Creating Accessible PowerPoint Presentations

Presenter: Valerie Morrison, Ph.D.

E-Text Manager, CIDI

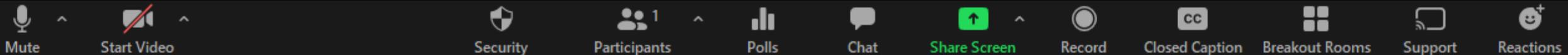# Live Captions Provided

Two Options:

1. Access StreamText link available in the "Chat" ("Chat" control in Zoom toolbar)

2. Access the "Closed Captions" option ("Closed Captions" control with "CC" above it in Zoom toolbar)

Spotlighting and Pinning

Spotlighting

Only Host or Co-host can spotlight someone

Whoever is spotlighted will appear in Speaker View

Pinning

Any participant can pin any other participant's video at any time, and it only impacts that participant's display

How to Spotlight/Pin Participants

Hover over participant you want to spotlight/pin

Select the ellipses (…)

From the menu, choose "Spotlight for Everyone" or "Pin"

Georgia Tech – CIDI

- Research (disability-related)

- Accessibility Consulting – ICT and UX

- Braille Services

- Captioning and Described Audio Services

- Professional E-Text Producers

- Certified Assistive Technology Team
  - Tools for Life is celebrating 30 years of service in 2021!
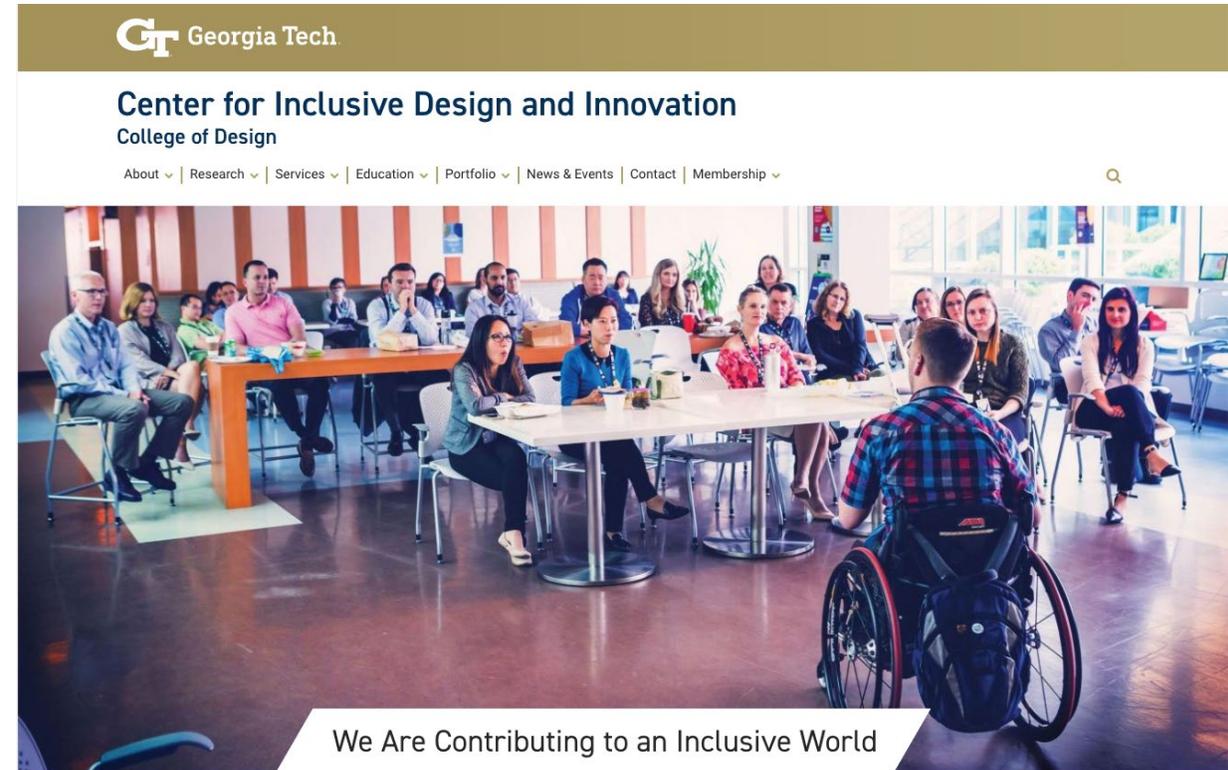
Goals for Today's Presentation

