

Designing Accessible Presentations

For presentations to be part of truly inclusive teaching practice they need to be created with a view to accessibility. This page outlines some actions you can take to make presentations created in Microsoft PowerPoint or Google Slides more accessible.

Choose a presentation tool that will help you make your slides accessible.

Not all presentation tools are equally good for inclusivity. Although PowerPoint has been around for a long time and some poor use of the tool has led to criticisms, it has some great features to help you make your presentations accessible. Some newer tools such as Prezi, Haiku Deck and Adobe Spark offer some exciting visual features, but do not always have the accessibility options that are desirable. For example, [Prezi suggests](#) adding voice overs, creating a PDF version or recording a video screencast to make a Prezi accessible.

[Accessible U](#) (University of Minnesota) recommends that you choose presentation software that allows you to:

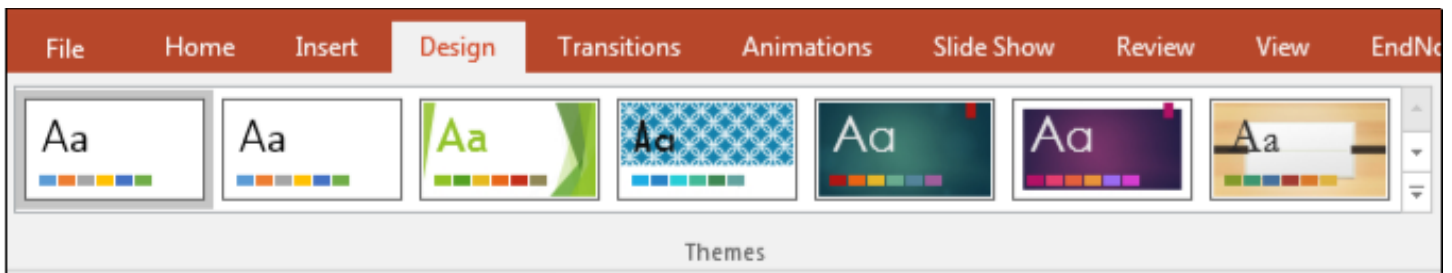
- use pre-defined slide layouts
- add alternative text to images
- rearrange and reorder content, so you can control the order in which a screen reader will read it (extract from <https://accessibility.umn.edu/tutorials/presentations> accessed 14/11/2018)

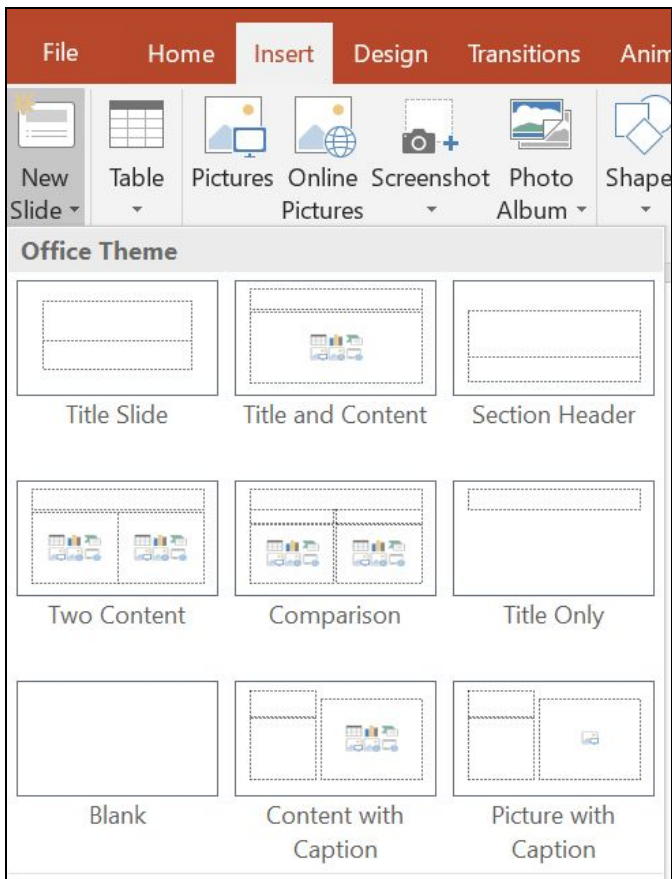
PowerPoint and Google Slides both meet these criteria.

