# Making your session slides inclusive and accessible.

We would like to encourage you to use the following guidelines to ensure any slides used to support your session are inclusive and accessible.

## 1. Content of slides.

When preparing your slides, try to:

* Keep slides clear, simple and uncrowded.
* Cover one subject per slide.
* Limit amount of information on each slide and avoid long sentences. Aim for about 25 words per slide and no more than six bullet points.
* Use plain English and avoid the use of abbreviations.
* Consider using a mixture of text, pictures and diagrams. People access information in different ways, so this will help more of your audience engage with the presentation content.

## 2. Style of slides.

The way slides look is very important to their accessibility, we suggest you:

* Use standard slide layouts and check order of information in outline view. This is important for those reading slides using screen readers.
* Give every slide a unique title so people can use slide titles to navigate.
* Ensure the text is in a dark font and think carefully about the colours you use for text or graphics. Avoid green and red/pink combinations, as these are difficult for people with colour vision deficiency.
* Use a background that is light enough to provide clear contrast with the text/visuals, e.g. a cream or a soft pastel colour, or a 10% grey scale.
* Avoid slide designs with patterned backgrounds.
* Use a sans serif typeface (Arial and Verdana are suitable fonts for clarity) of font size 28-32 point with titles being 36-44 point size.
* Space between the lines should be at least 1.0. Use the Paragraph formatting menu to adjust the spacing.
* Use bullet points to assist in making slides easier to follow and put a full stop or semicolon after each bullet point so screen readers know it’s the end of the point.
* Do not put text over images or patterned backgrounds: this makes it difficult to read.
* Stagger complex information using the 'appear' function, but avoid complex visual effects: moving, flashing or dissolving.
* Use boxes and borders to emphases key pieces of information, but avoid

'textboxes'.

* Use **Bold** to create emphasis.
* AVOID TEXT IN BLOCK CAPITALS *or italics* as this can be much harder to read.
* Do not insert pictures of text.
* Do not use colour as the only indicator of meaning, such as priority items shown in red.

## 3. Images and other non-text elements.

* Any images used should be set “In line with text” or to the right of text.
* All images and graphics should be given appropriate 'alternative text' which can be read by screen readers to ensure that the content and function of the image is accessible.
* If you use decorative images they should have empty an alt Text.
* Related shapes/images should be grouped and Alt Text added to the group.

**Alt Text**

PowerPoint 2010, right click on the image, select 'Format Picture' and then select the option for 'Alt Text'. Enter your text in the 'Description' field rather than the title field as this field is not always available.

PowerPoint 2016, right click on the image, select 'Edit Alt Text'.

## 4. Graphs and Charts.

* Add a caption before a chart or graph.
* Explain any findings or trends in Alt Text.

## 5. Tables and Columns.

* Use the Table tool on the Insert tab to create tables
* Tables should have a header row. Screen readers use information from the header row to figure out how to navigate a table.

To specify a header row in your table, do the following: Click anywhere in the table. On the Table Tools Design tab, in the Table Style Options group, select the Header Row check box.

## 6. Hyperlinks.

* Hyperlink text should be easy to read. Use ordinary words, such as 'Academic Development & Diversity Events' instead of a complex and coded URL.
* Non-descriptive text such as “Click here” or “More info” should not be used.
* Make sure the hyperlink text is not so short that it causes issues for those with limited dexterity.

To insert a hyperlink, place your cursor where you want the hyperlink. On the Insert tab, click 'Hyperlink' or 'Links' in the 'Text to display' box, type in a name or phrase that will briefly describe the link destination. In the 'Address' box, type or paste the link URL. Click OK.

## 7. Accessibility Checker in PowerPoint.

PowerPoint includes a checker that allows you to check your presentation for accessibility problems. The accessibility checker makes it much easier to identify and repair any accessibility issues. To run the accessibility checker in:

PowerPoint 2010, select File > Info > Check for Issues > Check Accessibility. The checker will present any accessibility errors with feedback why it is important and tips on how to fix the concerns.

PowerPoint 2016, select Review > Check Accessibility.

## 8. Additional Resources.

* ['Creating Accessible Content' site by UCL](https://www.ucl.ac.uk/isd/services/websites-apps/creating-accessible-content)
* [Huddersfield University Digital Accessibility Pages](https://ipark.hud.ac.uk/content/digital-accessibility)
* [Birkbeck for All (includes interactive quizzes)](http://app1.its.bbk.ac.uk/xerte2/play.php?template_id=468)
* [Inclusive Design Principles](https://inclusivedesignprinciples.org/)
* [WebAIM Contrast Checker](https://webaim.org/resources/contrastchecker/)
* ['Create accessible Office documents' by Microsoft](https://support.office.com/en-ie/article/create-accessible-office-documents-868ecfcd-4f00-4224-b881-a65537a7c155)