1. Cover the basics of Microsoft PowerPoint accessibility using a helpful Quality Control checklist.

2. Look at specific examples together and discuss how these could be made more accessible.

Today's Presenter

Valerie Morrison, Ph.D., E-Text Manager at CIDI

Valerie Morrison manages the E-Text department at CIDI, making accessible materials for individuals with print-related disabilities. She earned her doctorate in English Literature from the University of Georgia and served as an instructor of composition, contemporary poetry, American and British literature, and the postmodern novel.

Now, Valerie and her team find innovative ways to transform course materials quickly and affordably into a wide variety of accessible digital formats. Valerie and her team work with university staff, publishers, corporations, and state agencies to ensure the material they create and distribute will be accessible to those who rely on screen readers, text to speech software, or other assistive technology to access documents.

Microsoft PowerPoint Accessibility

PowerPoint Is a Highly Visual Medium

- With so much visual information in the form of graphics, images, and animations comes an increased need for accessibility

- Things need to be LARGE and CLEAR to reach people in the back of the room

- Simplicity is key

Checklist for PowerPoint Presentations

1. Using accessible Layouts so that all text is visible in the outline view.

2. Writing descriptive slide titles for easy navigation and clarity.

3. Choosing fonts and color contrast for greatest visibility.

4. Writing brief alternative text descriptions for all images.

5. Creating white space with page layout tools (not tab, enter, space).

6. Creating tables with clear navigation and a specified header row.

7. Using tools on the Home Ribbon for bulleted and numbered lists.

8. Determining the reading order in the Selection Pane.

9. Inserting useful metadata.

10. Using the built-in accessibility checker to find and fix errors.

Templates and Layouts

- On the Home Ribbon, click on Layout, and select a template with several content placeholders.

- Always use these built-in layouts. **DO NOT** insert text boxes because these are often skipped by screen readers.
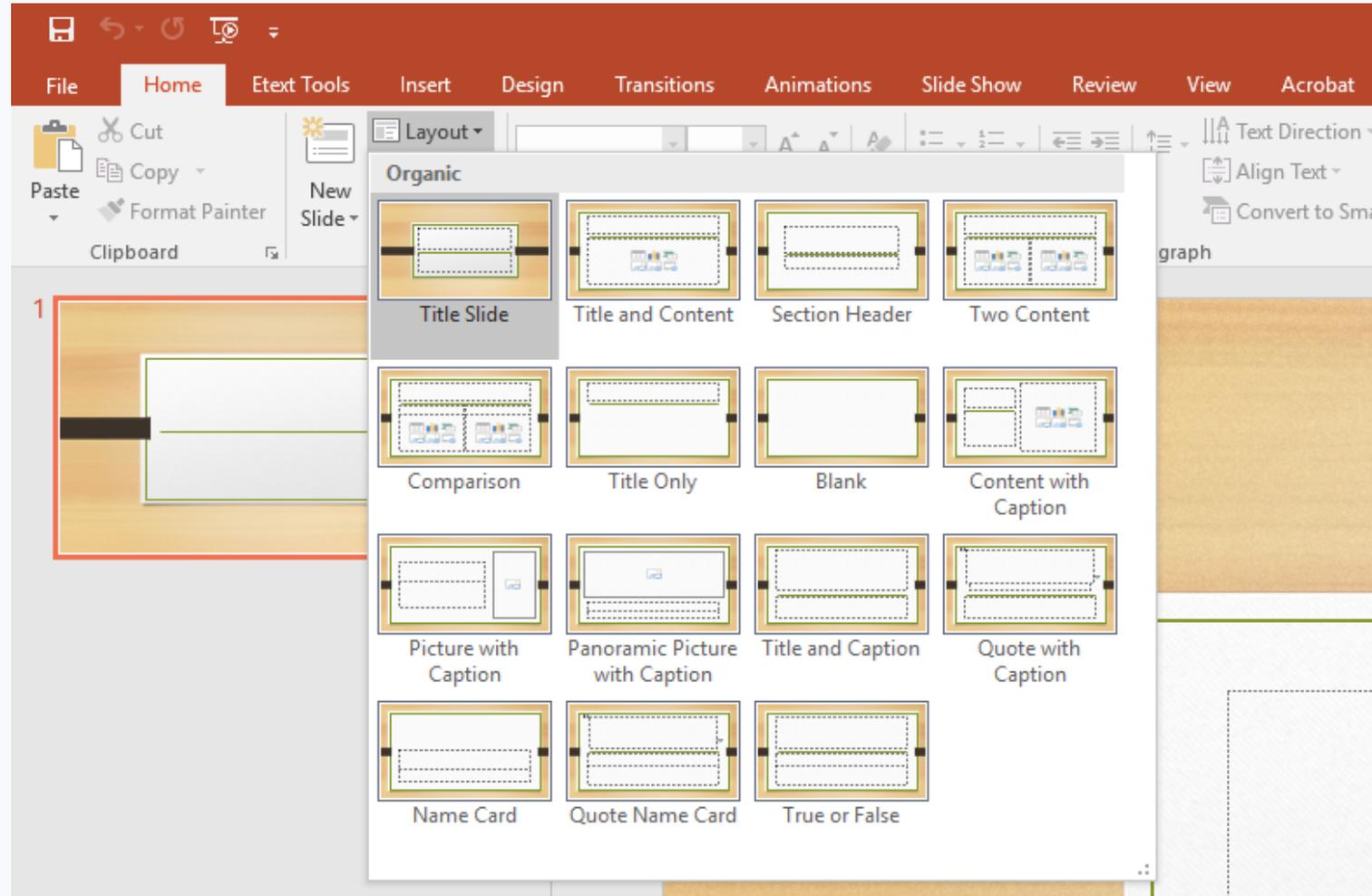
Outline View