Use an accessible theme and predefined layouts.

If you use predefined slide layouts rather than adding your own text boxes your presentation is much more likely to be accessible. PowerPoint and Google Slides both have a range of themes that will create easy to read slides.

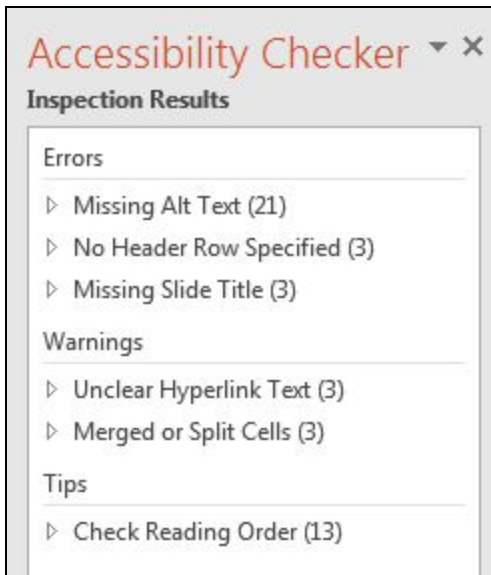
In PowerPoint, choose a theme from the Design tab. Then as you add slides you can choose from a selection of layouts.



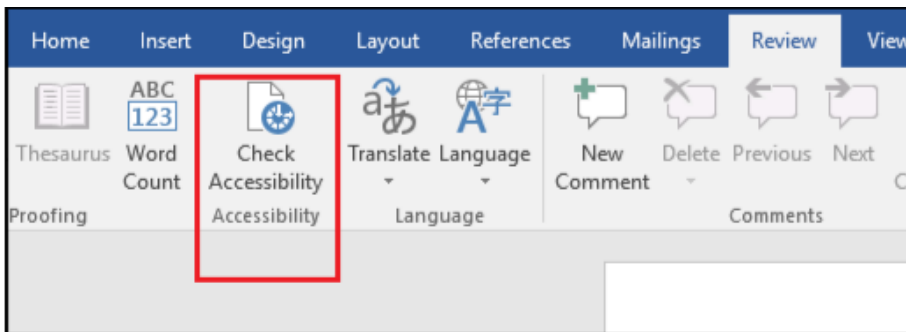


Microsoft also provide a sample of the most accessible PowerPoint templates for use by people with visual disabilities which can be downloaded from the [Accessible Template Sampler](#).

Microsoft provide additional guidance on how to make your PowerPoint presentations accessible including using the Office accessibility checker. This will identify any errors in terms of accessibility and you can then click on a link in the results list to go to the relevant slide and resolve the issue.

