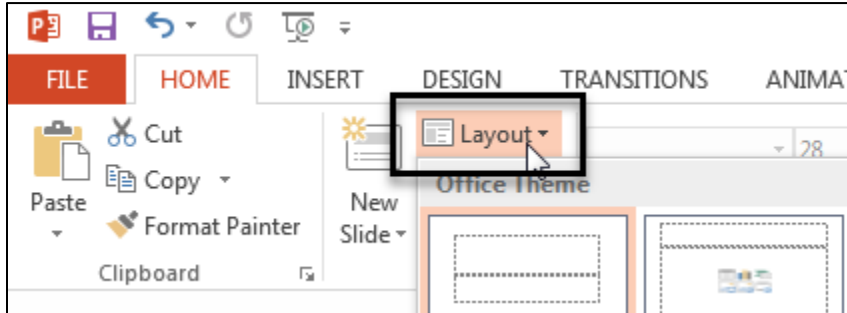


# Accessible PowerPoint Presentations

Creating a presentation utilizing accessible design principles will help ensure that your content is available to all students. It is easier to apply accessibility principles while creating a presentation; however, these guidelines can be applied to existing presentations.

1. Use slide **Layouts** to arrange information on all slides. Layouts help build the structural backbone of a presentation. Many layout options are available, and using each layout's placeholders is the most significant step you can take to ensure accessibility.

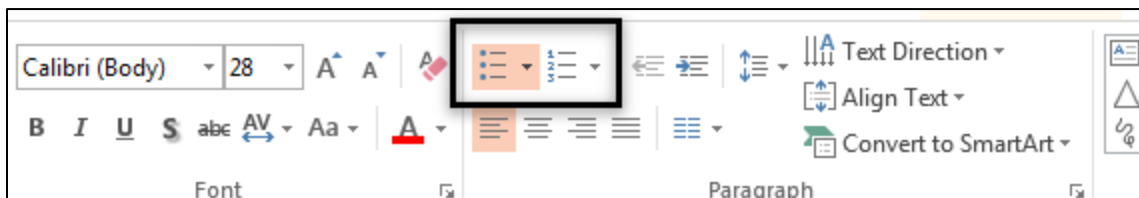


2. Use a **unique title** for each slide. The title can be simple, and it should reflect the slide's content.

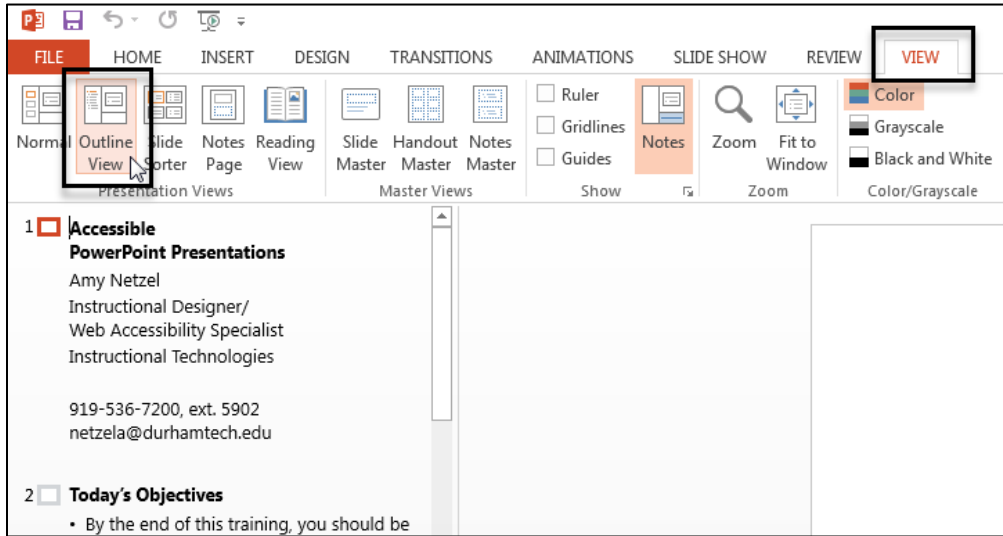


- When several slides cover the same topic, indicate the number each slide holds in the series.  
For example:
  - HTML tags (1 of 4): this slide would be the title for the first of four slides each covering the topic of HTML tags

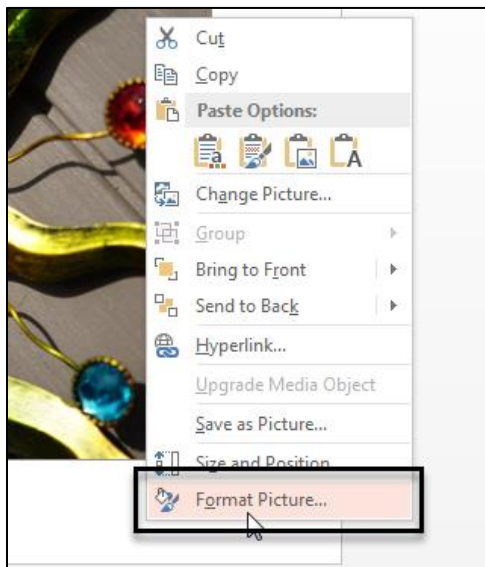
3. Utilize **built-in bulleted and numbered lists**. Instead of typing paragraphs on slides, break information into bite-sized chunks, and let the slide be a supplement to your lecture.