- Click on the View tab and instead of the Normal Thumbnail view, select Outline view to see all the text on each slide.

- Make sure all text on each slide shows up and is not in an inaccessible text box.

- Delete any extra hard line breaks that could be read aloud as "blank line."

Clear Design and Format

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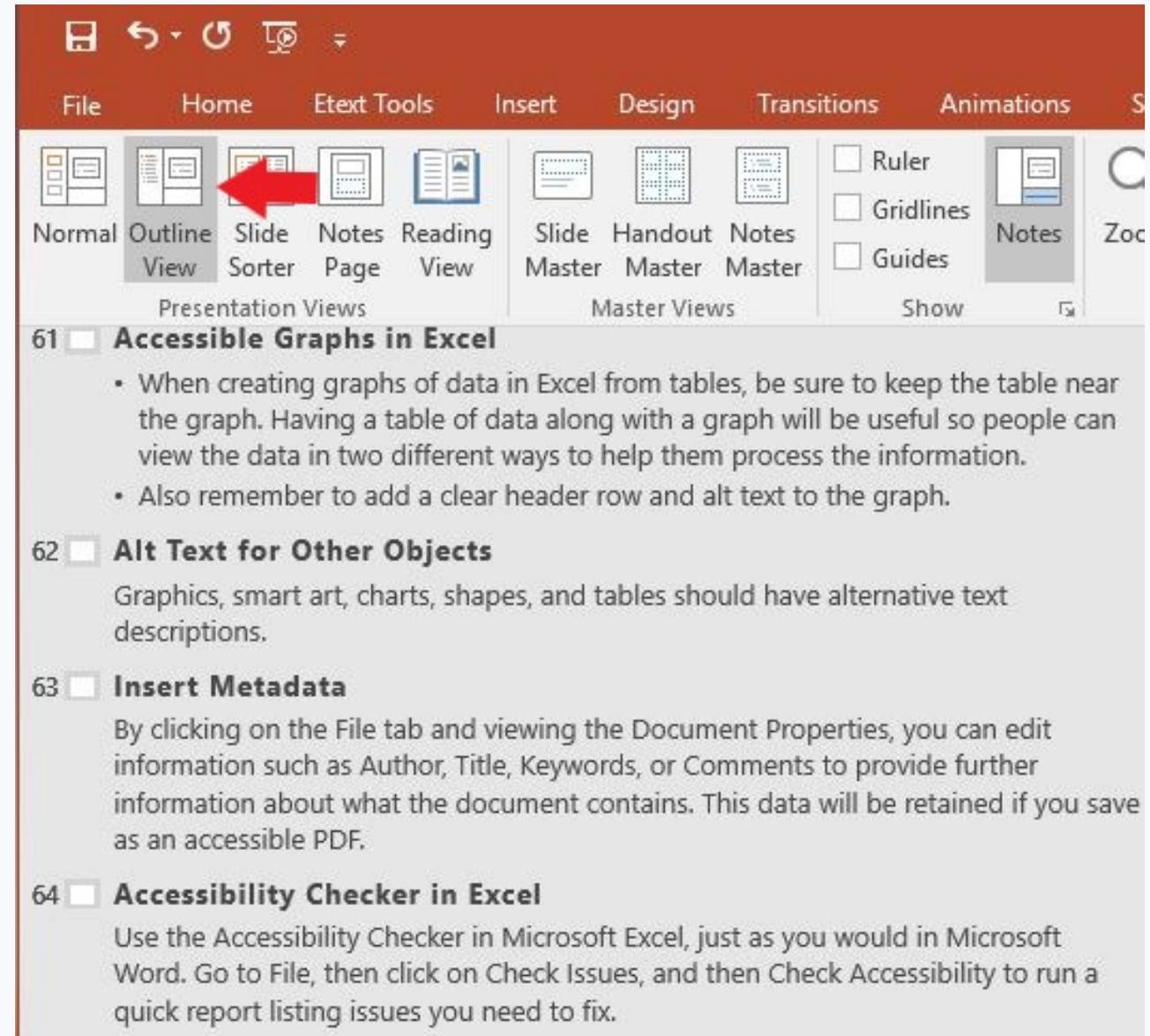
- **Fonts** - use a readable font in a large enough size that your presentation will be seen throughout the room.

- **Colors and contrast** - text color should provide enough contrast with background color that people can easily read it. Readers with low vision read yellow font on a black background most easily.

- **Backgrounds** - Always place text on a plain or solid background.

- Inserting a **background image** allows you to include logos or graphics that are not read aloud by screen reading software. See logo above.

- **Design** – be thoughtful with your reading order and your design elements. Try to keep things as streamlined as possible as best practice.

Avoid Using PowerPoint's Design Suggestions

