PowerPoint template

Guide to creating an accessible presentation

For more detailed tutorial, please see:

http://media.umb.edu/pptdocs/

Key tips for making PowerPoint more accessible

∗ Use accessible PowerPoint techniques

∗ HTML version of presentation
  ∗ HTML is the only format <u>reliably</u> accessible to the various brands of screen readers on the market.

∗ Best option: provide both!

PowerPoint techniques

* Font (check size and style)

* Limit text

* Label graphics and images

* Limit graphs, charts and transitions

* Caption audio and video

* Check that all important information is in logical order in outline view

Recommended Font

* Some fonts are better than others for accessibility.

* Use standard fonts that can be found on any system.

* The current consensus is that the font that is easiest to read on a screen is a sans serif font: Verdana

Other fonts

Sans Serif fonts

* Arial

* Tahoma

* Trebuchet MS

* Comic Sans MS

Serif Fonts

* Georgia

* Book Antiqua

* Times New Roman

* Courier New

More on Fonts

* Limit the use of font variations such as **bold**, *italics*, and ALL CAPITAL LETTERS.

* Don't rely only on the appearance of the font (color, shape, font variation, placement, etc.) to convey meaning.

* Avoid blinking or moving text.

Font size for readability

* Don't use anything smaller than an 18 point font – and preferably use a 24 point font as the minimum size.

* Not only will a larger sized font fill up your slide so there is not so much empty space, it will also limit your text.

* Too much text on a slide is evidence that you are a novice at making presentations.

Keep text simple

* Limit the lines per slide to 4-5 lines at 24 point font

* Limit words per line of text to 8-10 words per line

* If you have more to say, create a new slide.

Images

* If you use an image that is essential to the presentation, make sure you describe it.

* If you use an image make sure you provide alt text to explain the image.


This is an image of two beakers and a thermometer.

Alt Tags—describe the image

* In Office for Windows, you can add the alt tag by right clicking on the image and selecting "size" and then "alt text" tab.

* In Office for Mac, you will need to create an HTML version and add the alt text tag in that version.

Graphs and Tables

* Complex charts or tables may not contain proper headings or long descriptions.

* Make sure you add sufficient text to explain any charts.
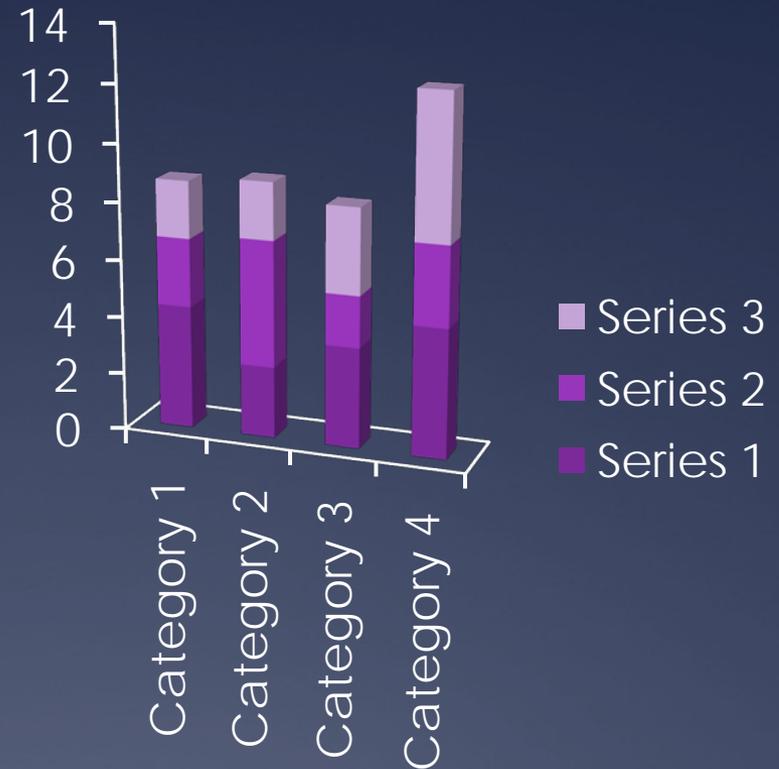
Contrast

Good use of Contrast

* Simple black on white contrast is easy to read.
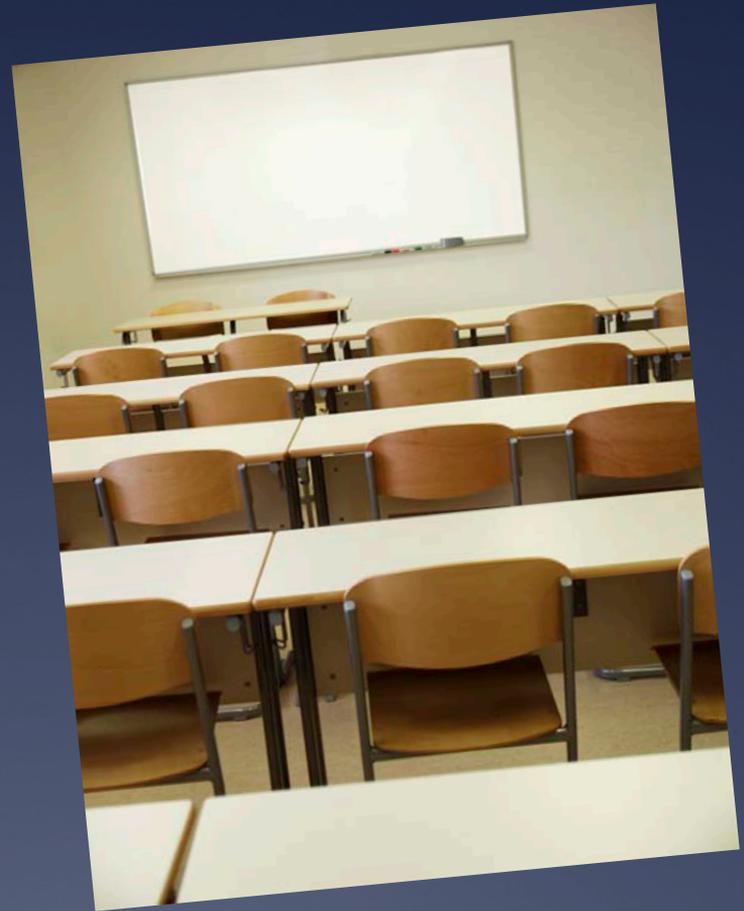
* Yellow on a dark background contrast is easy to read.

Ex. of Bad Contrast

* Red on green color contrast is difficult to read.

* There is not enough contrast between the blues here, so it is difficult to read.

Video and Audio

* When possible, provide a transcript of the text.
* Audio or video needs to be captioned before it is embedded into PowerPoint.

Transitions

* Limit transitions, especially between bullet points.

* Use simple transitions, like fades, in place of complex ones.

Use the outline view

* Make sure to use a title for each slide

* This creates a outline for your presentation and will help with the organization.

* IMPORTANT: To check to see if your content is understandable without formatting, look at the outline view.