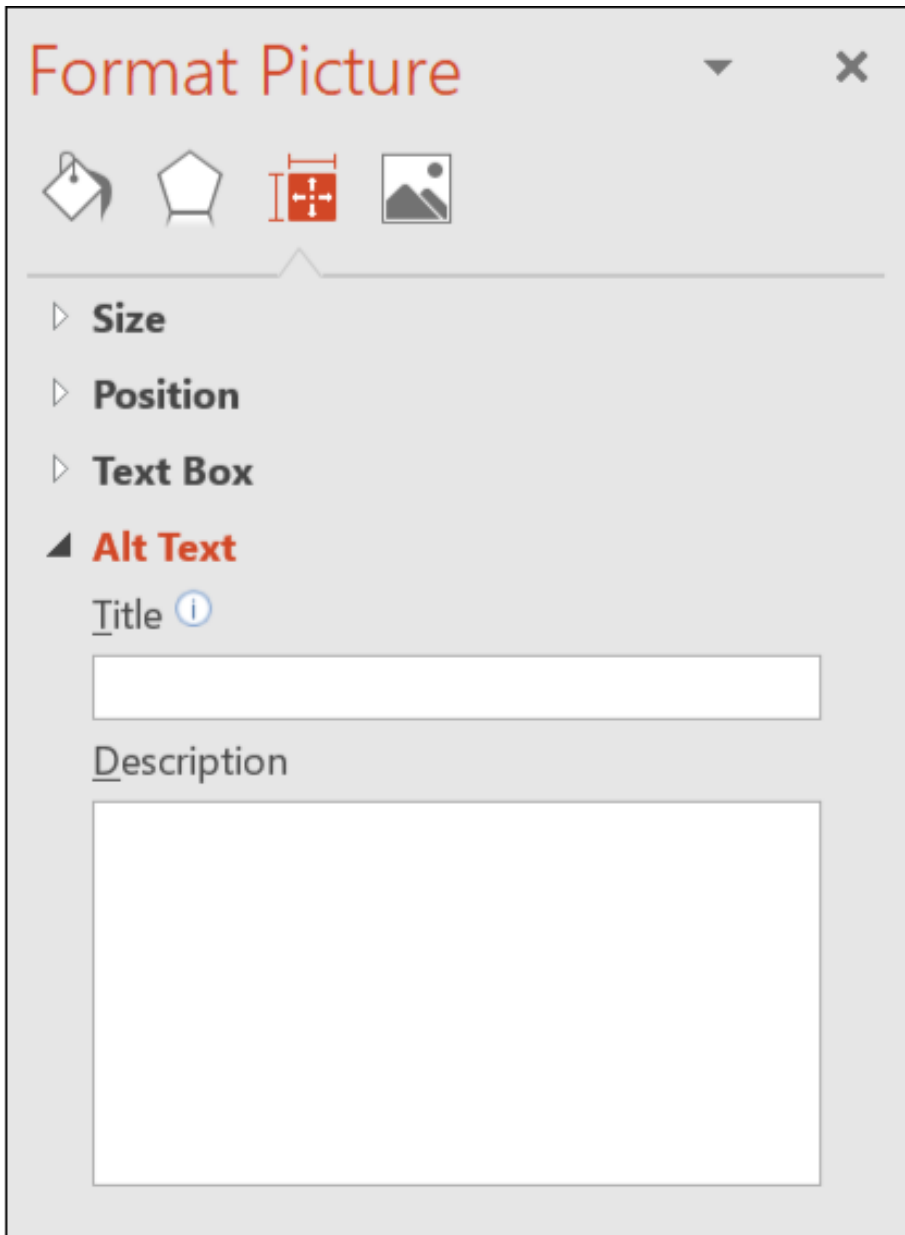


If you are using the latest version of PowerPoint the Check Accessibility button can be found under the Review tab.

