

How to make accessible PowerPoint presentation

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Upcoming ATAP ICT accessibility webinars

- Consideration in Multimedia Accessibility, 4/29/15, 3:00 PM Eastern
- Information and archives: <http://bit.ly/1y1DHst>
- Provide feedback or suggestions for future ICT webinars: <http://bit.ly/1DU85MW>

Please ask questions

- This is meant to be an interactive experience if you have questions please ask by typing them into the chat box.
- I will try to pay attention and answer your questions as soon as I see them.

Why are we talking about PowerPoint presentations?

- Information and Communication Technology (ICT) covers everything from websites, telecommunications, video, and audio. But it also includes digital media for example Word Documents, PowerPoint Presentations, PDF's, etc.
- Having an accessible original electronic document helps if you need to distribute your presentation in an accessible format.

How to make an accessible PowerPoint presentation

- Use default layouts and placeholders
- Use unique slide titles on each slide
- Use alternative text for images, graphs, and charts
- Use basic data tables
- Use appropriate link text
- Make sure reading order is correct
- Use built in PowerPoint accessibility checker as a reference
- Other suggestions

What are layouts and placeholders?

- Layouts are the standard templates that are provided by Microsoft in PowerPoint
- Placeholders are boxes that are provided in the templates that allow you to insert different types of content for example slide title, text, pictures, and graphs
- Placeholders come preformatted to help ensure that each slide is as accessible as possible

Why use unique titles on each slide?

- PowerPoint does not use a heading structure. Users of assistive technology will not be able to navigate using document structure navigation shortcuts. Unique slide titles will allow a user to navigate the PowerPoint in an effective way.
- Keep in mind that if a PowerPoint is converted to a PDF or other accessible format, document structure will need to be added at that time.

What is alternative text?

- Alternative text is a descriptive representation of what an image, chart, or table is
- Alternative text needs to be added to any image, chart, or table that displays important information

What are basic data tables?

- Tables are used to display data in an organized way
- When using tables in PowerPoint best practice is to make it a simple data table
- Never draw a table, always use insert table command
- Make sure your table contains an alternative text description
- Make sure your table has a header row, it helps people understand the meaning of each column

What is appropriate link text?

- Links are usually created in PowerPoint and Word by typing out the URL and hitting space or enter to create the link, for example <http://www.iltech.org/contactus.html>
- Typing the full URL can be confusing for users of assistive technology, that is why it is important to provide unambiguous names or context for links that describe the function, destination, or purpose
- For example: The Illinois Assistive Technology Program's [Contact Us Page](#)

How do you check reading order?

- Press the page down key until you get to the page you want to check
- Press the tab key to cycle through the placeholders on the slide
 - Tabbing through each placeholder is simulating the order in which assistive technology would read what is on the slide
- To Correct reading order select the first element/placeholder right click select bring to front, continue till you have selected all the elements/placeholders on the page then test with the tab method

How to do a quick check of your PowerPoint presentation?

- PowerPoint uses several presentation views
- A quick way to check to see if your PowerPoint is accessible is by looking at it in Outline View
 - Anything that is displayed in the Outline View will be read by assistive technology
 - Allows the creator of the PowerPoint instant feedback

What is the PowerPoint accessibility checker?

- Microsoft PowerPoint has a tool that will help you check the basic accessibility of your word document
- This tool checks against three sets of possible issues
 - Errors
 - Warnings
 - Tips
- To use the Word Accessibility Checker in 2013 go to File > Info > Inspect Document (Check for Issues Button) > Check Accessibility
- Microsoft Office 2011 for Mac does not have an accessibility checker

What is the PowerPoint accessibility checker?

- Error: An error is for content that makes a file very difficult or impossible for people with disabilities to understand
- In Errors the accessibility checker looks at these 3 guidelines
 - Do all objects have alternative text
 - Do all tables specify column header information
 - Do all slide have titles

What is the PowerPoint accessibility checker?

- Warning: A warning is for content that in most, but not all, cases makes a file difficult for people with disabilities to understand.
- In Warnings the accessibility checker looks at 3 guidelines
 - Is the hypertext meaningful
 - Does the table have simple structure
 - Does the table use blank cells for formatting

What is the PowerPoint accessibility checker?

- Tip: A tip is for content that people with disabilities can understand, but that might be better organized or presented in a way that would improve their experience.
- In Tips the accessibility checker looks at these 3 guidelines
 - Are closed captions included for inserted audio and video
 - Is the reading order of the slide logical
 - Are the slide titles unique

Other things to consider

- Ensure that the font size is sufficient for people viewing the presentation
- Provide sufficient contrast
- Do not use color only to convey content
- Avoid automatic slide transitions
- Use simple slide transitions if possible, remember to remove them if distributing your presentation

Thanks for participating

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Reminder there is a one question survey about the webinar, you can find the link on your registration email