

Making PowerPoint accessible for the Web

The Disability Discrimination Act states that you must ensure your online services are accessible to disabled people.

Provide an accessible HTML version of your presentation in addition to or instead of your PowerPoint presentation.

Alternatively, use these basic tips to ensure that your PowerPoint presentation meets the needs of disabled people.

Use the Slide Master to create the basic layout, repeated elements and backgrounds.

Avoid changing the layout, adding textboxes and text or other elements to the slide section. Use a different Slide Master to create a new slide.

Format the title and text boxes in the Slide Master. Ensure the text is a minimum 24 point and in a non-serif font such as Arial or Verdana.

Use a plain background which contrasts well with the text.

Add the title and text using the 'outline tab' (text that is not visible in the outline tab will not be picked up by assistive technology).

Use bullet points and short statements in jargon-free plain English.

Keep the text background clear and avoid overlaying graphics with text.

Provide a narrative description for non text elements on the slide, for example include alternative text for graphics, photographs or for information conveyed by colour. You can also use the notes section to add more information.

Limit animations and transitions, keep them simple and avoid any kind of flickering.

Provide a link to download PowerPoint Viewer for those who haven't got PowerPoint installed

<http://office.microsoft.com/en-us/downloads/default.aspx>

For more information contact:

The Scottish Accessible Information Forum (SAIF)

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