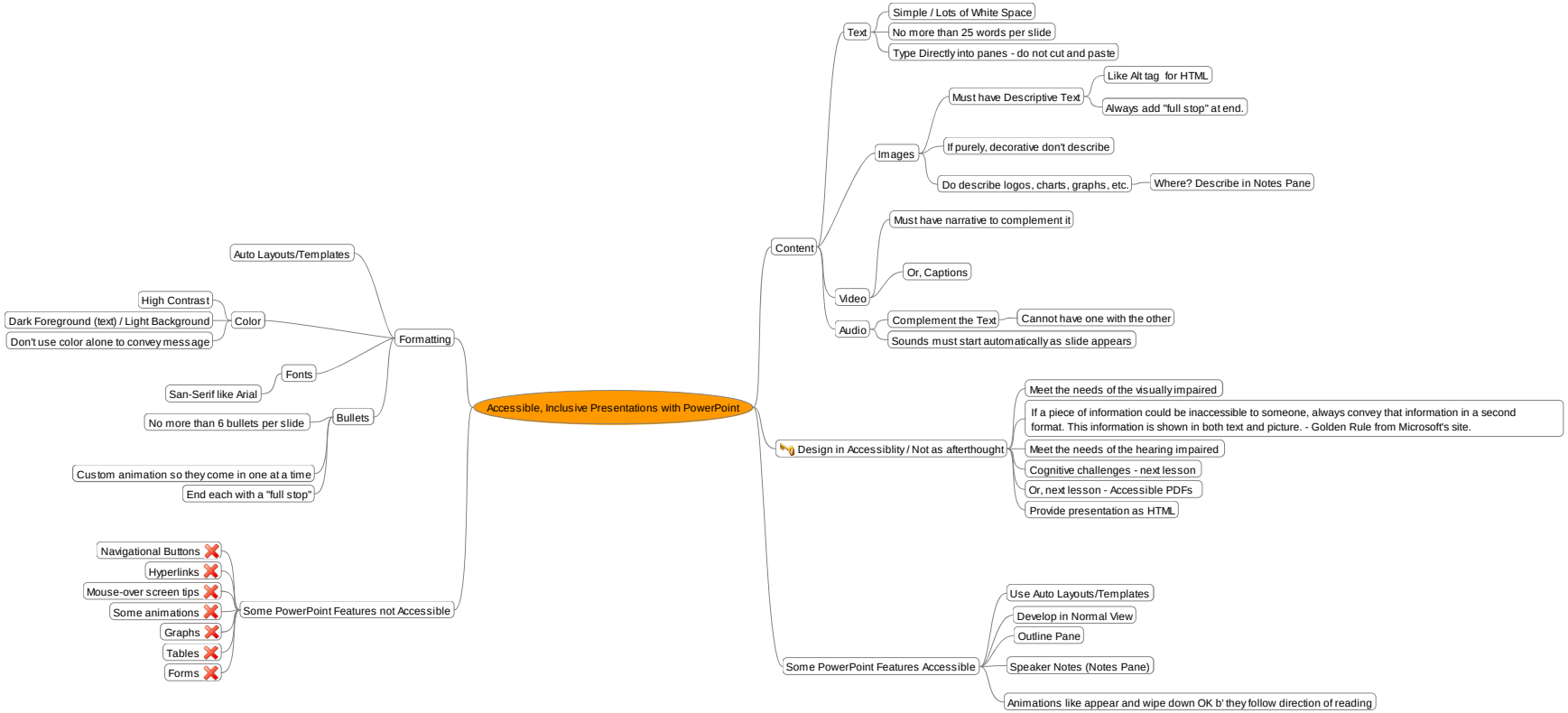
Accessible, Inclusive Presentations with PowerPoint
Content
Text
Simple / Lots of White Space
No more than 25 words per slide
Type Directly into panes - do not cut and paste
Images
Must have Descriptive Text
Like Alt tag for HTML
Always add "full stop" at end.
If purely, decorative don't describe
Do describe logos, charts, graphs, etc.
Where? Describe in Notes Pane
Video
Must have narrative to complement it
Or, Captions
Audio
Complement the Text
Cannot have one with the other
Sounds must start automatically as slide appears
Design in Accessiblity / Not as afterthought
Meet the needs of the visually impaired
If a piece of information could be inaccessible to someone, always convey that information in a second format. This information is shown in both text and picture. - Golden Rule from Microsoft's site.
Meet the needs of the hearing impaired
Cognitive challenges - next lesson
Or, next lesson - Accessible PDFs
Provide presentation as HTML
Some PowerPoint Features Accessible
Use Auto Layouts/Templates
Develop in Normal View
Outline Pane
Speaker Notes (Notes Pane)
Animations like appear and wipe down OK b' they follow direction of reading
Formatting
Auto Layouts/Templates
Color
High Contrast
Dark Foreground (text) / Light Background
Don't use color alone to convey message
Fonts
San-Serif like Arial
Bullets
No more than 6 bullets per slide
Custom animation so they come in one at a time
End each with a "full stop"
Some PowerPoint Features not Accessible
Navigational Buttons ❌
Hyperlinks ❌
Mouse-over screen tips ❌
Some animations ❌
Graphs ❌
Tables ❌
Forms ❌