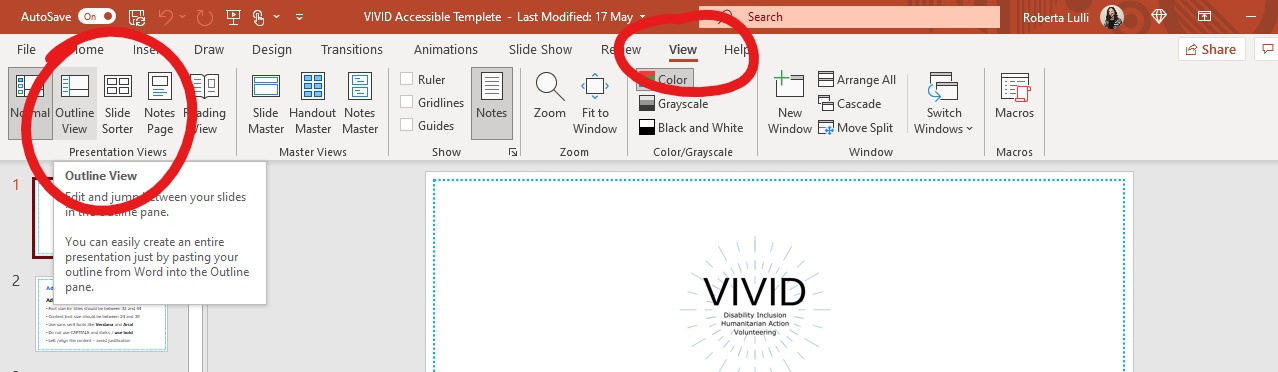
**Slide titles provide heading structure.** They are essential for screen reader users to navigate the slides and find the information they need.

* Each slide should have a unique title
* Avoid duplicates titles
* If multiple slides refer to the same topic, add Title 1. Title 2.
* Single text Placeholders per slide makes content more compatible with external software.

## Use Outline View

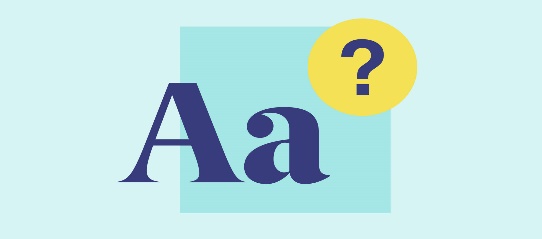
To ensure that the Title and body text are identified correctly in each slide check the **Outline view.**

**View > Outline view**



* Outline view showing only title and text
* The screen reader will follow this reading order
* Text can also be changed directly in the Outline view
* Any text not in pre-existing Content Placeholders will not appear in the Outline view.

# Accessible Styles



* Font size for titles should be between 32 and 44
* Content font size should be between 24 and 30
* Use sans serif fonts like Verdana and Arial
* Do not use CAPITALS and italics / use bold
* Avoid abbreviations and acronyms
* Left /align the content – avoid justified text

# Animations and Transitions

* Limit the use of animation and transitions
* They can be distracting to the reader
* Screen reader might get confused and re/read animated text
* Can read parts of the slide out of order
* Animations and transitions can go too quickly

# Check colour contrast

* Provide sufficient colour contrast on all of the slides
* Simple background allows high contrast differentiation with the text making it easier to read
* Text and background colours have a contrast ratio of at least 4.5:1
* Use a free colour contrast analyser. This is software that measures whether the contrast is adequate for people with colour-blindness.

Square icon with different colours.
Red, blue and green. 



# Images and Alt Text

Access City Award 2020 poster

Poster of the Access Citi Award 2020 
with an image of a guide dog, the hashtag #EUAccessCity and the 

Add the Alternative Text (including text in the image) and copy it into the notes.

* Do not overlap the image with other elements
* Verbally describe all meaningful visual content

## Do not confuse the audience!

* Use relevant images that fit the context of the slide and caption them if necessary.
* This is a photo of a Quiz about nature and agriculture added to show how confusing images can be without context.

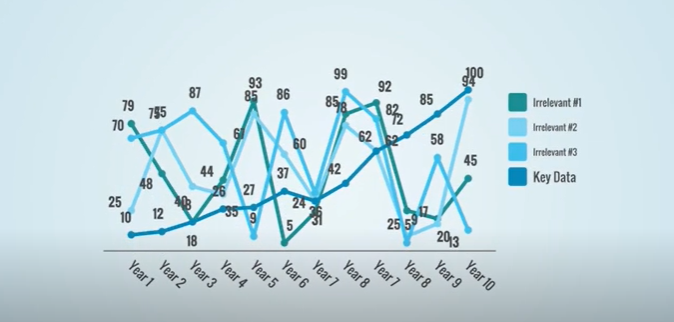
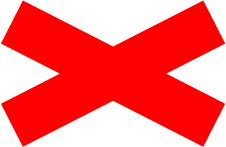
**Poster of Eurostat show the questions:
Ready for a quiz ?
Man and woman are holding plants**

