4 Accessibility Tips for PowerPoint Presentations

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Accessibility Hub - www.queensu.ca/accessibility
1. Fonts

• Reserve underlined text for links
• Avoid using text shadow
• TRY: Fonts no less than 24 points
  – Text needs to be readable from the back of a room
  – Sans-serif fonts are considered accessible.

• Serif
  – Times New Roman
  – Georgia
  – Book Antiqua

• Sans-serif
  – Verdana
  – Arial
  – Calibri
  – Tahoma
2. Describe Non-Text Elements

• Images & objects cannot be discerned by a screen reader:
  – Pictures & Logos
  – Charts & Tables
  – Auto Shapes & Smart Art Graphics
  – Embedded & Grouped Objects
Add Alternative Text to Images, Charts and Graphs: Office 365

Right-click the object and select **Edit Alt Text**.

**OR** Select the object. **Select Format** > **Alt Text**.
3. Caption Audio & Video

• Essential for those with hearing loss
• Essential for those with auditory processing issues
• If inserted videos do not include a caption:
  – Identify a tool or service to provide a caption
  OR
  – Provide a transcript
    • Include who is talking
    • Describe sounds such as music or voices
• Learn how to create a transcript
  – Visit the Accessibility Hub

Setup real-time, automatic captions or subtitles in PowerPoint 365

- (Simplified Ribbon) On the **Slide Show** ribbon tab, select the drop-down arrow next to **Always Use Subtitles** to open the menu of options.

- (Classic Ribbon) On the **View** ribbon tab, select **Use Subtitles**. Then click **Subtitle Settings** to open the menu of options.
Turn the feature on or off while presenting

• To have subtitles always start up when a Slide Show is presented, select **View > Always Use Subtitles**.

• If you're in the middle of giving a presentation and want to turn the feature on or off, click the Use Subtitles button in Slide Show, on the toolbar below the main slide:
4. Testing for Accessibility

✓ MS Office Accessibility Checker
  • Go to the “File Tab” and select “Info “
  • Click the **Check for Issues** button and select **Check Accessibility**.

✓ Colour Contrast for documents
  • [The Colour Contrast Analyser (CCA)](developer.paciellogroup.com/resources/contrastanalyser/)

✓ Assistive technology
  • Test the website with assistive technology, such as the screen reader JAWS, VoiceOver or [NVDA Screen Reader](www.nvda-project.org/)
Questions?