- For now, most of the automated Design choices PowerPoint offers are inaccessible to assistive technology.

- In this example, all of the valuable text content no longer appears in Outline View, and so it will not be read aloud by the screenreader.

Descriptive Slide Titles

- Each slide should have a unique descriptive title to help someone navigate through the presentation.

- Slide titles help everyone understand and focus on your key points and know where you are in your presentation.

Color Contrast

- Color contrast should reduce eye strain

- Use the free Colour Contrast Analyser from the [The Paciello Group](www.paciellogroup.org) (www.paciellogroup.org).

- Do not rely on color coding alone to convey meaning.

How to Describe Images

- First summarize what you see in one general informative sentence.

- Keep your description neutral and informative.

- Use proper grammar, spelling and punctuation.

- Avoid acronyms and symbols.
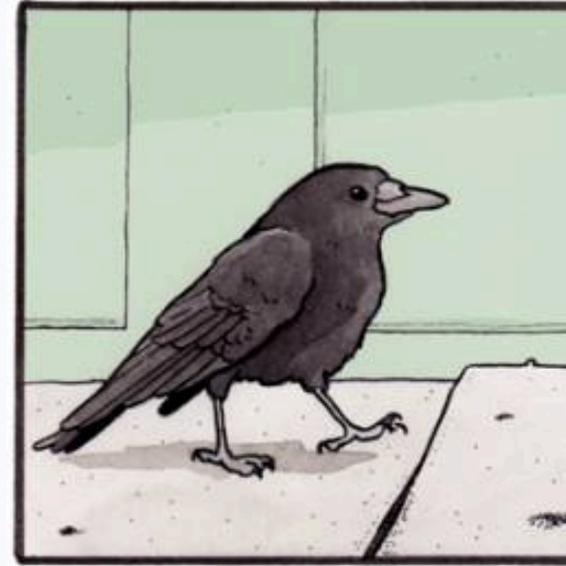
General Tips for Writing Alternative Text

- Work from general to specific to provide a framework for the listener, keeping in mind that long descriptions may be cut off.

