

CREATING AN ACCESSIBLE POWERPOINT

Presentations are an important part of any classroom environment. Unlike some other materials, instructors creating PowerPoints or other presentations must make sure the physical presentation is accessible as well as the document itself. Fortunately, PowerPoint has built in good accessibility features, making it relatively simple to create accessible documents.

MAJOR POINTS TO KEEP IN MIND

1. Use simple style layouts and transitions
2. Ensure font sizes are appropriate
3. Text is formatted appropriately with titles, headings, and other styles
4. Use the list and bullet features to organize content
5. Add alternative text to images, graphs, and figures
6. Add column header rows in tables and avoid blank characters
7. Ensure hyperlink text is descriptive
8. Provide transcript or caption for embedded audio and video
9. Use the built-in accessibility checker

OTHER POINTS TO KEEP IN MIND

1. Provide an overview for longer documents
2. Be sure to use clear and non-repetitive language
3. Ensure [reading order](#) is correct
4. Ensure [color contrast](#) is appropriate
5. Avoid using color as the only way to convey meaning
6. Avoid using watermarks and automatic transitions

SEE THE FOLLOWING FOR MORE COMPREHENSIVE GUIDANCE

[WebAIM Guidance on Creating Accessible PowerPoints](#)

[Microsoft Guidance on Creating Accessible PowerPoints](#)

Source: [Richard Jackson](#) and Scott Lapinski