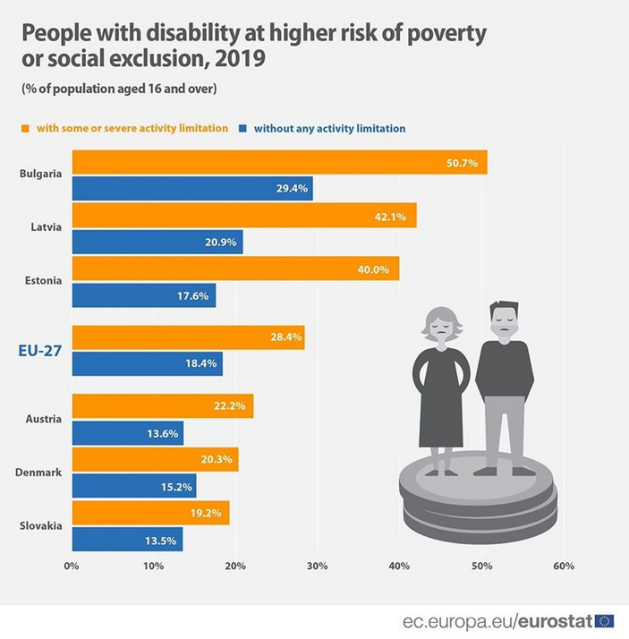
# Statistics and tables

Good to use statistics and tables to transmit information and numbers.

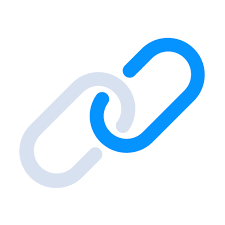
* Avoid complicated data tables and charts
* Keep them as simple as possible
* Add links to more information
* Verbally transmitting the information when you present them
* For every chart, map, or table write alternative text

## Statistics and tables example

# Meaningful Hyperlink Text



✔ Text link should be descriptive and meaningful

✔ Keep it concise and clear

✔ Should be visual distinct (blue and underlined)

✖ Avoid words: Click here; Read more; Learn more, More info

✖ Avoid the word “Link” in your link and naked URL:

* Link to <https://www.edf-feph.org/>
* Do not capitalize links: [WWW.EDF-FEPH.ORG](http://WWW.EDF-FEPH.ORG)

## Example of hyperlinks

**Not accessible** ✖ [Click here](https://www.edf-feph.org/) for a EDF article on accessible links

**Accessible** ✔ [EDF’s article on accessible links](https://www.edf-feph.org/)

**Not Accessible** ✖ Read more about accessible link requirements:

<https://www.w3.org/WAI/WCAG21/quickref/#link-purpose-in-context>

**Accessible**  ✔ [WCAG accessible link requirements](https://www.w3.org/WAI/WCAG21/quickref/#link-purpose-in-context)

**Not Accessible** ✖ [EDF's website](https://www.edf-feph.org/) has tips for writing good headings

**Accessible**  ✔ EDF’s website has tips for writing [good headings](https://www.edf-feph.org/)

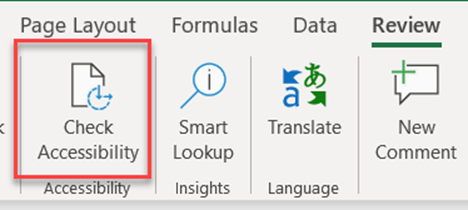
(Here it is better to link the last part).

# Use the Accessibility Checker

PowerPoint has a **built-in** **accessibility feature** that you can find under the Review tab >Accessibility Checker.

It will highlight elements including:

* Missing alternative text for images
* Missing slide titles
* The reading order of the elements for screen readers



# Keyboard Shortcuts

**Keyboard shortcuts** are keys or combinations of keys that provide an alternative way to do something that you'd typically do with a mouse.

Not all people are using a mouse to work with their computer. It is important that what they make is operable with a keyboard.

**Important:** Shortcuts may be different from language to language.

## Shortcuts in PowerPoint

**Create a new presentation**: press Ctrl + N

**Save a presentation**: press Ctrl + S

Play the presentation from the start: press F5

Play the presentation from the current slide: press Shift + F5

# Supporting Resources

* [How to create accessible PowerPoints](http://www.perkinselearning.org/technology/blog/how-create-accessible-powerpoints) by Perkins School for the Blind
* [Digital Accessibility Toolkit](https://www.cbm.org/fileadmin/user_upload/Publications/CBM-Digital-Accessibility-Toolkit.pdf) by CBM
* [Make your PowerPoint presentations accessible to people with disabilities](https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25) by Microsoft Office
* [Creating and delivering PowerPoint Presentations,](https://www.youtube.com/watch?v=SGOgJBkRLos) By Ahead
* [How to Make Your Presentations Accessible to All](https://www.w3.org/WAI/teach-advocate/accessible-presentations/), by W3C
* [WebAIM contrast checker](https://webaim.org/resources/contrastchecker/) for testing text colors for accessibility.
* [Contrast checker](https://contrastchecker.com/) based on Web Content Accessibility Guideline.
* [10 Tips for choosing accessible fonts,](https://www.fontsmith.com/blog/2015/10/01/10-tips-on-choosing-an-accessible-typeface) by FontSmith
* [Effective Alternative Text](https://webaim.org/techniques/alttext/#overview) by WebAIM
* [WebAIM contrast checker](https://webaim.org/resources/contrastchecker/) for testing text colors for accessibility.
* [Contrast checker](https://contrastchecker.com/) based on Web Content Accessibility Guideline.
* [Color Oracle](http://colororacle.org/) a colour blindness simulator.
* [Fonts readability](http://www.webaim.org/techniques/fonts/#readability) by WebAIM



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