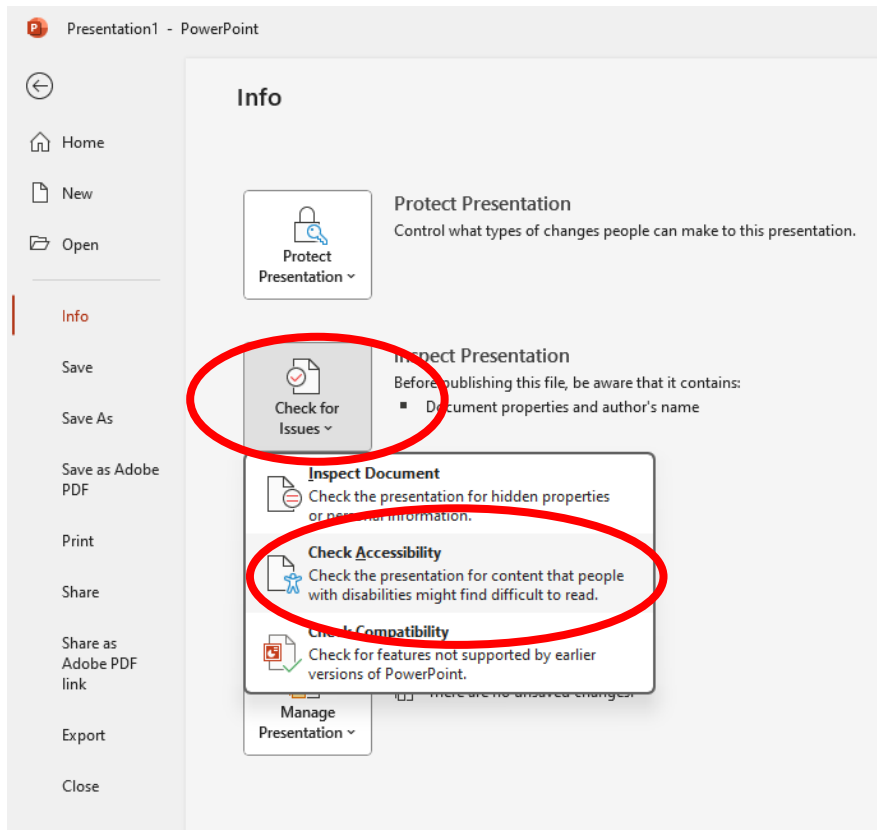


Accessibility and PowerPoint

Checking Accessibility

PowerPoint includes a tool that will identify many common accessibility issues. To run the accessibility checker in Windows as shown below, select File > Info. Select the Check for Issues button and choose Check Accessibility.



You can also start the accessibility checker by selecting the Review tab in the PowerPoint ribbon, then choosing Check Accessibility. The Accessibility Checker sidebar will appear to the right.

The checker as shown on the following page (pg. 31) presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., check slide reading order for slides with custom content). Selecting an item in the report will highlight the issue within the slide. Information about the issue, and instructions on how to repair it, will also appear at the bottom of the sidebar. When the issue is addressed, it will disappear from the report automatically.

Other Accessibility Principles

- Make sure text is not too small, especially if the presentation will be viewed remotely e.g., on Microsoft teams or Zoom. Use reader view when presenting online.
- Do not use colour as the only way to convey information.
- Transitions and animations should not be used and do not use moving images behind text.
- Use clear and simple language. If you have embedded video, ensure the video is captioned and if you have embedded audio, include a transcript.
- If you are presenting do not assume everyone can see the text or images, read the relevant text out.

Microsoft also provide guidance on how to '[Make your PowerPoint presentations accessible to people with disabilities](#)'