Accessible KeyNote and PowerPoint Presentations

Structure
• Use a unique heading title for every slide.
• Text included on slides should be included in the outline.
• Use pre-defined PowerPoint/Keynote slide templates rather than creating custom templates.

Images
• Alternative (alt) text provides a textual description for an image. It is the primary means by which users with visual disabilities access image-based content. Unfortunately, it is not possible to include alternative text for images in Keynote, so adding a figure legend would help.
• PowerPoint: Charts, tables, and graphs should be inserted by selecting the appropriate slide layout or using the Insert menu.
• PowerPoint: Include alt text for images.
• PowerPoint: If your slide includes multiple elements (e.g., images combined with textboxes), use the Arrange tool to order elements in a sequence that will be intelligible to a screen reader user.
• Include extended descriptions for charts and other graphics intended to convey information.

Content
• Use sans-serif fonts.
• Use appropriate punctuation at the end of each bullet point.
• Avoid using text boxes not in a pre-defined template.
• Adaptive technology may interpret text boxes as inaccessible graphical elements.
• Screen Readers/Voice Over will read text in the order created, not in the order in which it appears.
• Use a color scheme that presents a sharp contrast between text and background.
• Provide voice narration and/or captions for QuickTime and Flash content, or other embedded video.

KeyNote Accessibility Barriers
• Presentations rich in animations and transitions may make them difficult to follow using VoiceOver.
• Automatic slide transitions may not give users enough time to read slide content.
• Slide transitions and animations that require a mouse click may also result in inaccessible presentations, particularly for users who are blind or have mobility impairments.
• Screen reader users will not be able to access content within a text box.
• Information presented as an image, animation, or video will be inaccessible to screen reader users when alternative text is not included.
• Slides that use low contrast or patterned backgrounds will be inaccessible to low vision users.
• Use of a large mouse cursor while presenting will erase slide content.

PowerPoint Accessibility Barriers
• Screen reader users will not be able to access content within a text box.
• Information presented as an image, animation, or video will be inaccessible to screen reader users when alternative text is not included.
• Slides that use low contrast or patterned backgrounds will be inaccessible to low vision users.
• Slide transitions and animations that require a mouse click may also result in inaccessible presentations, particularly for users who are blind or have mobility impairments.
• Screen readers read containers within a slide in the order that they were created and not in the order they appear.
• Animations and slide transitions may cause screen readers to re-read slides.
• Automatic slide transitions may not give users enough time to read slide content.
• Speech recognition software is not fully compatible with PowerPoint, as PowerPoint does not support the Text Services Framework (TSF).
• Speech recognition software will cause a video playing in a slideshow to freeze.

**Additional PowerPoint Information**

• Microsoft PowerPoint 2010 includes new accessibility features such as a Document Accessibility Checker and video trigger. Akin to a spell check, the Document Accessibility Checker scans PowerPoint presentations for accessibility issues. Grouped into three categories, these issues include, but are not limited to:
  1. Errors: Alt Text, Table Headers, Slide Titles, IRM Access;
  2. Warnings: Blank Table Cells, 2D Table Structure, Meaningful Link Text;
  3. Tips: Captions, Slide Reading Order, Unique Titles.
• Video Trigger allows users to create captioning for embedded video by marking locations in a video (bookmarking) and employing animated text sequences. This feature will allow users to easily caption media thus expanding the amount of available video options.

**Additional Resources**

Accessibility and Usability at Penn State: PowerPoint Tips

PowerPoint Shortcuts, exercise and notes for Jaws Screen Reader (from the Wisconsin Center for the Blind and Visually Impaired)

**Credits**

University of Minnesota Accessibility Office