- Always use proper grammar, spelling, and punctuation, and do not include any hard line breaks in your image description.

- Provide information in multiple modalities if possible, such as adding captions for figures and tables.

- Try to reduce redundancy when possible. If the surrounding text describes the image, your description can be more brief.

- Always edit your alt text thoroughly, enlisting another person to check your work if possible.

Background Images

- Try to avoid using background images or patterns.

- A plain background reduces eye strain and helps someone focus on the text.

Animations

- Animated text or graphics may provide visual confusion or be completely unavailable to some users

- Best practice would be to take a screenshot of the animation and describe it with alternative text

- Also consider providing a caption to describe the animation
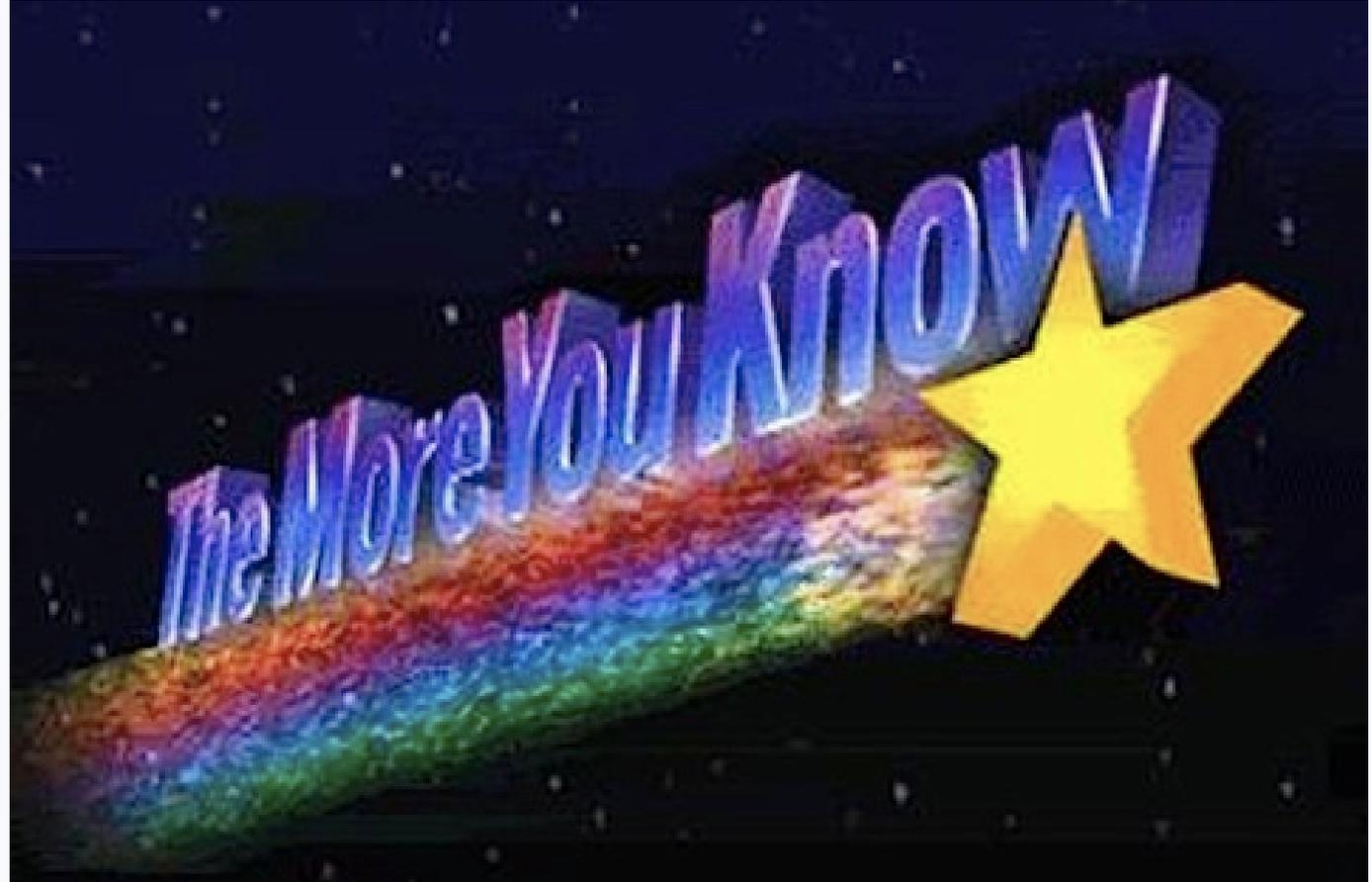
Embedded Videos

