GOOD PRACTICE 4
Accessible PPT Documents

Reading Order
Recommendations!

- List objects in the slide in a logical order so that any screen reading software reads them aloud in the right order.
- To check the reading order, select a slide and press the Tab key. Each time you press the key, the focus moves to the next object that a screen reader will read.

Graphics accessibility
Recommendations!

- Use colour, text, patterns, or shapes to communicate ideas
- Always add Alternative text (Alt text) to pictures, charts, and other visual objects.
- Group layered images, like a picture with callout lines, into a single object.
- Select View > Grayscale, to get an idea how your slides might look to someone with colour vision deficiency.
- Tables with merged or split cells - If a table contains a cell merged or split, the screen reader loses count and can't provide information about the table after that stage. Thus, is it important to use a simple table structure. The presentation who had also the error with the header table returned this warning.

Colours and Styles

Prebuilt PowerPoint templates can help save time and improve accessibility in the content that you create. The PowerPoint tool offers already accessible templates for users to download and use.

Recommendations!

- Use off-white backgrounds for people with perceptual differences, like dyslexia.
- Select templates and themes with Sans Serif fonts that are 18 points or larger.
- Use solid backgrounds with contrasting text colour. This is preferred to patterned / watermarked backgrounds and low-contrast text themes.
- Use both colour and text to mark-up different chart elements.
- Use simple, sans serif fonts with adequate spacing between letters.
- To keep your text easily readable, limit the number of lines in each slide and leave plenty of space above and below each line.
- Use speaker notes to provide more in-depth information.

Headings and titles

People who are blind, have low vision, or a reading disability rely on slide titles to navigate. For example, by skimming or using a screen reader, they can quickly scan through a list of slide titles and go right to the slide they want.

Recommendations!

- Give every slide a unique title using the Heading Styles.

Video

Recommendations!

- Always make videos accessible to people who are blind or have low vision or people who are deaf or hard-of-hearing by using captions, subtitles, and alternative audio tracks in videos.
- Captions for videos – For embedded multimedia in a presentation it is recommended that the videos/audios to be captioned and that the controls are accessible. The presentation which had embedded a video returned this tip.
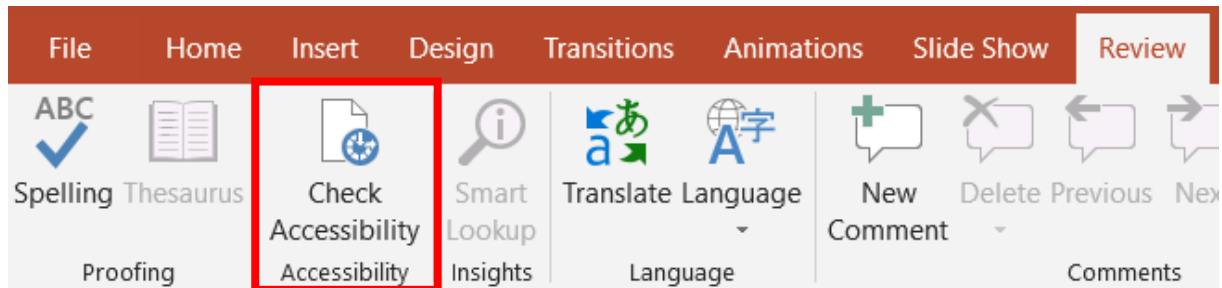
Use Accessibility Checker

In PowerPoint, the Accessibility Checker runs automatically in the background when you're creating a document. If the Accessibility Checker detects accessibility issues, you will get a reminder in the status bar.

To manually launch the Accessibility Checker, select Review > Check Accessibility. The Accessibility panel opens, and you can now review and fix accessibility issues.