

ILLINOIS VALLEY COMMUNITY COLLEGE

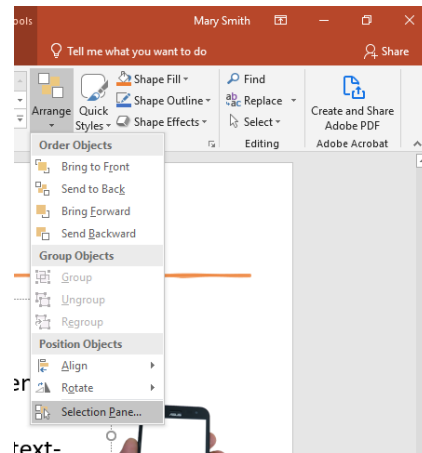
Center for Excellence in Teaching, Learning, and Assessment (CETLA) Creating Accessible PowerPoint Presentations

Accessibility Requirements for PowerPoint Presentations

PowerPoint presentations should be created with one of the standard slide layouts. The standard slide layout will define the reading order of the content and titles on each slide. When customizing a standard slide design be aware that color contrast and font sizes may make reading content from the back of the classroom difficult. PowerPoint files shared electronically should be created using the recommendations below and then checked with the Microsoft Accessibility checker before posting.

Accessibility Guidelines

1. Use a standard slide design theme
2. Each slide should have a unique title
3. Use the standard slide layouts when possible. When a custom slide layout is required, define the reading order of the text elements and added shapes from the format shape contextual tab, arrange options, by selecting the Selection Pane (see image at right).
4. Add alternative text descriptions to all images, and smart art graphics.
5. When using tables, be sure to include an alternative text description and heading row.
6. Use a minimum font size of 20 for presentations that will be delivered in a large meeting space.



Using the Microsoft Accessibility Checker

Check the PowerPoint file with the Microsoft Accessibility checker, by clicking on the File tab and then expanding the Check for Issues options and selecting Check Accessibility. The checker will provide a list of any issues along with instructions on how to correct them.

Creating Slide Handouts

When saving a presentation to a slide handout pdf format, click on the Options button and confirm that the option to include document structure tags for accessibility is checked. Once the document is saved to pdf format a secondary check with the Acrobat DC Accessibility checking tool will often find that items, like shapes, background images, and smart art graphics will be missing tags. The tags may be added in Acrobat DC. Providing the PowerPoint file in its original format, (PPTX), or simply the outline text should be considered as an alternative or supplement to a pdf handout