- Embedded videos should have accessible captions and/or audio description to be truly accessible

- Consider providing a still image from the video and describing it with alt text

- Also, remember that many times someone will print or save a presentation as a PDF, and the video will not be available

Accessible Spacing

Paragraph ? ✕

Indents and Spacing

General

Alignment: Left ⌄

Indentation

Before text: 0.5" ⬍   Special: Hanging ⌄   By: 0.5" ⬍

Spacing

Before: 6.72 pt ⬍   Line Spacing: Single ⌄   At 0 ⬍

After: 6 pt ⬍

Tabs...   OK   Cancel
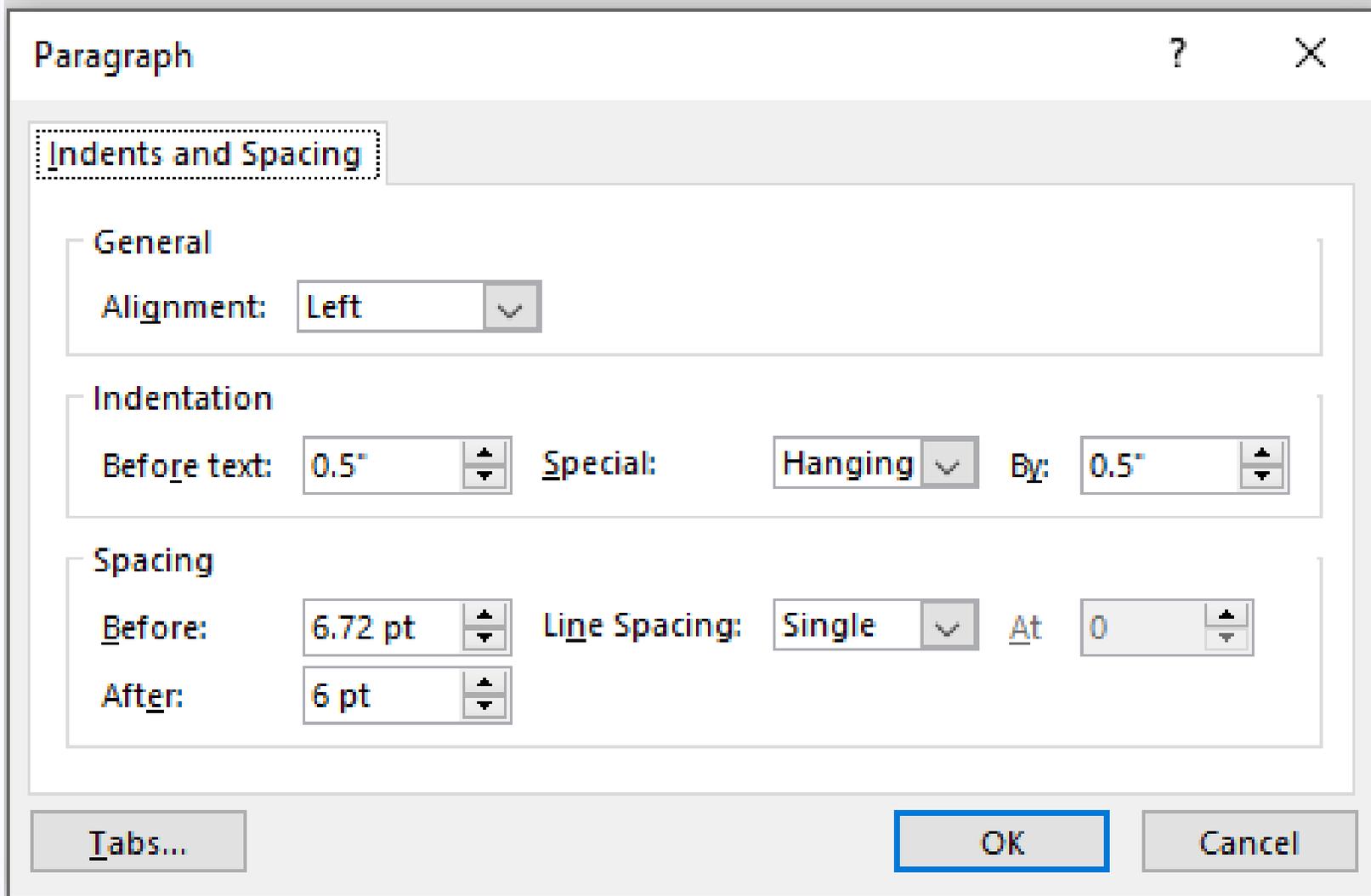
- Create accessible white space with the Paragraph group on the Home Ribbon.

