PowerPoint Presentation
Accessibility Training Guide

COASTLINE COLLEGE

Goals for today

- Get a basic understanding of creating an accessible PowerPoint presentation
- Make presentations accessible by understanding their importance
- Use the built-in tools and features of PowerPoint

What is PowerPoint?

- PowerPoint is a presentation-based program that uses graphics, videos, audio and other features to make a presentation more interactive and interesting

- PowerPoint is also known as PPT and contains slides and other features

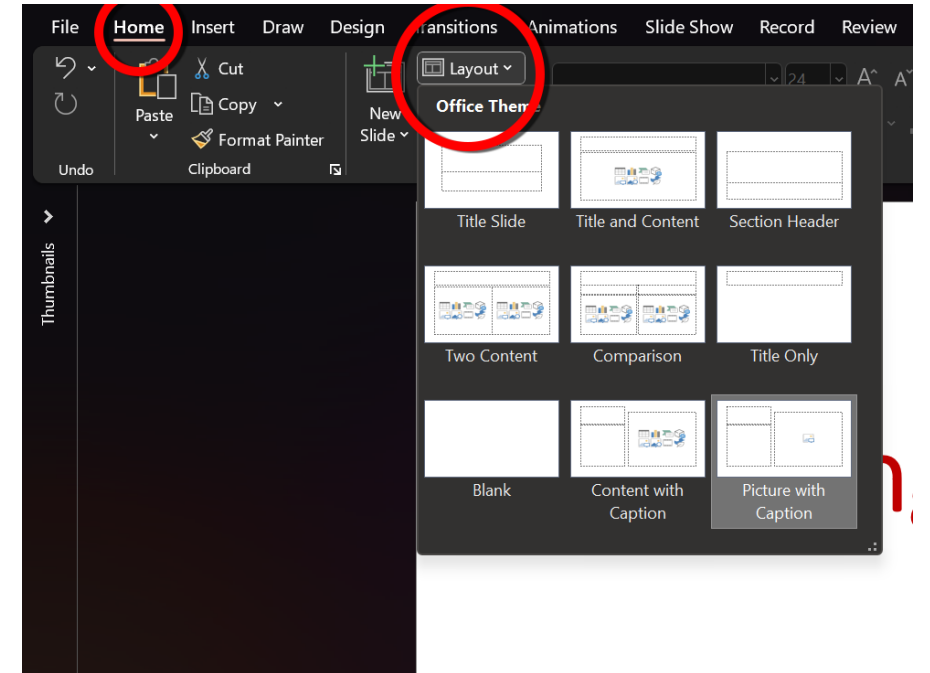- PowerPoint presentations are saved as ".pptx" files

Accessibility Importance in PowerPoint

- Accessibility is beneficial to all. Access to information is made easier for those with and without impairments because to accessible design

- Making sure that the content you publish is accessible to users is the essence of accessibility. As a presenter, making sure your PowerPoint is accessible will allow your complete audience to interact with and benefit from the material you are developing

Designing Your Presentation

- **Slides**
  - Use the Accessibility Checker to find slides that may have problems
  - Use the built-in slide designs and layouts
  - Use unique slide titles for each slide
  - Use a hidden Title if you do not want to display a title on the slide

Designing Your Presentation cont.

Reading Order and Alternative Text

- Reading Order - A slide's contents should be read in an order that makes sense

- Include alternative text with images

Tables

Keep tables simple!

- Do not leave cells blank
- Do not merge/unmerge cells
- Include a table header row

Halloween Candy Ranked!

Candy	Rank
Reese's Cups	1
M&M's	2
Skittles	3
Junior Mints	4
Sour Patch Kids	5

Fonts, Colors and Contrast

Fonts

- Make sure font Sizes are at least **18**, but **24** is preferable
- Use Sans Serif Fonts (Veranda, Arial, Calibri)
  - Serif
  - Sans Serif

Colors and Contrast

- Text becomes difficult to read if the color is too similar to the color behind it. Increasing contrast makes text easier to read

BAD CONTRAST   GOOD CONTRAST

Create a PDF

- You can export your presentation to a PDF file format with some of the accessibility tags built in

- Make sure to "Save As" PDF

- Check the options and make sure "Document Properties" and "Document structure tags for accessibility." is checked

Accessibility Tips

- Work with accessibility in mind
- Use the built in layouts and templates
- Keep animations simple and subtle, avoid using flashing objects
- Use a common font

Can you make this Presentation Accessible?