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Quick Tips: Readable PowerPoints
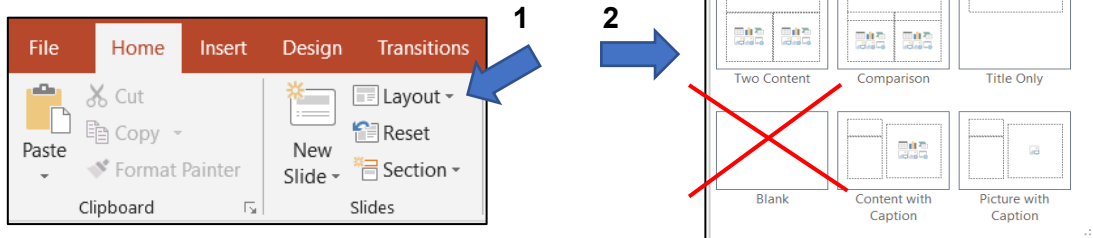
➢ **KEEP SLIDE BACKGROUNDS SIMPLE**
- Don't present text over watermarks, textures, or images.

➢ **USE CLEAN, EASY-TO-READ FONTS SIZE 22 PT OR ABOVE . . .**
- . . . such as Arial, Verdana, and Tahoma. Avoid italics.

➢ **USE PPT-PROVIDED SLIDE LAYOUTS**
- Select an accessible slide theme.
- Avoid the blank slide template.

➢ **LABEL EACH SLIDE WITH A UNIQUE TITLE**

➢ **HYPERLINK DESCRIPTIVE TEXT (NO URLs) Learn how in less than two minutes!**
- "Go to the color contrast checker." is better than "Click here."
- Avoid simply pasting URLs into a slide, as assistive technology reads every letter, number, and punctuation mark.

➢ **USE COLOR, BUT NOT TO CONVEY MEANING**
- Colorblind and blind readers are excluded when color alone is necessary to make sense of what's on the page.
- Make use of high contrast between colors to enhance ease of reading. To doublecheck, try this online Color Contrast Checker from Web AIM.

Color Contrast Examples

Bad Examples	Good Examples
Red on black is bad	Yellow on black is good
Blue on orange is bad	Black on orange is ok
Red on green is bad	White on green is good
Grey on purple is bad	Aqua on purple is ok

➢ **AVOID ANIMATIONS**
- Flashing, or repeated or swooping movements, can distract from your message – and may induce seizures in some viewers.

➢ **USE "ON CLICK" TRANSITIONS**
- The "on click" option is more user-friendly than set timing for transitions from slide to slide.

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Additional Information for Creating Readable Learning Materials: MS PowerPoint and Google Slides

Note:

Presenting information in multiple modalities is vital to supporting maximum learning. These classroom etiquette tips and links to short videos demonstrating inaccessible and accessible classrooms provide companion support to your work in making learning materials accessible. Keep in mind that formatting educational materials so that they are available to all students in an equitable and inclusive manner is required by Washington State policy and federal law.

Learn More: Creating digital MS PowerPoints

- Evergreen's easy-to-use Web Accessibility Guidelines (pages 4A and 4B).
- Watch a video (scroll down to find the video list)
- SBCTC web resources at Access 101, the Washington State Board for Community & Technical Colleges' website for faculty. Access 101 provides easy-to-use instructions about working with a variety of learning materials, and links to short video resources.
- Microsoft's PowerPoint help page
- If you are using Google slides instead of PowerPoint, read pages 4A &B of Evergreen's Accessibility Handbook.

