

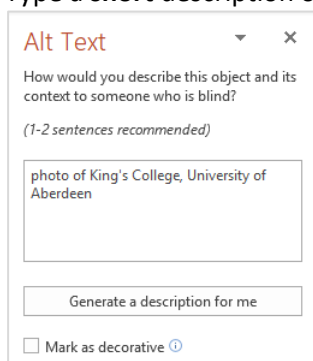
Creating accessible presentations

Although PowerPoint is a very visual medium, there are certain things you can do to help people with disabilities navigate the content of a presentation. This guide will highlight the features you should use in order to improve the accessibility of your PowerPoint content.

Add Alt text to graphical objects

Alt text provides an explanation of the content of objects such as images, charts, diagrams or tables. It is essential for users of screen reader software as they are reliant on the alt text to inform them about the purpose and nature of the object.

- **Right-click** the object and choose **Edit Alt Text...** from the shortcut menu.
- Type a **short** description of the object and its contents.



Note: You can mark an object as **decorative** if it is only there to add visual impact and does not add to the meaning of the slide in any way.

Create meaningful hyperlinks

Hyperlink text should indicate the link destination and should be easily understood. Using terms like 'click here' can be problematic if there is no context to help a visually-impaired user make sense of where the link will take them. Screen reader software can also help the user to jump quickly from link to link 'skim-reading' the content; for this reason, link text needs to be clear so that the user can differentiate links when hearing a list read out.

Examples of meaningful hyperlinks would be [MyAberdeen VLE](#) rather than www.abdn.ac.uk/myaberdeen or 'For further information, consult [Computer Classroom Locations](#)' rather than 'For further information, [consult this webpage](#)'.

Check the reading order

Reading order is important when someone is using a screen reader to navigate a slide. Without a defined order, the software doesn't know how to convey the content in a meaningful way. By using the existing slide layouts – e.g. Title Slide, Title and Content, etc. – the reading order is already defined so the screen reader knows how to navigate the slide.

There may be times when *you* need to check or define the order, e.g. if you use a blank slide layout. Here's how:

- Click **Arrange** on the Home tab of the Ribbon
- Click **Selection Pane...**

The objects on the slide appear in a list on the right of the screen. You can drag the listed items up or down to re-order them, but it is important to realise that list items are read from **bottom to top**, so bear this in mind when re-ordering items manually. In the example below, a screen reader would read the title first, followed by the alt text for the image, and finally the copyright text below the image.



Use titles for all slides

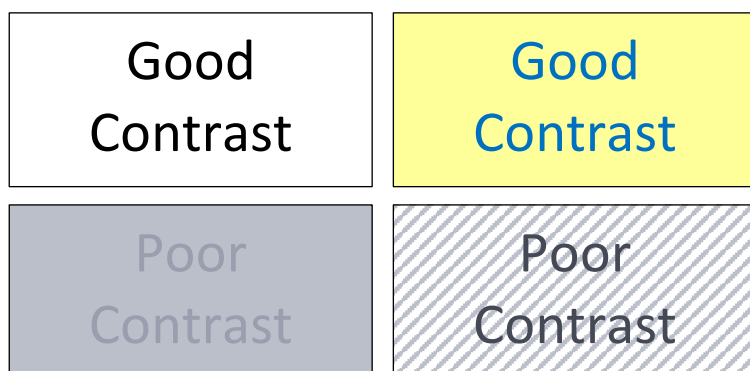
Make sure that all slides in your presentation have a unique title. This is important because screen reader software will use the title to identify each slide, allowing the user to skim-read the structure of the presentation. It is akin to providing a table of contents at the start of a long document.



If you don't want the slide title to be visible, you can drag it off the top of the slide. By doing this, the screen reader will still recognise that it exists and will read it out but it will not be a visual distraction for sighted users.

Contrast

Make sure that your slide and objects contain a good contrast between the colour of the text and the colour of the background. People who have a visual impairment or a learning difficulty such as dyslexia may struggle to read text without a good contrast. It is also best to avoid using patterns as backgrounds.



Colour and font choice

- Do not use colour alone to convey a message.
- Use fonts that are easy to read. Sans-serif fonts such as Calibri, Arial and Tahoma are best.
- Use larger font sizes (18pt minimum) and make sure there is sufficient space between paragraphs or bullet points.

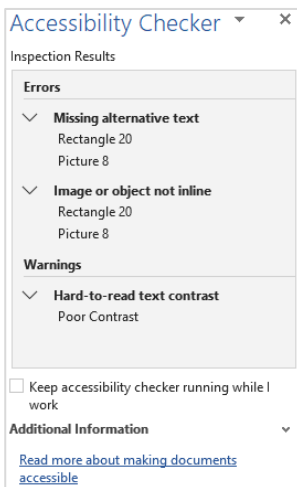
Use the Accessibility Checker

PowerPoint includes an Accessibility Checker which you should use to check your presentation for any potential problems. Once it has completed the checks it will display a list of results where you can find further information on any issues it has found.

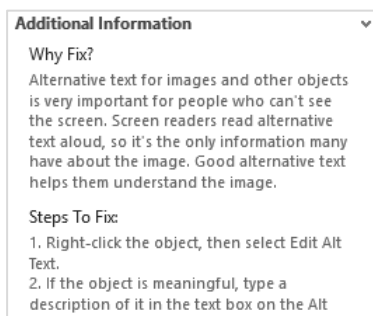
There are two categories of results:

- **Errors** - issues that prevent readers with a disability from accessing the content.
- **Warnings** - issues that make it difficult for readers with a disability to access the content.

You'll find the checker under **Review > Check Accessibility** or in the **Backstage view (File > Check for Issues > Check Accessibility)**. The Accessibility Checker pane opens at the right of the window and lists any potential issues.



- Click an item in the list to select it.
- At the bottom of the pane you will see more information about the issue and guidance on fixing the problem.



Right-click the Status bar at the bottom of the window and choose **Accessibility Checker** from the shortcut menu to add it so that it runs in the background as you work. If there are issues, the message will display **Accessibility: Investigate**; otherwise it will show **Accessibility: Good to go**. Click the message to display the Accessibility Checker panel.

Further Help and Support

- [Accessibility information on Toolkit](#)
- You can also use MyIT to log calls with the University's IT Service Desk: <https://myit.abdn.ac.uk>
- [Microsoft resources on accessibility in PowerPoint](#)