- You can add space before or after a line, or create indents here without hitting enter or tab repeatedly.

Contextual Hyperlinks

Follow the steps below to create the most accessible links in your PowerPoint:

1. Write the name of link in plain language. If possible, provide a brief description of what the person will find by going to that particular website.

2. Highlight the plain language name of the link and right click to Insert a Hyperlink.

3. Paste the URL in so that the title turns into a clickable link.

4. Add the URL in parentheses after your hyperlink, and right click to remove the hyperlink from the URL. This last step is for those who may print your PowerPoint.

Example: To learn more about our educational programs, workshops, classes, and events, please visit [The Department of Natural Resources Education website](www.gadnr.org/education) (www.gadnr.org/education).

Accessible Table Design
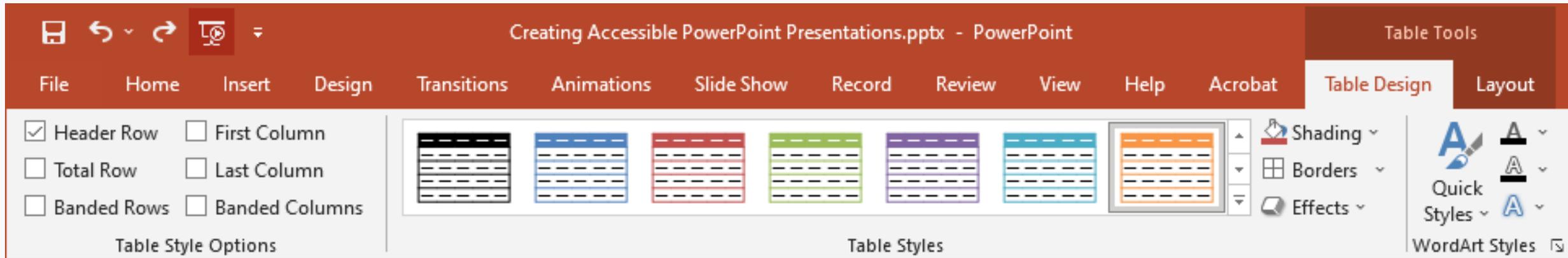
- To add a table, go to the Insert tab to select the number of rows and columns you need. Or, you can simply paste in a table from MS Word.

- Tables need a clear header row, and should not be used for layout or design purposes only.

- Click on the table itself to access the Table Design tab to specify a header row, adjust colors, or add in helpful borders between each cell.

Table Navigation

- Avoid merging cells or having any empty cells to make navigating table cells easier for those using assistive technology.

- This sample table below has a clear Header row, borders between cells, high color contrast, and no merged cells for easy navigation.