More Key PowerPoint Accessibility Steps

Reading Order Learn how in less than two minutes!
- Instead of following headings as a structure, assistive technology will read the elements on each slide in the order you designate. See the sources listed above for more.
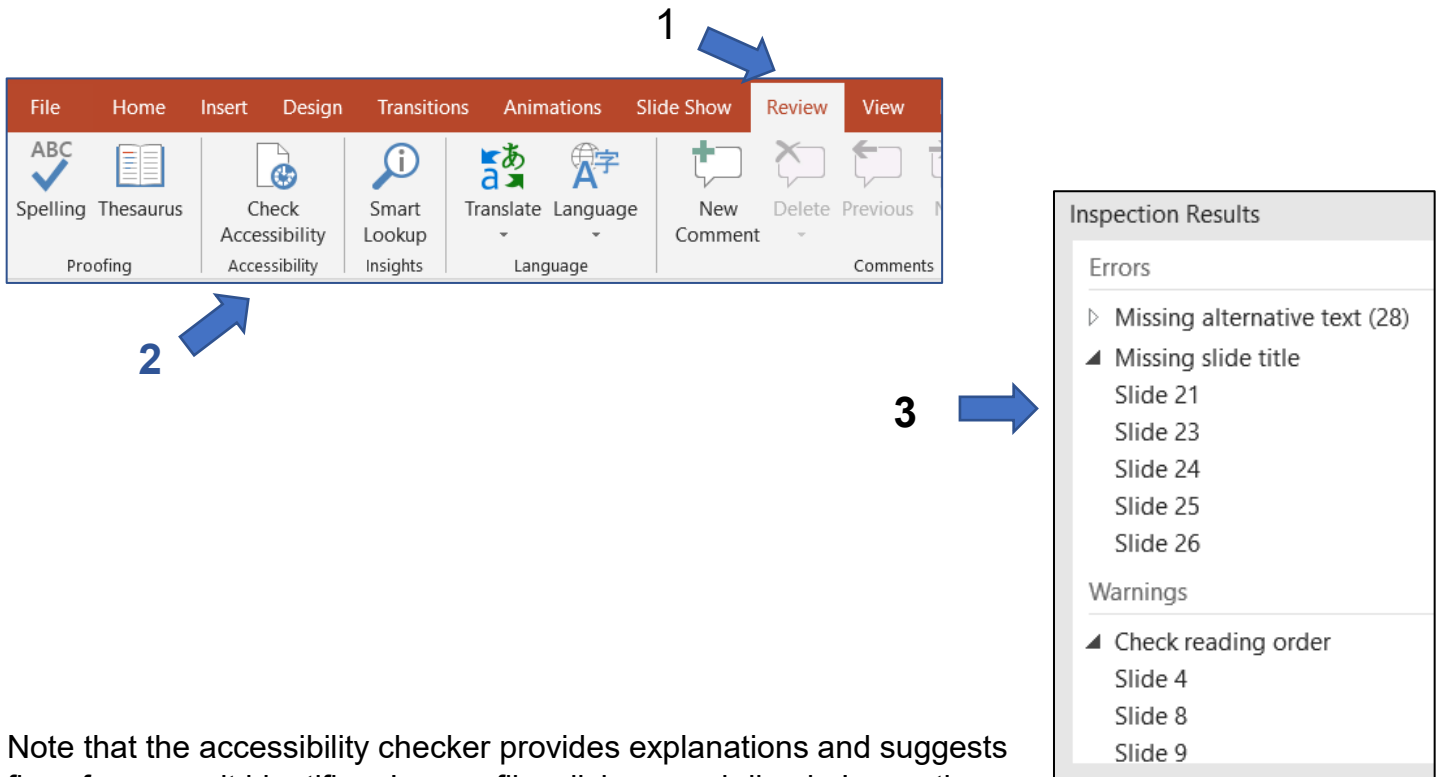
Tables Quick instructions – scroll down to find
- Assistive technology reads a table from left to right, without repeating a cell. Use PowerPoint tools to build tables and type in data; avoid saving a table as an image elsewhere and importing it to PowerPoint. See the sources listed above for more.

Alt Text Quick instructions (Microsoft Office tutorial)
- Alt text (alternative text) is a textual description of an image. Focus on communicating information conveyed by the picture that readers need to know, as you would when speaking on the phone. Avoid repeating information already clear from the context in which you are using the image.
  To create alt text, right click on the image, then click on Edit Alt Text. Type in the box.
- For more on writing alt text, including examples, see WebAIM's Alternative Text webpage.

Check Your Work   Learn how!

- Click on the Review tab on the ribbon, and then on "Check Accessibility." "Inspection Results" will open on the right side of your screen.

Note that the accessibility checker provides explanations and suggests fixes for errors it identifies. In your file, click on each line in Inspection Results for this additional information.

Sources and Acknowledgements

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- Material from the Washington State Board for Community & Technical Colleges' Access 101 has been adapted and used under a Creative Common license: Attribution 4.0 International (CC BY 4.0), https://creativecommons.org/licenses/by/4.0/.
- Some material has been adapted from the Web Accessibility Guidelines Handbook. 2nd ed. Portland Community College: Distance Education & Instructional Support, Jan. 2016, https://www.pcc.edu/instructional-support/wp-content/uploads/sites/17/2018/08/OnlineAccessibilityHandbook-loRes.pdf. Accessed 16 Dec. 2018. Used under a Creative Commons license: CC BY-NC-SA 4.0, https://creativecommons.org/licenses/by-nc-sa/4.0/.