Creating accessible Powerpoint presentations

Many staff in Teagasc give presentations at Teagasc and other public events. These presentations are usually made available to the public on the Teagasc corporate/public website.

Teagasc is obliged to have all documents published on the website accessible.

Titles

Every slide must have a slide title. The 'Title' text box in the slide **must** be used for the title.

Text

Standard text on a Powerpoint slide is accessible. If creating a few text boxes in a slide they must be added in the order they are to be read. The reading order of elements in a slide can be changed. See the section on Reading order below

Tables

- Tables should be created within PowerPoint using the "Table" feature located in the 'Insert' tab
- Data tables should be simple
- Tables for a non-scientific audience should have no P values
- Table titles should not be built into the table but presented separately over the table
- Label all columns with clear, easy to understand headings
- Tabular data should not be displayed through the use of tabs and spacing
- Tables should have logical relationships between data
- The best way to create accessible data tables is to design rows and column headers
- [View short YouTube video on creating an accessible table on PowerPoint](#)
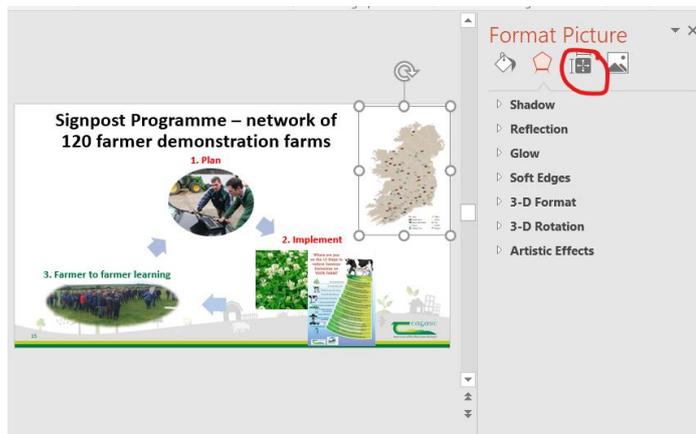
Images

- All images and graphics that convey a message must have Alternative text or 'Alt Text'. Alternative text conveys information about the graphics or images.
- If the graphic or image does not have alternative text, it will be skipped by a screen reader.
- Alternative text should summarize the purpose of or the message in an image as briefly as possible.
- Illustrations created from several smaller images must be grouped together to form one object/image. This object/image requires one alternative text statement.
- For decorative images that do not convey unique message or content do not add alt text or tick the 'decorative image' box if there is one displayed.
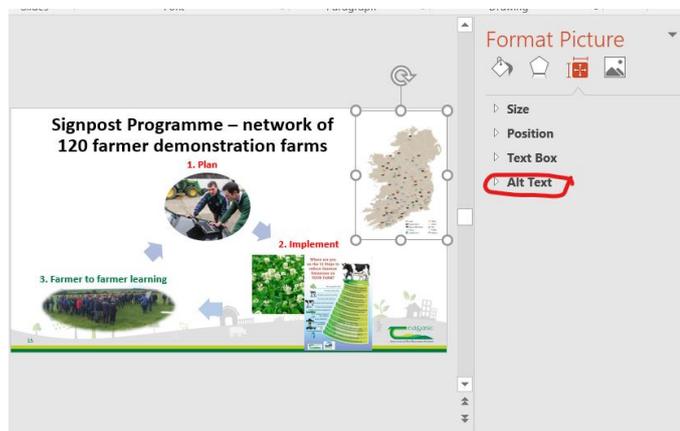
How to add Alternative Text

1. Right click on image
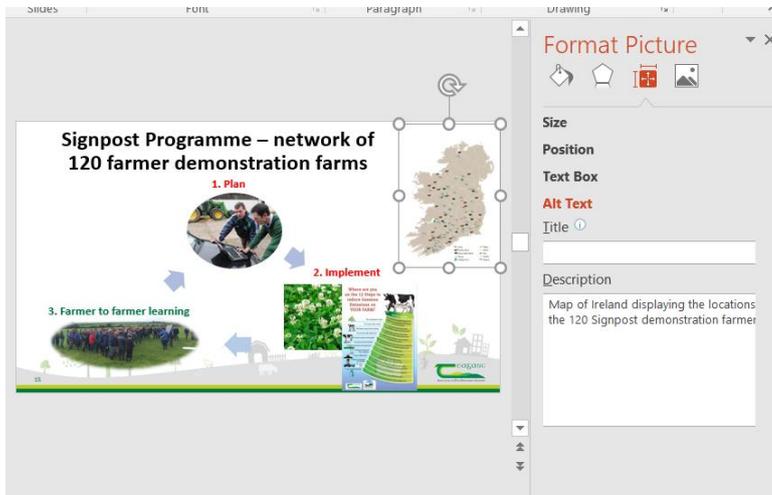2. Select format picture or format graph
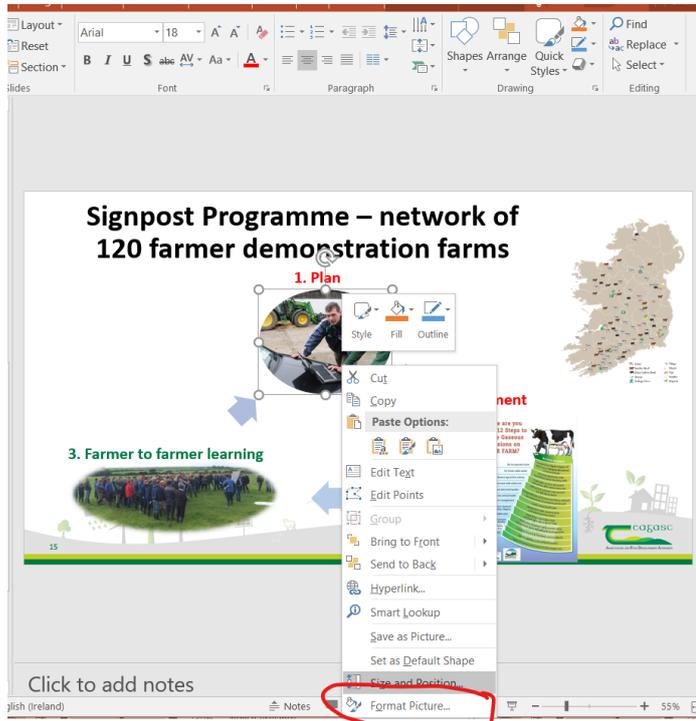
3. Choose the Size and Properties icon

