# PowerPoint Presentations

Creating Accessible Materials Workshop

By Diane Brauner

Modified from the APH suggestions for students with low vision

## General Accessibility

* High Contrast
* Font Size:
  + Headings 32 points or larger;
  + Subheadings 30 points or larger
  + Text 28 points or larger (some sources say 24 points)
  + Bold text is more visible than standard text
* Font: Arial, Verdana, Tahoma, Antique Olive, APHont
* Avoid italics (better choices are underlining, quotations or bolding
* Left Alignment only
* Backgrounds & Text
  + Simple, not graphical
  + One color or
  + Two color gradients where one is white and the other is pastel or
  + Two color gradients one is not white but pastel colors which are adjacent on the color wheel
  + Avoid grey background or grey text
  + Avoid shadowed text
  + Avoid Blue backgrounds – use warm pastel colors! (blue makes your eyes work harder!)
* Limit Animations to \*
  + Fly in from left
  + Wipe right
  + Typewriter
  + Appear
  + Laser from right
* Simple Slide Layout
  + No more than three blocks
  + No more than 6 lines per block
  + Try not to use columns
  + No more than 6 bullets
  + Avoid divide words at end of text
* Graphics
  + Avoid grey scale graphics/ low contrast
  + Use patterns or high contrast color instead

\*Screen readers do not read animations/transitions

Low vision students can access PowerPoint Presentations in class with a screen sharing app.

Educators should share a copy of the PPT presentations with a student who is visually impaired or blind prior to class, so that the student can access the PPT on his/her personal device.

## PowerPoint Presentations for Students who use Screen Readers

* General Accessibility best practices (listed above under students with low vision) still apply
* No Animations or Transitions (screen readers do not read these)\*
* Tables and Data visualizations are not accessible with a screen reader; include alt text descriptions or addition text descriptions
* Images need alt text descriptions; images can also be described in the text of the PPT
  + To add Alt Text Description: Right-click on the image > Format Picture > Size and Properties > type in title of picture and type in picture description
* Videos should be captioned, video described and/or transcripts made available
* Outline view displays what is read by a screen reader – this is a good tool for educators to understand what information is/is not provided to a student with a screen reader
  + To use the Outline View: Select View tab in the Ribbon > Outline View
  + Outline view does not show Alt Text descriptions; these Alt Text descriptions are read by screen readers
* Hyperlink text should name or briefly describe link destination
* Convert PPT to PDF or HTML and share with student
* Check accessibility with built-in accessibility checker and test using a screen reader