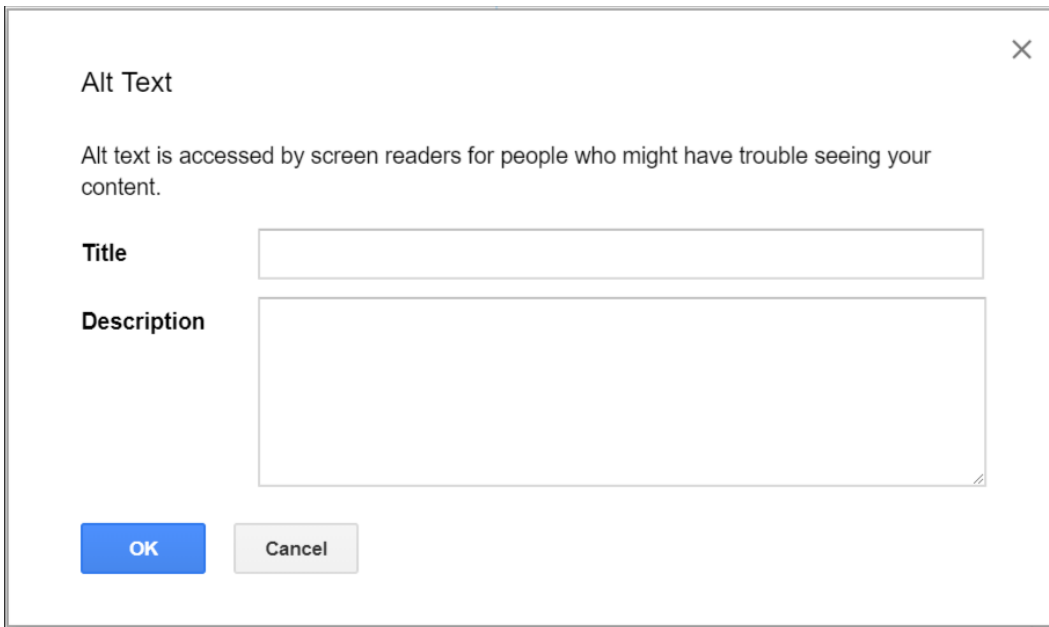


For earlier versions of PowerPoint you can check accessibility by going to File / Info and selecting 'Check for Issues'.

To add alt-text in PowerPoint, right-click the image, choose Format Picture and Alt Text.



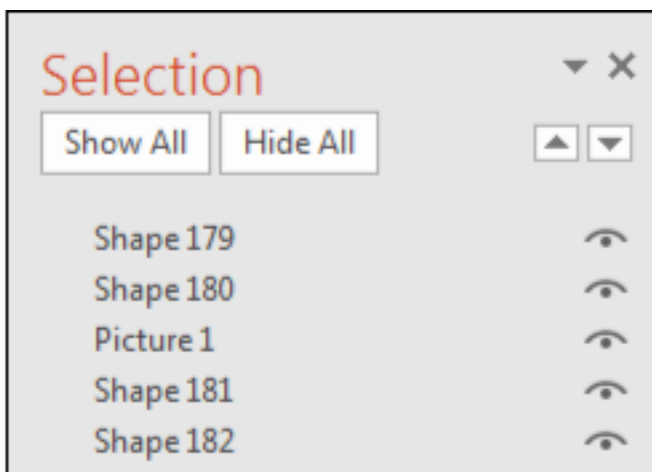
In Google Slides, right-clicking on an image will bring up a range of options including 'Alt text'. You can also access that with the keyboard shortcut Ctrl-Alt-Y.



Make sure the content is in the right order for screen-readers.

When there are several elements on a slide it may seem obvious which order they should be read in, but screen readers will usually read them in the order you added them, rather than in the order that makes sense!

You can [set the reading order in PowerPoint using the Arrange tool](#), which you can access on the Home tab under Drawing. Choose 'Selection' and then drag and drop the elements into the right order. As you click on each element in the Selection window it will be highlighted on your slide, so you can easily see what needs to be moved.



Changing the order is not quite as easy in Google Slides. You need to use the tab key to check the order in which elements would be read. To adjust the order, go to the Arrange tab, select Order and 'send backward' or 'bring forward' to move items up or down in the reading order.

Share your presentation in advance.

It is good practice to share the slides in advance of your presentation as this gives learners the opportunity to get a sense of the content before the presentation. This can be done by uploading your file as an item in a Unit or embedding a presentation in a Page.

To embed a PowerPoint presentation in a Canvas page you need to use PowerPoint online. If you have already created a PowerPoint you can upload it to your OneDrive and open it in PowerPoint online from there. Once in PowerPoint online, click Share and then Embed. You can then select the size you want and copy the Embed Code.

