Accessibility Best Practices

for PowerPoint Documents

## PART 1. DOCUMENT CONTENT

| **SUBJECT** | **DO** | **DON’T** |
| --- | --- | --- |
| Bilingual Documents | * Use proper language markup; and * Write one page in English and one page in French. | * Do not place English and French **side-by-side** on the same page; and * Do not **mix** one paragraph in English with one paragraph in French. |
| Plain Language  [Readability Scores Flesch-Kincaid Grade](https://support.office.com/en-us/article/test-your-document-s-readability-85b4969e-e80a-4777-8dd3-f7fc3c8b3fd2) | * Use plain language ([TermiumPlus - Plain Language](http://www.btb.termiumplus.gc.ca/tcdnstyl-chap?lang=fra&lettr=chap_catlog&info0=13)); * Know your audience ([A way with words](https://www.canada.ca/en/employment-social-development/programs/disability/arc/words-images.html)); * Choose straightforward vocabulary and simple structures; and * Divide your text into main points and secondary points. | * Do not confuse with oversimplified or condescending style; * Avoid passive voice; and * Do not write sentences of more than 20 words. |
| Acronyms | * Spell out acronyms the first time you use them; and * Write them in uppercase. | Do not add a period or an apostrophe to acronyms. |
| Organize Content[[1]](#footnote-1) | * Ensure that each slide has no more than six bullet points; and * Confirm that each bullet point is no more than six words long. | * Avoid using PowerPoint as a playbook, user guide, or when there is a large volume of text; and * Avoid using complete sentences. |

## PART 2. DOCUMENT FORMAT[[2]](#footnote-2)

[Run the Accessibility Checker (Microsoft website)](https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)

| **SUBJECT** | **DO** | **DON’T** |
| --- | --- | --- |
| Transitions | Use simple and brief transitions. | Avoid more than one transition per slide. |
| Heading Styles | * Format your text using built-in heading styles; * Use proper heading levels in order (1-2-3); and * Modify the style appearance to better fit your needs. | * Avoid italic text; * Avoid bold and underlined text as it simulates a hyperlink; * Avoid more than one level 1 heading per page; and * Avoid identical headings. |
| Background | * Keep the white background; and * Add “DRAFT” to the title page. | * Avoid using shading or images for backgrounds; and * Avoid watermarked images. |
| Text Structure  ([Contrast Checker](https://webaim.org/resources/contrastchecker/)) | * At minimum use font size of 30 points for text; * Use sufficient contrast between text and background (ratio 4.5:1); * Choose sans-serif fonts, such as Arial, Helvetica, Verdana, or Century Gothic; * Modify paragraph style to add space; and * Use styles to structure text (Titles, Headings, bulleted lists and paragraphs). | * Avoid using fully justified text; * Avoid hyphenated text; * Avoid runs of blank spaces, tabs, or carriage returns for formatting; * Avoid using tables for formatting; * Avoid large amounts of text in bold, italics, underlined, or all caps; and * Avoid animated text. |
| Tables | * Use a simple layout structure; * Define a header row for tables; * Identify tables with a number for referral; and * Add alternative text to the table. | * Avoid merging and splitting cells; * Avoid repeating text contained in the table in the alternate-text fields; * Avoid blank formatting with cells, rows, or columns; and * Avoid nested tables. |
| Colour  (Colour Contrast Analyzer) | * Use sufficient contrast between text and background. Choose a contrast ratio of at least 3:1 for large text (18 pt. font); and * Use a colour pattern in charts. | Do not convey information by using colour alone. |
| Images | * Ensure that alternative (Alt) text defines content and function; * Label images with a figure number and refer to them by their number; * Position all objects “in line with text”; * Record descriptions of Infographics in a separate document (or an annex); and * Add a data table for complex images such as charts. | * Avoid repeating information from the document in an image’s alternate text; * Avoid alternate text longer than 2 sentences; * Do not rely solely on charts to convey information; * Avoid referring to images by their appearance; * Avoid using irrelevant expressions such as “image of” or “graphic of” in alternate text; and * Avoid using images of text. |
| Audio and Video Objects | * Add closed captioning; * Add [AMI - Video Description](https://www.ami.ca/captioning-and-transcription); and * Include a transcription. | Avoid adding lengthy videos to prevent pause/stop due to buffering. |
| Hyperlink | * Add descriptive text to hyperlinks (to show where they lead); and * Ensure that hyperlink text is clear when “out of context”. | Avoid hyperlink text such as “click here” and “link to”. |
| Reading Order | Check that the elements on each slide are presented in logical order (from top to bottom) |  |

Circle with a computer and a red maple leave in the Center; at the bottom a line of icons for various disabilities: vision, hearing, mobility, cognitive, verbal
Please use the [Intake Form](http://iservice.prv/eng/imit/A11Y/intake.shtml) on iService or email us at [edsc.ti-it.a11y.esdc@hrsdc-rhdcc.gc.ca](mailto:edsc.ti-it.a11y.esdc@hrsdc-rhdcc.gc.ca) to request an Accessible Information and Communications Technology service.

1. [Using PowerPoint - University of Leicester](https://www2.le.ac.uk/offices/ld/resources/presentations/using-ppt) [↑](#footnote-ref-1)
2. [Accessible Digital Office Document (ADOD) Project](https://adod.idrc.ocadu.ca/powerpoint2010.html) [↑](#footnote-ref-2)