

C O • M T • N D • S D • U T • W Y



# **Accessible Presentation Guide**



- Have a descriptive and informative page title
- Use a san-serif font when possible for readability
- Large text at least 18 point (24px) or 14 point(18.66px) and bold
- Contrast ratio of at least 4.5:1 for normal text and 3:1 for large text (Use https://webaim.org/resources/contrastchecker/)
- Images of text if the same visual presentation can be made using text alone, an image is not used to present that text. Images of text used for only decoration
- Blocks of text over one sentence in length

   no more than 80 characters
   not fully justified
   line spacing = 1/2 the height of text paragraph spacing= 1.5 times the line spacing
   have a specified foreground and background color
- A more understandable alternative is provided for content that is more advanced than can be reasonably read by a person with roughly 9 years of primary education
- Be careful using all CAPS, all CAPS can be difficult to read and can be read incorrectly by screen readers



- Do not use color as the only way to convey meaning
- Provide good contrast being especially careful with light shades of gray, orange, and yellow
- A contrast ratio of at least 3:1 is present for differentiating graphical objects such as icons and components of charts or graphs (Use https://webaim.org/resources/contrastchecker/)

Foreground Color	Background Color	
#0000FF	#FFFFF	Contrast Ratio <b>8.59:1</b>
Lightness	Lightness	<u>permalink</u>
Normal Text		
WCAG AA: Pass	The five beying w	izzede iuwze eulekłu
WCAG AAA: Pass	The five boxing w	izaros jump quickly.



### Media - Images/Video



- If you have embedded video, ensure it is captioned
- If you have embedded audio, include a transcript
- If your slides contain animations, ensure they are brief and do not distract from the most important content on the page
- All images have equivalent alternative text
- Strongly recommend a text transcript for all multimedia content



Use slide layouts provided within PowerPoint to ensure files have correctly structured headings and lists, and proper reading order.

- 1. Select Home > New Slide, then choose a layout from the drop-down.
- 2. To change a slide layout, select Home > Layout, then choose a layout from the drop-down.

\*Use simple slide transitions and avoid automatic slide transitions

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- If you Insert other content (e.g, a text box) it will be read by a screen reader in the order it is added to the page.
- To check or fix reading order, select Home > Arrange > Selection Pane. Reading order is shown in reverse, bottom to top. Click and drag or use the arrow buttons to change reading order



#### Alternative Text

Images should be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

- 1. Right-click on the image and choose Format Picture.
- 2. Select the Size & Properties icon and choose Alt Text.
- 3. Enter appropriate alt text only in the Description field (not the Title field).



#### Data Tables

- Accessible tables need a clear table structure and table headers to help guide a screen reader user
- Select the Insert tab on the ribbon, then select Table > Insert Table
- Keep tables simple. There is no way to add table header information in a way that will be identified by a screen reader
- If you have Adobe Acrobat Pro (not just the free Reader), save your presentation to PDF and add table headers in Acrobat Pro



### 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.

- 1. Select a hyperlink, right click, and select Edit Hyperlink or hit Ctrl + k.
- 2. Change the text in the Text to Display field to a more meaningful description.

Insert Hyperlink	_				? <mark>×</mark>
Link to:	Iext to displ	ay: WebAIM			ScreenTip
Existing File	Look in:	Pictures	<b>•</b>		
or Web Page	C <u>u</u> rrent Folder	Cute-Christmas-Puppies			Bookmark Target Frame
Place in This Document	Browsed Pages				
Create <u>N</u> ew Document	Re <u>c</u> ent Files				
E-mail	Addr <u>e</u> ss:	http://webaim.org		•	
Address				OK	Cancel

## Accessibility Checker

- 1. Select File > Info.
- 2. Select the Check for Issues button and choose Check Accessibility.
- 3. The Accessibility Checker task pane will show accessibility errors, warnings, and tips on how to repair the errors.

\*Do not put accessibility information like alternative text in the Notes pane Select specific issues to see Additional Information at the bottom of the pane.

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	Print	with disabilities might find difficult to read.		
Share		Check for features not supported by earlier versions of PowerPoint.		