Embed

Preview

Example PowerPoint
In PowerPoint online

Dimensions

350 x 221

610 x 367

962 x 565

1186 x 691

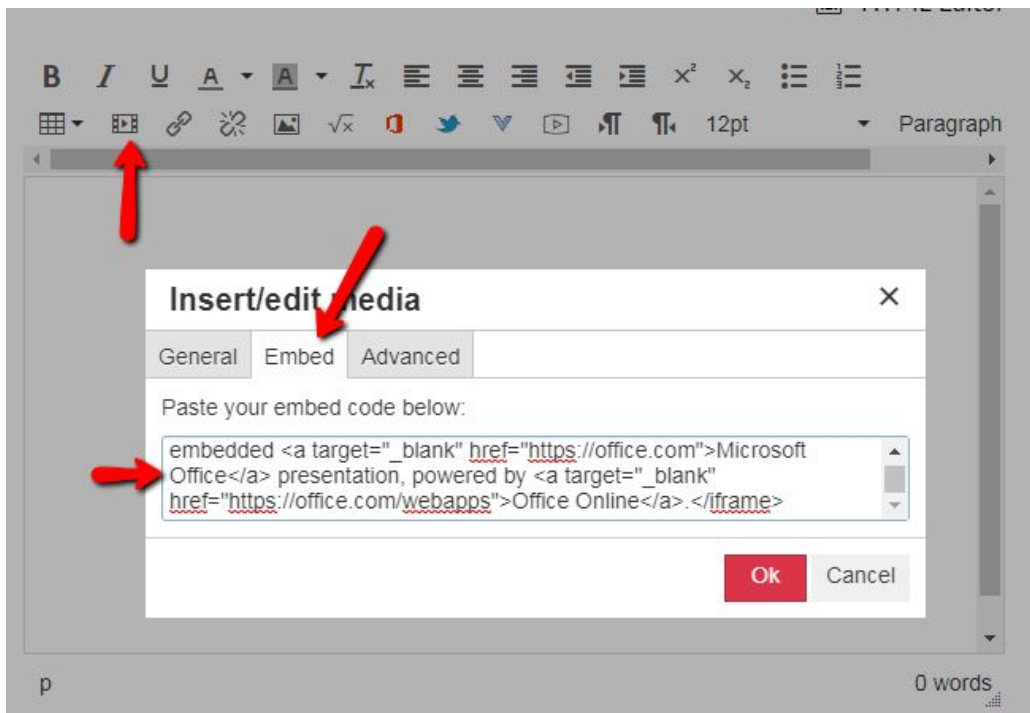
Embed Code

```
href="https://office.com">Microsoft Office</a> presentation, powered by <a target="_blank" href="https://office.com/webapps">Office Online</a>.</iframe>
```

Copy this text and paste it in your site or blog

Close

In Canvas, create a blank Page or choose an existing page where you want the slides to appear and select the Insert/edit media icon and paste the embed code into the Embed field. When you click Ok the slides will appear in the page. Click Save or save & publish.



Further Resources

- [Accessible Slide Presentations](#) (10 videos from [Accessible U at the University of Minnesota](#))
- [Designing for accessibility posters from the UK Home Office](#)

PowerPoint

- [Make your PowerPoint presentations accessible](#)
- [Use the Accessibility Checker on your Windows desktop to find accessibility issues](#)
- [Use an accessible slide design \(in PowerPoint\)](#)
- [Add alternative text to a shape, picture, chart, table, SmartArt graphic, or other object](#)
- [Quick Access Toolbar](#)
- [Set the reading order of slide contents](#)
- [A sample of the most popular Accessible PowerPoint Templates fully optimized for use by people with visual disabilities.](#)

Google Slides

- [Make your document or presentation accessible](#)
- [Google slides Explore tool](#)
- [Ensure the tab reading order is the actual reading order](#)