

# 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:
  - Errors: Alt Text, Table Headers, Slide Titles, IRM Access;
  - Warnings: Blank Table Cells, 2D Table Structure, Meaningful Link Text;
  - 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](#)