

Steps for an Accessible Presentation:

1. Accessibility Checker:
 - a. Check the presentation with the Accessibility Checker tool (on the Review tab) and follow suggestions to resolve issues.
 - b. Note that Accessibility Checker will not catch all accessibility issues, but it will serve as a good starting point.
 - c. Best practice is to check Accessibility Checker periodically during presentation work
2. Add a title to each slide
 - a. Each slide needs a unique and descriptive title added to the title area of the template
 - b. If slides share the same topic, take care that slide titles remain unique
3. Add alt text to all images. Include all critical information that is presented in the image (especially text)
4. Use meaningful hyperlink text
 - a. Text should describe the purpose of link
 - b. Include the full hyperlink in your document so people can copy and paste or type in if they get a printed copy
 - c. Add a screen tip if more info is needed (for example, to explain a chart or graph)
 - i. Insert > Link > Edit link > ScreenTip button
5. Ensure reading order of each slide is logical
 - a. Home tab > Drawing group > Arrange > Selection Pane
 - b. Objects read back beginning at the bottom of the list moving to the top
 - c. Correct any errors using the arrows at the bottom or by dragging and dropping elements into the correct reading order
6. Include closed captions and transcript for any audio or video
 - a. STAMP add-in lets you add closed captions to files — can import TTML files directly, turn captions on/off, edit/delete captions, align captions if video resized, import text formatting info from TTML
7. Embedded videos — include alt text to alert viewers to presence
 - a. Ex: “PowerPoint Accessibility Video, press spacebar to stop and start the video”
 - b. Keystroke to stop/start is spacebar, include these directions in text
8. Increase visibility for Color-blind people. Tips:
 - a. Avoid using orange, red and green in template and text
 - b. Use texture in graphs, as well as color, to highlight points
 - c. Circle information rather than relying on color highlighting

- d. Keep overall contrast in presentation high
 - e. View the presentation in grayscale to check: View tab > Color/grayscale group > click Grayscale
9. Avoid flashing/blinking objects
- a. Includes flashing text, turning graphics on/off repeatedly, changing between different images on screen and other animations and visual transitions
10. Transitions and Animation
- a. Limit when possible, can be time consuming and tedious for screen reader users. Use at most one per slide
 - i. Consider the example of a slide containing bullet points which fly in from the right: as each bullet transitions onto the screen, a screen reader will return to the top of the page and recommence reading the page's contents from the beginning. To advance to the next bullet, the user will need to press the Play button. This can create a frustrating experience for the screen reader user.
 - b. Carefully consider use of decorative animations
 - i. Constant motion on screen can cause SR to refresh frequently, see above
 - ii. Also challenging for users with ADHD
11. Review Outline View
- a. Outline view shows all regular text and presents it as a hierarchical outline

- b. View > Outline view
 - c. All content here is accessible (regular text), but not all accessible content will display (images, video, drawing, text boxes, etc. — therefore outline view “is not a reliable check of accessibility on its own)
12. Speaker notes
- a. The Speaker notes panel is accessible
 - b. If there are extra things to say about the slides that are important for readers to know, but which aren't in the slides themselves, authors can say those things in the Speakers Notes, knowing that blind users will be able to access them.
 - c. Use this area to provide descriptions for inaccessible objects (graphs, diagrams, floating objects, etc.)
 - d. It can help to tell users at the start of the presentation that you have written content in the Speaker Notes panel

Tips for Template Users:

1. Use the provided templates. Both OSU branded templates and those provided by Microsoft are approved for screen readers and other accessibility devices.
2. Add a unique, descriptive title for each slide in the title area of the template
3. Link text should be let the viewer understand what the link does. Include the full hyperlink (can be in Notes) for those who want to copy and paste.

4. Include alt text on all graphics. (Right click on image > Edit alt text)
5. Include closed captioning and a transcript for any audio/video
6. Avoid flashing, excess animation and transitions
7. Use high contrast color schemes, check the look in Grayscale view (View tab > Color/Grayscale section > select Grayscale)
8. Use the accessibility checker to find issues. Note that accessibility checker does not find everything.
9. Provide a copy of the slides to audience. Providing both PPT and PDF versions allows users the most flexibility.

Tips for writing alt text:

- Aim for 100–200 characters
- Accurately describe the image's purpose and author's intent
- Mark the image as decorative if it does not convey information to the viewer
- Avoid “picture of” and similar phrases