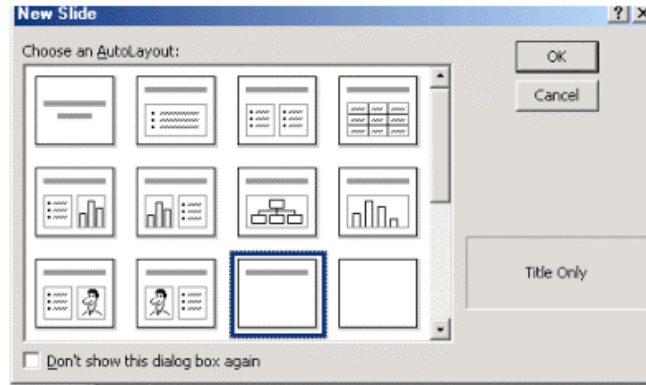
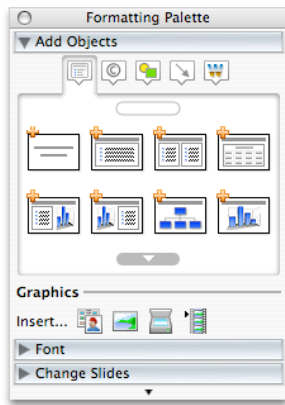


## Accessible PowerPoint Tips

Do	Don't	Why
Always use the Formatting Palette and Slide Layout tools to select the correct layout for your slide.	Don't insert text boxes or other elements into an area that's not already defined	Assistive technology can't always detect inserted text boxes. Read order of content in inserted text boxes may not make sense.
Select the appropriate slide layout based on the semantics of your content.	Don't play with font size and color to imply semantic meaning.	Only true headings, titles, paragraphs and lists will convey semantic meaning to an assistive technology user.
Simplify all charts and tables.	Don't insert complex charts or tables, or use unnecessary graphics for charts.	Disabled users may not be able to interpret the data without importing it to another application. It's also difficult to make complex charts and tables accessible.
Keep font sizes on the big side.	Don't put so much content on a single slide that the font size has to be decreased.	Low vision users may not be able to resize small fonts to a legible size.
Select text and background colors with high color/luminosity contrast.	Don't select colors with poor contrast between text and background or in images that convey necessary meaning.	Low vision and color blind users will not be able to read the slides.
Limit use of animation.	Don't include unnecessary animated GIFs.	Animations can be distracting to some users, and may cause some screen readers to re-read a slide.
Limit use of transitions between elements in a slide (e.g. bullet points that fly or fade in and out). If you do use transitions between slides, use simple ones like Fade.	Don't use unnecessary transitions between elements. Don't use complex transitions like Checkerboard or Wheel.	Transitions can be distracting to some users, and may cause some screen readers to re-read a slide.
Reduce file size by inserting images that have been resized correctly.	Don't insert huge images and use the Format Image or image handles to "shrink."	Big file sizes make download and use more difficult for all users.
Give ALT text to all inserted images and charts.	Don't forget to add ALT text!	Without ALT text, image content is invisible to assistive technology users.
Make sure all audio or video is captioned before you embed it into PowerPoint. When appropriate, include a transcript.	Don't insert uncaptioned audio or video without a plan for equal alternative access for users who might need it.	Users who are hearing-impaired or have cognitive disabilities need synchronized captions or transcripts to access and understand audio/video content. These support different learning styles, too.
Use the Notes field to type your "script" for each slide.	Don't assume the presentation makes sense to users who don't also hear what the presenter says aloud.	The outline style of PowerPoint presentation often does not make sense without knowing what the presenter is saying. Notes help all students when reviewing lecture content. When using the Record Narration feature, content in the Notes field can be used to create synchronized captions.
Save your accessible PowerPoint in multiple formats to give users access to the format that works best for them.	Don't assume that "one size fits all."	Saving your presentation in multiple formats can support students different needs and learning styles. Making these available before class helps students be prepared for class.

## Slide Formatting Palette



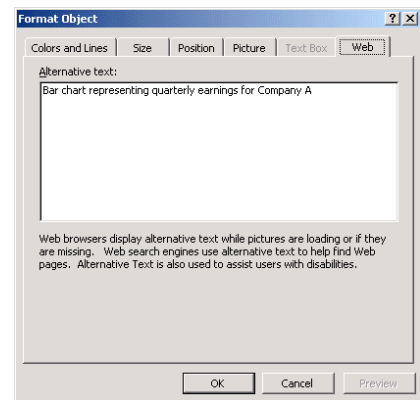
## How to Add ALT Text to Images

### Windows users

Right Click the image, select Format Picture (or select Format > Picture from the menu bar), click the Web tab and enter the description in the box labeled Alternative text

### Mac users

There is no way to create alt text for an image in MS Office 2004 for Mac. This must be done in Office for Windows, or you must convert the PPT file with a 3<sup>rd</sup> party tool.



### LecShare and LecShare Pro

Converts PPT to accessible HTML, PDF, Quicktime, MPEG-4 and PPT. Records audio narration, and converts Notes field text to synchronized captions. Very easy to use.

<http://www.lecshare.com/products.htm>

Available for Mac and Windows

### Illinois Accessible Web Publishing Wizard

Converts PPT to accessible HTML

<http://www.accessiblewizards.uiuc.edu/index.php>

Available for Windows

## More Accessible PowerPoint Links

- SSU Accessible Technology Initiative – Accessibility Tutorials  
<http://www.sonoma.edu/accessibility/resources/applications.shtml>
  - WebAIM PowerPoint Accessibility tutorial  
<http://www.webaim.org/techniques/powerpoint/>
  - Adobe's Building Accessible PowerPoint  
<http://www.adobe.com/macromedia/accessibility/features/breeze/building.html>
  - Web Accessibility for All- Creating Accessible PowerPoint Presentations  
<http://www.cew.wisc.edu/accessibility/tutorials/pptmain.htm>
  - NCDAE Tips and Tools: Microsoft PowerPoint Factsheet  
<http://ncdae.org/tools/factsheets/powerpoint.cfm>