

BUILDING ACCESSIBLE POWERPOINTS

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HOUSE



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Learning Objectives

- Learners will identify which text colors, sizes, and animations are best for audiences with low vision.
- Learners will distinguish between layouts and experiment with checking order of slide content.
- Learners will identify the two reasons for alternative text, locate where to place alternative text, and design alternative text.

Learning Objectives Continued

- Learners will identify what type of tables to include and how to make them accessible for audiences using screen readers.
- Learners will create accessible links in PowerPoints.
- Learners will identify two ways to check PowerPoints for accessibility.

Designing for Your Audience

When you design for audiences that may have persons with low vision, put yourself in their shoes by imagining you are viewing the presentation through a shower curtain.





TEXT, TEMPLATES AND LAYOUTS



Good Text Contrast

White on dark green

Yellow on violet

Yellow on dark blue

Black on yellow

Pink on black

Dark red on white

Violet on white

Black on white

Dark blue on white

Backgrounds

- Simple and one color
- Two color gradients acceptable
 - White with pastel
 - Pastel adjacent on color wheel
- Avoid gray for text and background
- Avoid text with shadows

BACKGROUND DEMONSTRATION



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Text and Animation

- San Serif fonts
 - Verdana
 - Arial
- Headings = “32 pts”
- Subheadings = 30 pts
- Text = **28 pts**

- Fly in from left
- Wipe right
- Appear

TEXT AND ANIMATION DEMONSTRATION



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Templates and Themes

- Design tab contains:
 - Built-in Themes
 - Color variants
- Look for good contrast and simple backgrounds.
- Microsoft has additional templates for download.
- Search with “accessible.”

Slide Master

- Access with View tab, Slide Master
- Controls:
 - Theme
 - Layout
 - Background
 - Color
 - Fonts
 - Positions

Layouts

- Select the layout before adding content
- Avoid the blank slide
- Use a descriptive title on every slide and hide titles not needed
- Check reading order

LAYOUT DEMONSTRATION



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Selection Panel

- Screen readers read elements of a slide in the order they were added to the slide.
- Outline view is a quick way to check the reading order.
- Use Selection Panel to adjust reading order.



Reading Order

- Reading order is from the bottom up!
- Make sure all slides have a title.
- Use spill over titles:
 - Slide 1 of 2 and slide 2 of 2
 - The word 'continued' on the second slide
- Avoid creating text boxes.

SELECTION PANEL DEMONSTRATION



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My title is here!

dot 1: upper left

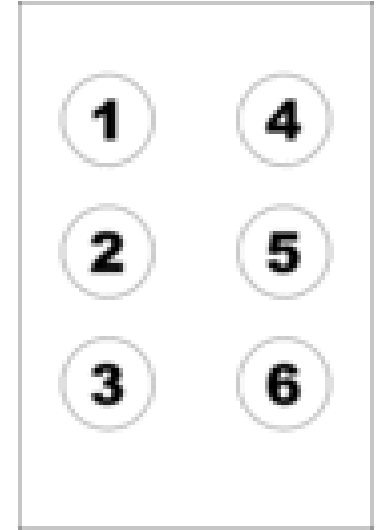
dot 2: middle left

dot 3: bottom left

dot 4: upper right

dot 5: middle right

dot 6: bottom right



here is a [video](#).

My Title is Here! (a better slide)

Dot 1: Upper Left

Dot 4: Upper Right

Dot 2: Middle Left

Dot 5: Middle Right

Dot 3: Bottom Left

Dot 6: Bottom Right



A link to a [video](#).



ALTERNATIVE TEXT



Provide Alternative Text

- Textual alternative to non-text content
- To add alternative text:
 - Right-click on image; Choose Format Picture
 - Select Size & Properties; Chose Alt Text
 - Enter text in the Description Field (not the Title field)
 - DO NOT select “generate a description for me”

Every Image Gets an Attribute!

- Be accurate and equivalent.
- Be succinct.
- Don't be redundant.
- Don't use “image of” or “graph of”.

Context is Everything!

How do you determine what to write?



