



# Fact Sheet

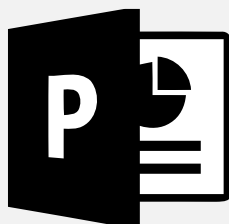
# Accessibility

# PowerPoint

Microsoft Office 365  
E-Accessibility Solutions for Everyone

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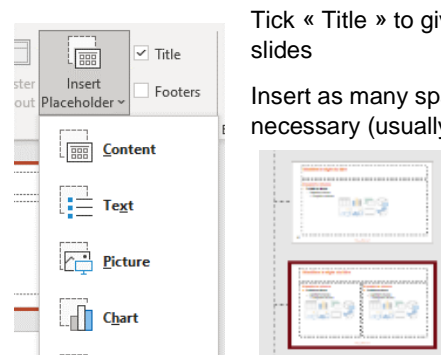
Orange guidelines :

<https://a11y-guidelines.orange.com/fr/>

## Slide Master

**Rely on slide master for formatting:** menu **View > Slide Master**. (Avoid adding text or image boxes in slides through **insert menu**).

- Use the “Master Layout” sub-menu to structure the document by ticking the required elements



Tick « Title » to give a title to the slides

Insert as many spaces as necessary (usually 1 or 2)

- Create as many layouts as necessary slide types

## Slide title

**Give an explicit title to each slide.** It must be provided in the « click to add title » field.

## Language

- Select the document language:** **File > Options > Language**
- Report any language change:** select the word or the sentence then change language in the menu: **Review > Language > Set Proofing language**

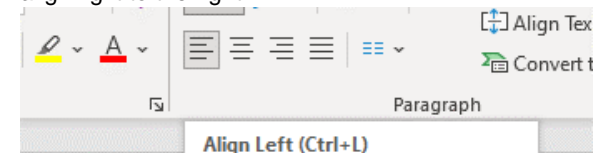
## Font

- Use a 12-point sans serif font (Arial, Calibri, Helvetica...) for the main body of the text
- Avoid all-caps or italicized sentences
- Keep the accent on the capital letters: ÀÈÉÉÏÒÛÇ; Tick the « **capital letters accented in French** » option in the menu **File > Option > Proofing**

Note : you only have to do it once, Powerpoint will keep this as a default option .

## Text Format

- Align text to the left and avoid justifying, centering, or aligning it to the right



- Use the “indentation and spacing” functions instead of line break. **Right click paragraph > indentation and spacing.**



- Use bullet points or numbered lists in the “home” menu



## Colours and contrasts

- Ensure sufficient contrast between the colour of the text and the one in the background.** Otherwise, you can test the contrast thanks to the « Colour Contrast Analyzer » software.

Note: Powerpoint colours can be customized in the Slide Master menu → Colours.

- Avoid text writing on a background image/texture.**
- Make sure that colors aren't the only ways of conveying information.**



## Hyperlink

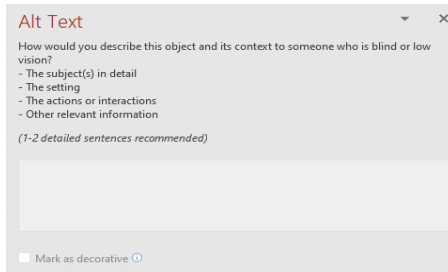
- **Write explicit Link titles**

Example: use “discover our offers” instead of “click here” or “find out more”

- **Inform users of what links will open a new window:** add the « (new window) » mention in the link caption
- **For each downloadable file, indicate the name, format, weight, and language of the file (only if it's different from the file one)**

## Images, charts, and enlisted objects

- Fill in an Alt text for all the illustrations (image, shape, icon, SmartArt, etc....) charts and embedded file: **right click on the image then Edit Alt text.**



**Information carrier image:** Fill in an alt text that includes the information carried by the image

**Decorative/illustrative image:** Tick "**Mark as decorative**".

**Image with a link:** write an alt sentence that best describes the function/destination of the link

**Image informative complex:** write an alt sentence indicating the location of the detailed description.

- **Image disposition:** opt for an «aligned with the text » disposition: select the image, **right click > format picture > Text box**

## Table

- Define column headers: "**table creation**" menu, then tick the "**header line**" box
- Add a description giving the subject of the table. Select the table then the menu: **Accessibility > Alt text**
- **Do not insert any screenshot (or image) of an Excel table.** From Excel, select a table clearly identified as such, copy and paste it into PowerPoint while keeping the original shaping.
- Avoid nesting tables, merging cells, leaving blank spaces, and inserting images.
- **Do not use any table for layout**

## Media

To describe audio and/or video content, some elements may be required.

**Subtitles:** textual content synchronized with the video, giving access to all of what is expressed in audio (dialogue, noise, music...)

**Audio description:** added narration to describe all the visual details that are essential to understanding the video (such as actions, characters, decoration...)

**Transcription:** textual version containing all the content information

Requirements according to the type on content:

Type of content	Subtitles	Audio description	Transcription
Audio	Not mandatory	Not mandatory	Mandatory
Video	Mandatory	Mandatory only if visual information is there	Mandatory if the video contains interactive elements

## Accessibility verification

Use the integrated accessibility checker: menu **Review > Check accessibility**

To fix accessibility issues, check the « **Keep accessibility checker while running while I work** » box.

## Accessibility issues detection

Some errors will be automatically detected thanks to the spelling checker (**File > Option > Proofing**) and the accessibility checker.

Issue	Detected
Master layout	No
Missing slide title	Yes
Duplicate slide title	Yes
Sans serif font	No
Language	Yes
Text Format	No
Colour contrast	Yes
Hyperlink label	No
Images and tables without Alt text	Yes
Images and tables with irrelevant Alt text	No
Header less tables	Yes
Reading direction	Yes

## PDF conversion

**Save the Powerpoint document as a PDF:** menu **File > save as > PDF > « More options » > « Options » >** tick the box « **Document structure tags for accessibility** ». To be done only once, PowerPoint then will keep this option by default.

## Piece of advice for oral presentation

Express orally all that is visually transmitted. **Enable subtitles** in the « **live caption**” menu. If necessary, forecast a velotype system and/or a sign interpretation.