

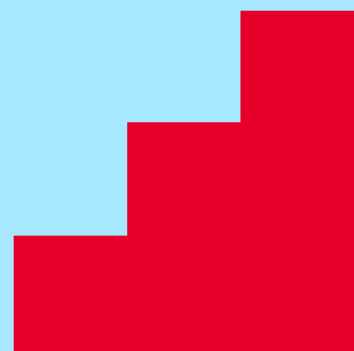
The background of the entire page is a photograph of a modern interior space, possibly a hallway or a lounge area. The lighting is a deep, vibrant red, creating a dramatic and futuristic atmosphere. The ceiling features several recessed, angular light fixtures that glow with the same red light. The walls and floor are dark, and there are some glass partitions or doors visible in the distance. The overall composition is clean and architectural.

Creating Accessible PowerPoints

June 2019

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Accessibility at RMIT

Under the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*, RMIT is required to provide information, services and course materials that are accessible to the widest possible audience. More [information and resources can be found on the RMIT website](#).

Additional resources

The [RMIT writing style guide](#) addresses the issue of accessibility.

The [Audio and Video Standards](#) also has some guidance on accessibility.

The [RMIT Style Guide for Online Environments](#) has a section on accessibility.

Preparing your PowerPoint for Accessibility

Headings/Titles

Use the 'Click to add title' section on each page to add a descriptive heading/title. Heading/title styles are 'tagged' so that screen readers can place a higher level of importance when scanning the page. They will read these first. Therefore, ensure each page has a title so screen readers can summarise the content of each page to the user. Be descriptive with your page titles and not too vague or abstract.



Alt text for images, charts and diagrams

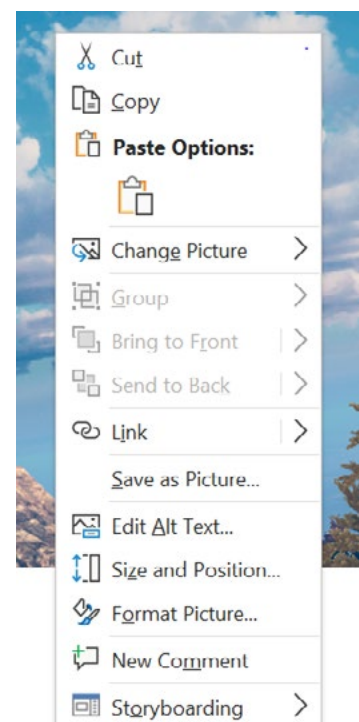
Ensure you add alternative text for images, charts and diagrams.

Alternative text is text that describes the content of the image or diagram that cannot be accessed by a screen reader.

For more complex diagrams and charts ensure they are clearly and logically described (*see resources section for examples*)

For Alt text on images

1. Right click on an image
2. Select **Edit Alt Text...**
3. Enter an accurate **title** and **description** for the image.



For Alt text on Powerpoint generated diagrams and charts

1. Click inside the bounding box of a graph or chart (not inside the diagram or chart as this will activate the diagram/chart editor)
2. Right click to select **Edit Alt Text...**
3. Enter an accurate **title** and **description** for the diagram/chart.

**For Mac computers - there is and Alt text tab under picture format*

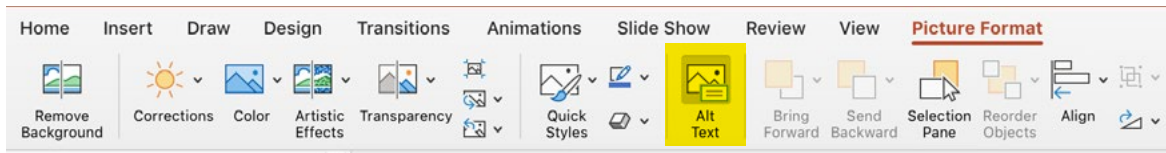


Table formatting

When creating tables in PowerPoint ensure you use the built in table creator. You also need to select Header Row and/or First Column row so Screen readers can determine the title of each row.

