

Presenter Guidelines for Ensuring Accessibility

PowerPoint Slide Preparation

Built-in Accessibility Checker

- Do this first!
- Gives suggestions for remedies.

Formatting Best Practices

- No underlines except for URLs
- All slides need titles in text format.
- Is font size large enough? Look at it on your phone!
- Use of colors passes a [color contrast test](#) for WCAG AA standards.
- Keep it simple! Better to have more slides that are focused than cramming a lot into one slide. Number of slides DOES NOT = quality or comprehensibility.

Alternative Text for Images

- **Why this is important: Provide access for people who are blind and are using screen readers and also for website search engines.**
- ALL images must have alt text.
 - Be specific and brief - say what you see.
 - Don't start with 'image of or 'picture of.'
 - Include all text that's part of the image. NO EXCLUSIONS OTHER THAN LOGOs
 - Decorations such as borders or design elements in the corners of slides get empty alt text ("").
 - Screenshots or images with text are NEVER marked as decorative.
 - ALWAYS Check Auto-generated Alt Text - PowerPoint tries to help by providing auto-generated alt text based on some of the behind-the-scenes information that comes with an image. It isn't always accurate.

Strategies If You Must Use a Screenshot

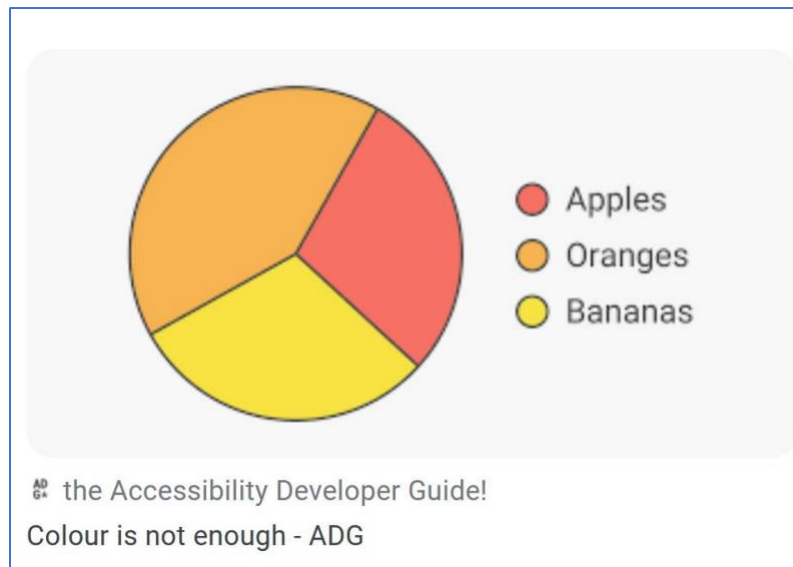
- Rebuild in PowerPoint - ensure all text elements are entered as text.
- Add caption under image – summary statement.
- Add URL in captions and in alt text - if screenshot came from a website.

Sharing Web Addresses

- No underline for any other text. Just as using a capital letter signifies the start of a new sentence in prose, underlined text indicates a web link.
- Write the language referring to the URL clearly – don't just paste the URL [FPG Child Development Institute](#) rather than <https://fpg.unc.edu/>
- Add the screen tip (like alt text for a URL).

Graphs

- Color is not enough. Consider this example:
- Without labels or patterns to the sections of this pie chart, color is the only way you can tell which section belongs to which element. You need more information to tell you what the graph says. Adding the values and labels to the sections of the pie chart solve this issue, as well as clear alt text and summary of the story told by the graph.



Tables

- Is a table really the best way to share your information?
 - Would bullets be just as good?
 - If you need to drop the font size to less than 12, maybe you need 2 tables.
- Tables used to generate the graph must be made available.
 - Data tables can be referenced in a footnote and given a URL users can follow, or they can be provided on the same slide.
- Ensure the table headers are clearly, briefly, and uniquely labeled.
- Provide a summary of the information contained in the table in a caption or text.

Reading/Tab/Focus Order

Check this to ensure items on slides are in an order that makes sense if user navigates the content with a non-mouse device. (Sometimes we put a slide title on the side instead of atop the slide or give directions on the bottom of a slide. Using the reading order pane tool in the accessibility checker allows you to set the sequence of items on the slide in a sensible order).