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Guide to Creating Accessible PowerPoint Presentations

Introduction

It is a legal requirement that documents published on a public sector website are accessible from 23 September 2020.

Any documents published on Glasgow City HSCP internet and intranet websites must meet accessibility standards. This means everyone should be able to get the same information, including those with disabilities. Documents include Adobe Acrobat PDFs, Microsoft Word and Microsoft PowerPoint documents, as well as printed publications that are available online.

This guidance covers the main things that you can do to create an accessible PowerPoint document.

Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 came into force on 23 September 2018. The Regulations require that public sector websites and mobile apps be made more accessible to all users, especially those with disabilities. This includes all their design, coding and content. The Regulations build on existing obligations to people who have a disability under the Equality Act 2010, where all UK service providers must consider reasonable adjustments for disabled people.

Websites (including intranet) and mobile apps will meet the newer legal requirements if they:

- meet the [international WCAG 2.1 AA accessibility standard](#) and
- publish an accessibility statement that explains how accessible the website or mobile app is.

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Content and Layout Guidance

Follow the steps below to make sure any PowerPoint presentations you create are accessible.

If you have any questions, contact GCHSCP_Communications@glasgow.gov.uk

1. Keep Content Simple and Concise

Make content readable. For written content keep it simple and concise on slides. When adding text use sans serif fonts such as Arial in at least the default 18 point size. Leave plenty of white space on slides by limiting the amount of text on each slide. Generally, do not add more than seven lines of text per slide.

Uncluttered slides with clearer text will be more readable and will help those with visual impairment and dyslexia. If lots of information is required split it across slides (or use the Notes field to provide extra detail).

Each slide should have a different title. Do not add separate text boxes, use only the pre-set boxes.

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

2. Use Slide Layout Templates

Use inbuilt slide layouts. Structured layouts are easier for everyone to comprehend and are essential to anyone using a screen reader.

The inbuilt slide layouts provide a correct reading order of the elements on the slide, essential for anyone using a screen reader to read aloud slides. If you need to adapt a layout check the reading order with the tab key, the focus will move to the next object as a screen reader would. Chosen templates should have a high contrast colour scheme. Try and keep layouts visually consistent to improve overall comprehension by making your slides easy to scan and find information.

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Learn how to [check the reading order of slides](#) and change the sequence of objects.

3. Consider Visuals and Add Alternative Text

The use of visuals can be an effective way to explain concepts. Including visuals on slides can also break up blocks of text improving layout. Alternative text should be added to images that are not purely decorative. Any image that represents some form of information such as pictures, charts and diagrams should contain a descriptive text alternative. This is especially important if the visual is not summarised elsewhere on the slide. The notes field can be used to provide fuller descriptions. Find out how to [add alternative text to a shape, picture, chart, SmartArt graphic](#) in Microsoft Office.

4. Describe Hyperlinks

Use text that describes the link for hyperlinks to make it clear where the link will take the reader. Try not to add full web addresses to slides. In most cases web links should be a description of where the link will take the reader. Never use 'click here' instead try to incorporate the link into a sentence to give context. If you need to add the full address include the title of the web page.

5. Add Subtitles to Videos

Make videos accessible to visually impaired and hearing impaired users by [using subtitles, closed captions and video description](#).

Convert PowerPoint to PDF before sharing online or via email

Use the PowerPoint Accessibility Checker before finalising any presentation and fix any issues. [Convert PowerPoint to PDF](#) before publishing online or sharing with others. This retains the accessibility features and also means the document can be viewed without requiring PowerPoint software.

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Additional Guidance

Further guidance on [making your PowerPoint presentations accessible to people with disabilities](#) is available at support.microsoft.com

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