

## Guiding Principles: Making Accessible PowerPoint Files

**Accessibility Tip:** Keep information short, simple and to the point. Ideally have one topic per slide, including three to five bullet points in a font no smaller than 18-point.

### Dos

- ✓ Search for an **“accessible” theme** for your presentation. Ideally light background with dark font.
- ✓ Add slides with the “New Slide” menu. Use the slide layouts to order slides & **add descriptive titles** and information for every slide.
- ✓ Always add meaningful **Alt-Text** (alternative text) for images, charts, tables or any graphical objects.
- ✓ Ensure tables have defined **Heading and Column Rows**.
- ✓ Use **captions or transcripts** for embedded videos or audios.
- ✓ Run the **Accessibility Checker** in PowerPoint found in the Review Pane.

## **Don'ts**

- ☒ Use small fonts, text with a shadow, or glow effects.
- ☒ Use colour as the only means to convey important information.
- ☒ Use textboxes and WordArt.
- ☒ Use automatic or elaborate motion slide transitions.
- ☒ Place image or chart descriptions in the notes field of your presentation.

## **Design Tip:**

Editing the master slide will make changes universally across your presentation, including layout, theme, and many other design elements.

## **Above & Beyond:**

If your file is created correctly for accessibility, sharing your PowerPoint as a PDF can be more practical, to reduce the file size. Make sure the file is tagged for accessibility in your export, within the "Options" settings of the Publish as PDF or XPS in Microsoft PowerPoint settings. Accessibility can be potentially further improved if you have access to Adobe Acrobat Professional.

## **Retrofitting an Inaccessible File**

To retrofit an inaccessible PowerPoint file is time and labour intensive. The style of information may need to be reconsidered and re-evaluated if the material does not have key elements (such as transcripts or text).

**Disclaimer:** This is an internal document meant for use by CNIB, CNIB Foundation, Vision Loss Rehabilitation and CNIB Deafblind Community Service employees and volunteers only. It was created with the understanding the user of this tip sheet has a basic knowledge of Microsoft PowerPoint.