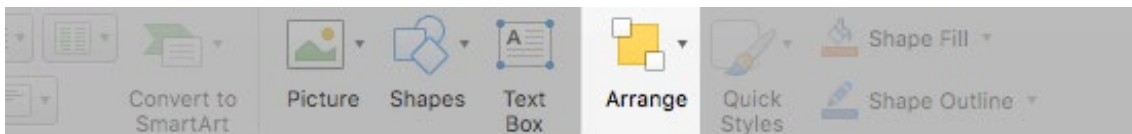


Slide Layer ordering for screen readers

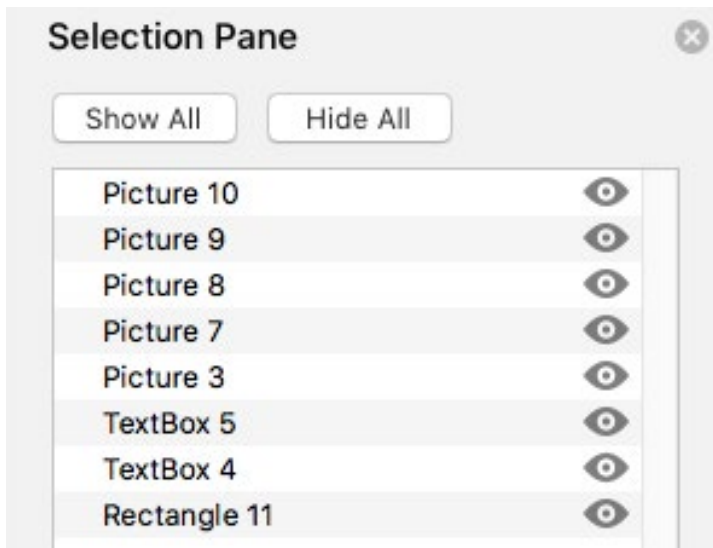
When you place elements on a Power Point page they register as layers. Therefore you will need to ensure your layers are in the correct order for the screen reader to read in the correct sequence. **Layers are read from the bottom up.**

To view layers:

1. From the **Home** tab select **Arrange**



2. Ensure the **Layers** are in the correct order for screen reader to logically make sense to the user (if a layer is out of order you can simply drag it up or down in the order until it is correct)



Descriptive hyper-links

Ensure all hyper-links are correctly labelled with meaningful text. Do not use 'click here' or 'this link' as it is confusing for the user and screen readers. Use a word that describes the link correctly.

E.g. Ensure you follow the [approved guidelines for reporting](#).

Captions for Video

Embedded videos need to have captions added. Once you have created your transcription or captions for the video you can add them via the Playback tab.

The [Microsoft support page](#) has information on adding captions depending on your version of Power Point.

Another (more easy) option is to place your video on Youtube, create captions via [Youtube's automatic caption](#) option then embed your video via Youtube.

Transcripts for embedded Audio

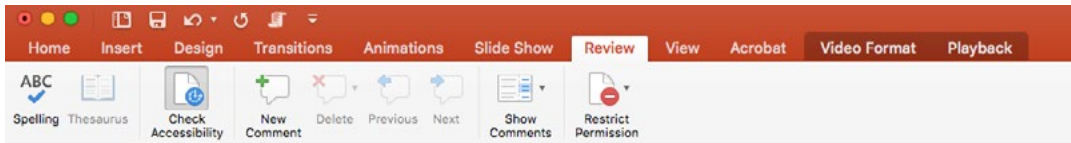
Embedded audio need to have a transcript included.

Add additional information in notes

Make use of notes section for any additional or instructional information for each slide but do not put essential information in the notes section.

Use PowerPoint's Accessibility checker

Power Point has an inbuilt Accessibility checker. To launch it go to the Review Tab and click on the Check Accessibility icon. Make recommended adjustments accordingly.



Do not use transitions

Do not use page transition between slides as this effects screen readers and accessibility.

Colours and contrast

Ensure colours used are of high contrast enough to not impede the visually impaired. Also take note of colour combinations that are difficult to view for some users such as red/green. See the resources section for tools that will help you with colour and accessibility.

Resources

[Microsoft guide to making accessible PowerPoints](#)

[Accessible colour checker](#)

[Colour contrast analyser](#)

[Accessible colour pallet builder](#)

[PowerNotes by Per Mollerup](#)

[Writing descriptive text \(Harvard\)](#)

[WC3 - Writing image description](#)

[Charts and Accessibility - Penn State](#)

[Image descriptor guidelines](#)