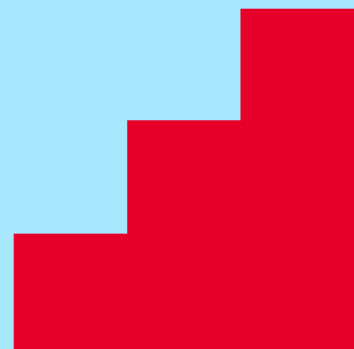


# Creating Accessible PowerPoints

September 2018

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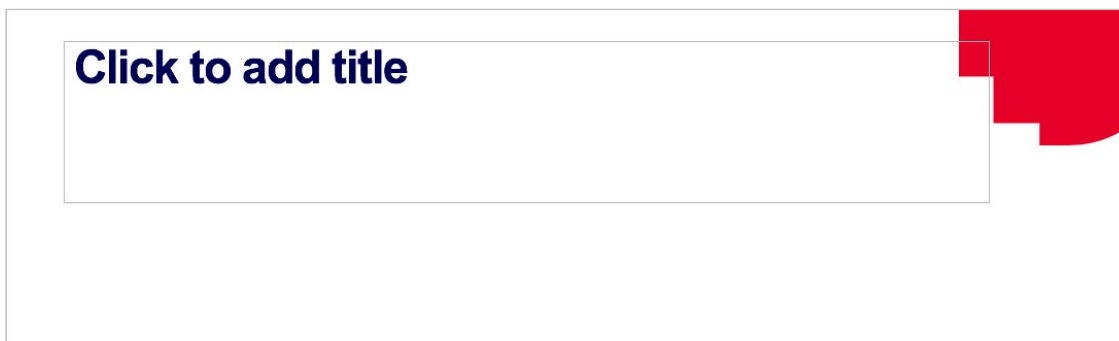
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# Preparing your PowerPoint for Accessibility

## Headings

Use the heading sections of each page to add your correct heading. This functions like a H1 tag in Word. Ensure each page has a heading so screen readers can determine the content of each page



## Alt text for images, charts and diagrams

Ensure you add alternative text for images, charts and diagrams.

Alternative text is text that describes the content of the image or diagram that cannot be accessed by a screen reader.

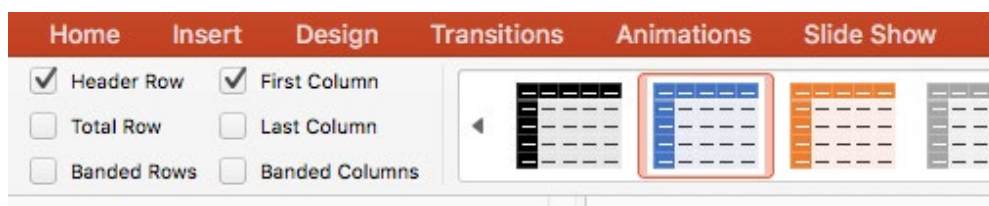
For more complex diagrams and charts ensure they are clearly and logically described (see *resources section for examples*)

To find the alt text section:

1. Right click on an image, diagram or chart
2. Select **Format picture...**
3. In the side panel select the **Size and Proportion** tab
4. Expand the **Alt Text** section
5. Enter an accurate **title** and **description** for the image.

## Table formatting

When creating tables in PowerPoint ensure you use the built in table creator. You also need to select Header Row and/or First Column row so Screen readers can determine the title of each row.