4. Select 'Alt Text'

5. Add relevant 'Alt Text' – Alt text should convey the message that the image representing be as brief as possible. Use the Title box only if the description is long. If the image is decorative leave both the title and description boxes empty.


[More information on adding 'Alt Text' to images in Word 2016](#)

Reading order

The in which text and images are read is vital to getting the correct context/message of the slide. The order in which images and text is added to a slide automatically determines the order that the screen reader will read them. If the slide layout has been modified it will be necessary to correct the reading order

How to modify reading order

- In the 'Home' tab go to 'Select' and 'Selection Pane'
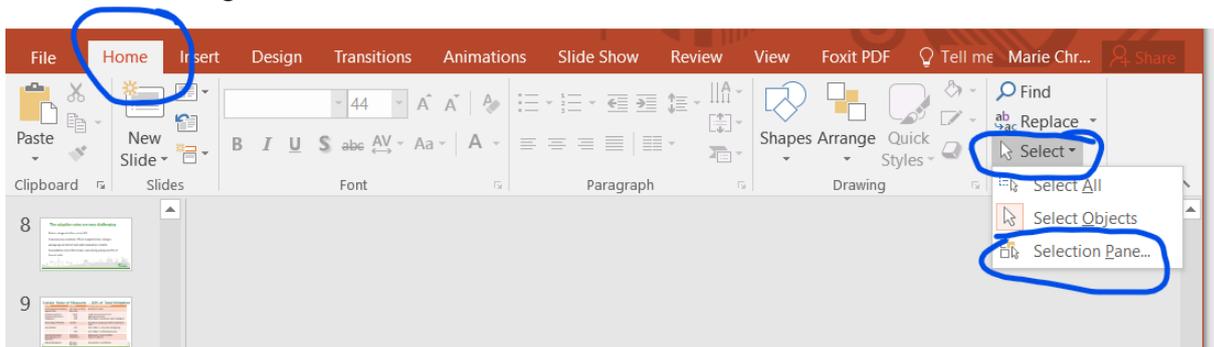
- The order of the elements can be changed by dragging into the correct position. The correct reading order reads from the bottom to the top. Title should always be the last item in the list
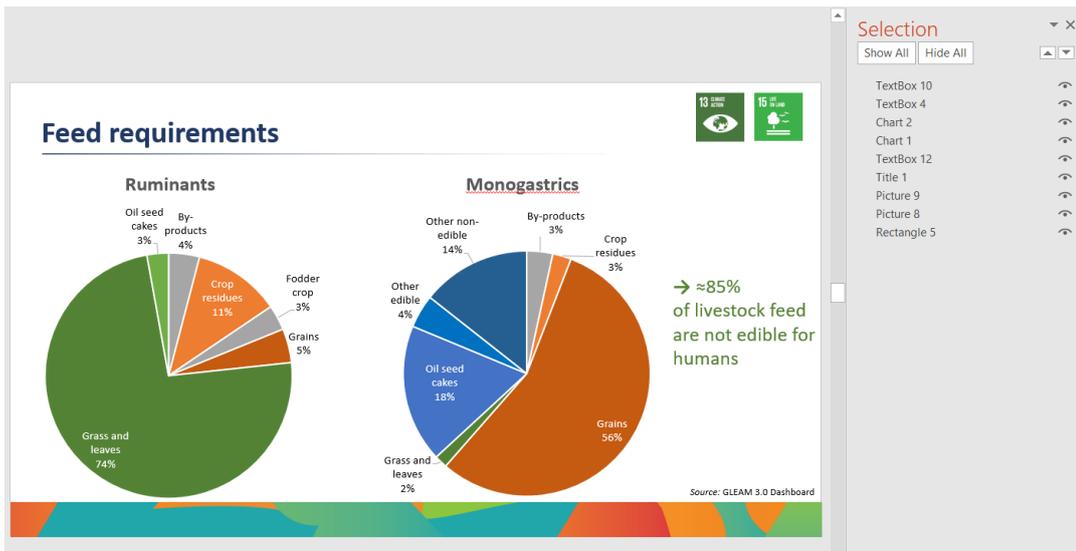
Check Accessibility

You can check the accessibility of your presentation by clicking on **File > Info > Check for Issues > Check Accessibility**