Accessible PowerPoint presentations – advice

PowerPoint’s built in templates are highly accessible so long as you do not modify them. A few other tips will make sure your presentation is as accessible as possible. An accessible presentation should have a clear structure, particularly by using unique slide headings, such that it can be understood by screen readers and other assistive technology.

Advice

Minimum point size of 24.

Each slide should have a different title.

Make sure all pictures and diagrams have alternative text, using the notes field for fuller descriptions.

Use text which describes the link for hyperlinks, not ‘click here’.

Do not add separate text boxes, use only the pre-set boxes.

Contrast the text and background – standing a metre or so back from your monitor is a good way to check.

Use the PowerPoint Accessibility Checker before finalising any presentation.

Illustrative image

- Minimum point size of 24 for all slide text.
- Keep the layout simple and clear.
- Use the standard templates.
- Give each slide a unique title to distinguish between them.
- Make sure all pictures, charts and diagrams have alternative text descriptions.
- Use the Notes Field to expand on important points or summarise the key points of visual materials.
- Use non-serif fonts (e.g. Helvetica, Arial).

For full information see the student support site.