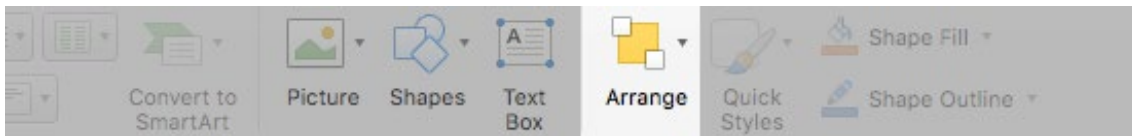


## Slide Layer ordering for screen readers

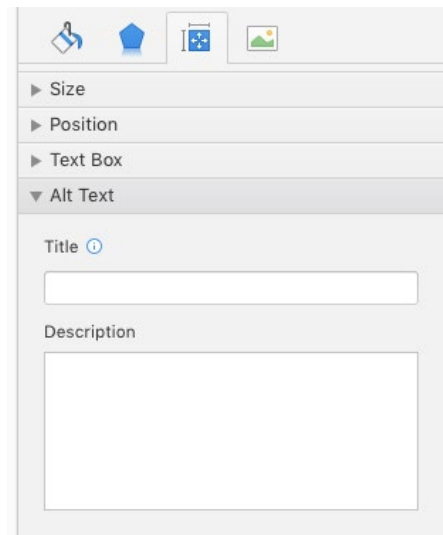
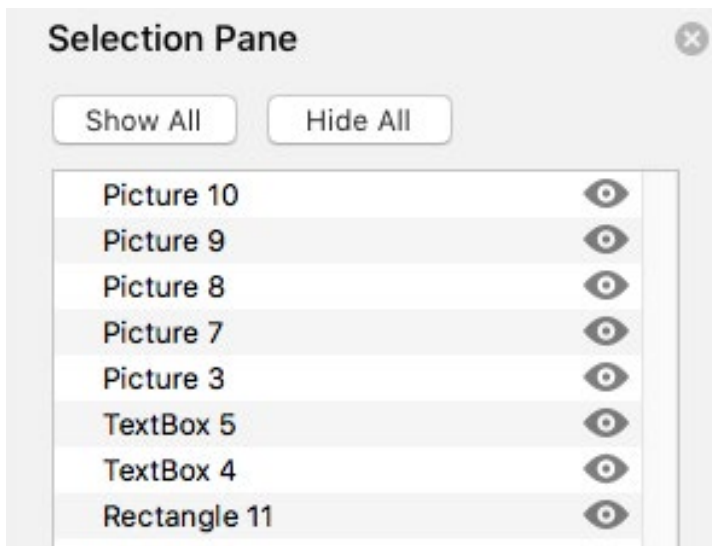
When you place elements on a Power Point page they register as layers. Therefore you will need to ensure your layers are in the correct order for the screen reader to read in the correct sequence. **Layers are read from the bottom up.**

To view layers:

1. From the **Home** tab select **Arrange**



2. Ensure the **Layers** are in the correct order for screen reader to logically make sense to the user (if a layer is out of order you can simply drag it up or down in the order until it is correct)



## Descriptive hyper-links

Ensure all hyper-links are correctly labelled with meaningful text. Do not use 'click here' or 'this link' as it is confusing for the user and screen readers. Use a word that describes the link correctly.

E.g. Ensure you follow the [approved guidelines for reporting](#).

## Captions for Video

Embedded videos need to have captions added. Once you have created your transcription or captions for the video you can add them via the Playback tab.

The [Microsoft support page](#) has information on adding captions depending on your version of Power Point.

## Transcripts for embedded Audio

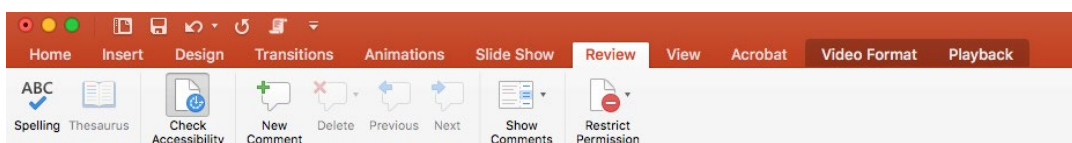
Embedded audio need to have a transcript included.

## Add additional information in notes

Make use of notes section for any additional or instructional information for each slide but do not put essential information in the notes section.

## Use PowerPoint's Accessibility checker

Power Point has an inbuilt Accessibility checker. To launch it go to the Review Tab and click on the Check Accessibility icon. Make recommended adjustments accordingly.



## Do not use transitions

Do not use page transition between slides as this effects screen readers and accessibility.

## Colours and contrast

Ensure colours used are of high contrast enough to not impede the visually impaired. Also take note of colour combinations that are difficult to view for some users such as red/green. See the resources section for tools that will help you with colour and accessibility.

## Resources

[Microsoft guide to making accessible PowerPoints](#)

[Accessible colour checker](#)

[Colour contrast analyser](#)

[Accessible colour pallet builder](#)

[PowerNotes by Per Mollerup](#)

[Writing descriptive text \(Harvard\)](#)

[WC3 - Writing image description](#)

[Charts and Accessibility - Penn State](#)

[Image descriptor guidelines](#)