Making PowerPoint Accessible

(PowerPoint 2016)

Basic Principles

- Utilize the Slide Layouts.
- Use short, concise content.
 - Recommend use of lists and bullet points.
- Put punctuation at the end of each sentence/bullet point.
- Size of Text between 22 24 point font.

Slide Layouts

- Layouts ensure proper headings and lists are used in a presentation.
 - This allows screen readers to recognize items in the presentations.
- Location:
 - On the Home Ribbon, Select New Slide.
 - Choose a slide layout based on the information being presented.

New Slide + Section	Calibri (Body)	24 ▼ A [*] A [*]	
Office Theme			
Title Slide	Title and Content	Section Header	
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Two Content	Comparison	Title Only	
	848		
Blank	Content with Caption	Picture with Caption	
1 Duplicate Sele	cted Slides		
Slides from Ou	utline		
<u>R</u> euse Slides	a an na an na an an an an an an an an an		

Making Images Accessible

- All Images, graphics, graphs, charts, tables, etc...require Alternative Text (Alt text).
 - Alt Text provides written information about the images presented.
- Adding text:
 - Right-click on an image and select Format Picture.
 - Select Size & Properties.
 - Click on Alt Text.
 - Enter text in description box.



Hyperlinks

- Rename links to allow screen readers to provide users with useful information about the link.
 - Use simple, meaningful descriptions.
 - 2015 Quick Facts Data for incoming Freshman and Transfer students.
 - Avoid vague links descriptions.
 - Click here, read more, etc.

Original Link: <u>http://academics.umw.edu/disability/</u> New Link: <u>Office of Disability Resources</u>

- Creating Hyperlinks
 - Highlight text.
 - Right-click and select Hyperlink.
 - Enter the new name in the **Text to Display** field.
 - Enter the address of the link in the **Address** field.
 - Click OK.

Edit Hyperlink	-			? <mark>×</mark>
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E-mail	Addr <u>e</u> ss:	http://academics.umw.edu/disability/	-	Remove Link
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Checking Accessibility

- Click File.
- Under Info, Click Check for Issues.
- Click Check for Accessibility.
- The Accessibility Checker will pop up towards the right of the screen.

Accessibility Checker **

Inspection Results

Errors

Missing Alt Text
 Content Placeholder 6 (Slide 3)
 Content Placeholder 4 (Slide 4)
 Picture 5 (Slide 4)
 Picture 5 (Slide 5)
 Picture 6 (Slide 5)

Tips

▷ Check Reading Order (2)

Accessibility Checker

- The accessibility checker is used for identifying and repairing accessibility issues. The Inspection results classifies accessibility issues into three categories:
 - Errors: Content that makes a document very difficult for people with disabilities to access.
 - Example: No alt text associated with an image.
 - Warnings: content that in most but not all cases make the document difficult for people with disabilities to access.
 - Example: A link with text that is not descriptive of its function, "click here".
 - Tips: content that people with disabilities can access, but that might be better organized or presented.
 - Example: Checking the reading order of a slide.

Check the Reading Order

- Click Home.
- Under the Drawing Tab, Click **Arrangement**.
- Select Selection Pane.



The Selection panel shows a reverse order of content on one slide. Screen readers will read what is presented in the reverse order listed (Title 1 to Picture 6). Reorder content by clicking item and dragging it to your chosen location.

Converting to PDF

- Review document to ensure accessibility before converting to a PDF
 - 1. Select File.
 - 2. Click on Save As.
 - 3. Select the save destination folder.
 - 4. Enter a name for the document.
 - 5. Set the **Save as type** to PDF.
 - 6. Click Save.

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Questions?

Resources

- <u>WebAim Techniques for an</u> <u>Accessible PowerPoint</u>
 - <u>http://webaim.org/techniques/powe</u> <u>rpoint/</u>
- Contact the Office of Disability Resources at:
 - 540-654-1266
 - ODR@UMW.EDU