4. Consider color options:
  - Use **good color contrast** (especially when considering themes). Light and dark color combinations usually work very well.
  - Avoid using color, alone, to emphasize text. Use font variations, such as bold and/or italics, as well.
  - Note that a succession of underlined words is often misinterpreted as a hyperlink.
5. View the presentation in **Outline View** (click View tab > Outline View) to confirm that the content on individual slides is sequenced logically.



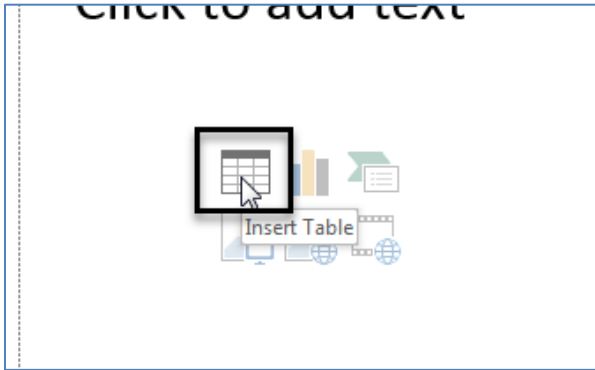
6. Compose **alternative text** for all images with the purpose of replacing the image. Remember to consider the context of the image. Right-click the **image** and select **Format Picture**.



- If the image needs a longer description, provide the description on the slide (ideally) or in the Description field located in the Format Picture pane.

7. Tables should be created natively using PowerPoint's **Insert Table** command. Alternative text is **optional** for tables in PowerPoint. If used, the alternative text must accurately describe the table cell-by-cell, in an organized manner.

- Add a table to the slide

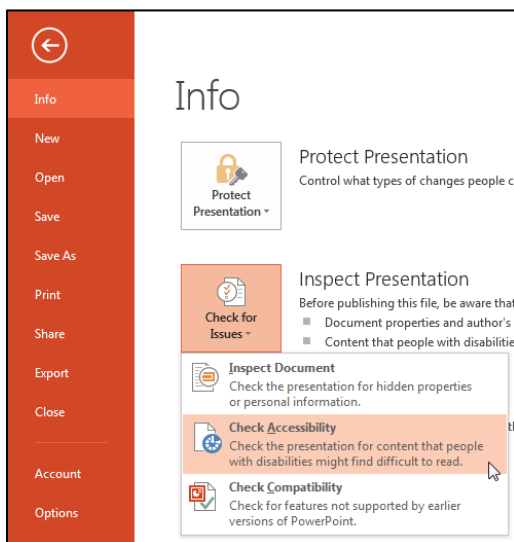


8. When creating a hyperlink, determine whether it is to a web page or for a downloadable file:

- The text of a **webpage hyperlink** should answer two questions:
  - To which website does the link go? (name of website)
  - What will be viewed? (specific content)
- If the hyperlink is for a **downloadable file**, indicate the file type. If the document is a:
  - Word document, then use (doc)
  - Adobe PDF file, then use (pdf)
  - PowerPoint presentation, then use (ppt)
  - Text file, then use (txt)

9. **Avoid automatic slide transitions and text animations.** Simple **on-click** slide transitions are OK.

10. Evaluate your presentation with the **Accessibility Checker**.



## Universal Design for Learning

To enhance the learning experience, consider pairing a presentation with a typed lecture, video, or other activities. This will increase the ways in which the content is represented, allowing students a more diverse experience with the material.

Some suggestions:

- Create a video as you narrate your PowerPoint presentation. A video can be uploaded to YouTube and easily captioned.
- Type your accompanying lecture, accessibly, in Word. Make sure to let the reader know which slide(s) you are referencing.
- Audio record the live lecture and upload it with the accessible presentation and a transcript of the recording. Make sure to let the reader know which slide(s) you are referencing.

Contact Amy ([netzela@durhamtech.edu](mailto:netzela@durhamtech.edu)) if you'd like training or a refresher on any of these options.

### More Information

- [W3C's How to Make Presentations Accessible to All](http://www.w3.org/WAI/training/accessible)  
Direct link: <http://www.w3.org/WAI/training/accessible>
- [WebAIM's PowerPoint Accessibility](http://webaim.org/techniques/powerpoint/)  
Direct link: <http://webaim.org/techniques/powerpoint/>
- [NCDAAE's Accessible PowerPoint Cheatsheet](http://ncdae.org/resources/cheatsheets/#msppt)  
Direct link: <http://ncdae.org/resources/cheatsheets/#msppt>