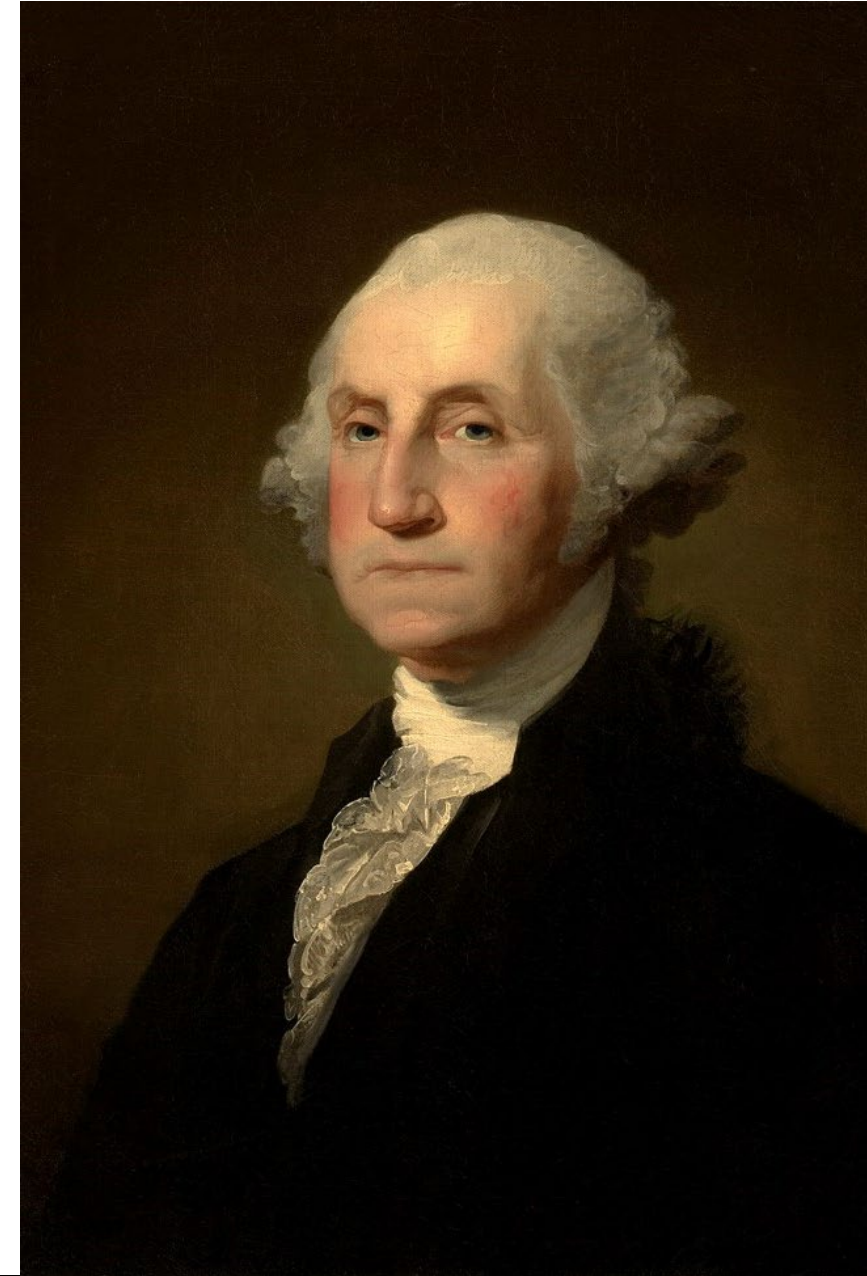
What would be appropriate alternative text for the image?

Because of his role as the Commander in Chief of American forces in the Revolutionary War, and, later, the first President of the United States, George Washington is often called the "Father of his Country".



What alternative text would you select for the image?

Because of his role as the Commander in Chief of American forces in the Revolutionary War, and, later, the first President of the United States, George Washington is often called the "Father of his Country".



How about this image?

In this painting, the artist Emanuel Leutze used light, color, form, perspective, proportion, and motion to create the composition.





LINKS, TABLES, AND MORE



Links

- The text created by dropping a link into PowerPoint usually does not make sense.
- Right-click on the link and select Edit Hyperlink. Click into the Text to Display field to change the wording.
- Consider including a description of the link in the text and the full URL if you plan on printing the presentation.

LINK DEMONSTRATION



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Table Tools

- Click in the graph to access the tools.
- Access the Design tab.
- Make sure the Header Row checkbox is checked if the top row contains header.
- Make sure the First Column checkbox is checked if the first column contains headers.
- Select a style where the table headers are clear and have good contrast.
- Avoid overly complex tables.
- Do not use blank cells in the table.

TABLE DEMONSTRATION



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Check for Accessibility

Microsoft has a built-in accessibility checker (File, Info, Check for Issues, Check Accessibility)

- Issues disappear when addressed
- Check Reading Order always appears

ACCESSIBILITY TEST DEMONSTRATION



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Export to PDF

- File size is smaller
- Distracting slide transitions are removed
- Save in PDF, non-print information
 - Document properties
 - Document structure tags for accessibility
- PowerPoint for Mac moved to PDF does NOT save accessibility

Website References

- <https://aphaccessibility.com/checklist-for-power-point-presentations/>
- <https://www.washington.edu/accessibility/documents/creating-accessible-presentations-in-microsoft-powerpoint/>
- <https://webaim.org/techniques/powerpoint/>
- https://www.framingham.edu/Assets/uploads/about-fsu/accessibility/_documents/7-steps-accessible-ppt.pdf

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