



CLI PowerPoint Template

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Create Accessible PowerPoint

Create visual content in your presentation that follows suggested guidelines for readability, accessibility, and easy usability for all users.

The guidelines includes the following areas to check:

- Slide Text

- Layouts

- Text boxes

- Font sizes and color

- Alt Text

- List: bullets and numbers

Please delete these slides before you add your own presentation.

Amount of Slide Text

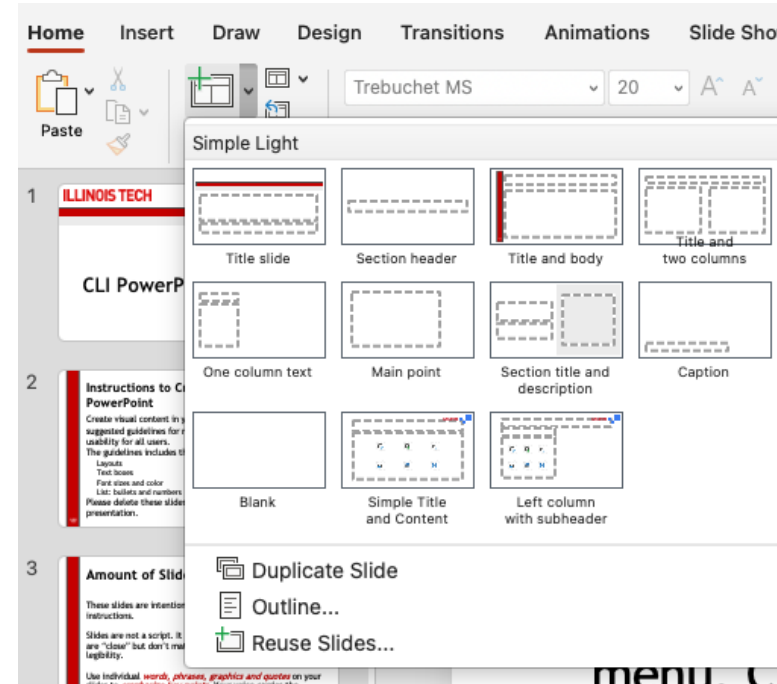
These slides are intentionally text-heavy to provide the instructions.

Slides are not a script. Too much text reduces legibility. If your text does not fit on a slide, go to a next slide.

Use individual ***words, phrases, graphics, and quotes*** on your slides to ***emphasize key points***. Your voice carries the message.

Layout

There are multiple options for each slide design found in the **LAYOUT** menu. Choose a layout for your purpose.



Text Boxes

Use the existing text boxes for the title and body text in your presentation.

Adding extra text boxes makes it difficult to discern the order of text for users with a visual disability that rely on assistive technologies.

Resizing text boxes to accommodate spacing around images and graphics is a good design strategy.

Font Size and Color

Slide layouts have fixed size for fonts. The font size is smaller for deeper points in the outline.

Anything smaller than 18 pt is too small to read.

Color cannot be the only means of emphasis.

Use *italics*, **bold**, ***bold/italics*** along with color.

Alt Text for Images

- Add alternative text (alt text) or modify AI-generated alt text to images by approving alt text.
- Keep the alt text specific and short.
- If the image is decorative, select “Mark as decorative.”
- Elaborate visuals in your own words during your recording to avoid post-production annotation.

Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

Alt Text example

Generate alt text for me

Approve alt text

Select to verify that the alt text above is accurate.

Mark as decorative

Decorative objects add visual interest but aren't informative (e.g. stylistic borders). People using screen readers will hear these are decorative so they know they aren't missing any important information.

Lists

Bullets have a specific use – a way to delimit items that belong in a list but do not have a sequential order. A list of products is a bulleted list.

Bullets are overused. The slide template layouts use line spacing to keep phrases separated.=

A numbered or ordered list is used when a known order is needed. An example being a numbered list of the steps to solve a problem.