Name	Course	Title	Requirements	Major
Menke	ENGL 4897	Science Fiction	ENGL 1102 ENGL 3000	Not required
Rosenbaum	ENGL 4770	Introduction to American Poetry	ENGL 1102 ENGL 3000	Not required

Adding Structural Alt Text for Tables

Consider adding structural alt text and/or captions to tables. This allows someone to hear what the table contains before listening to all the data.

Table 10.1 is titled Physical Properties of the Giant Planets. It has 5 columns and 13 rows. The column headings are Physical Property, Jupiter, Saturn, Uranus, and Neptune.
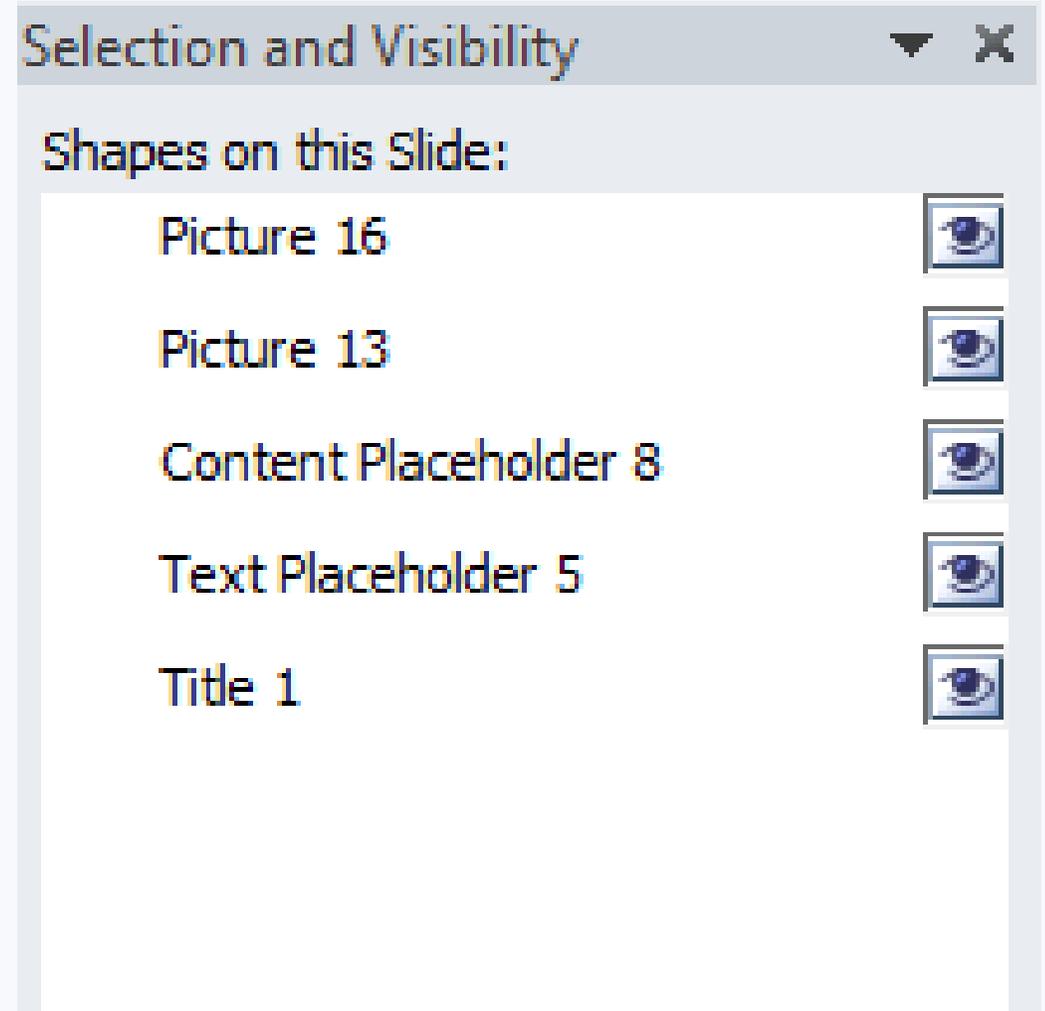
TABLE 10.1 Physical Properties of the Giant Planets

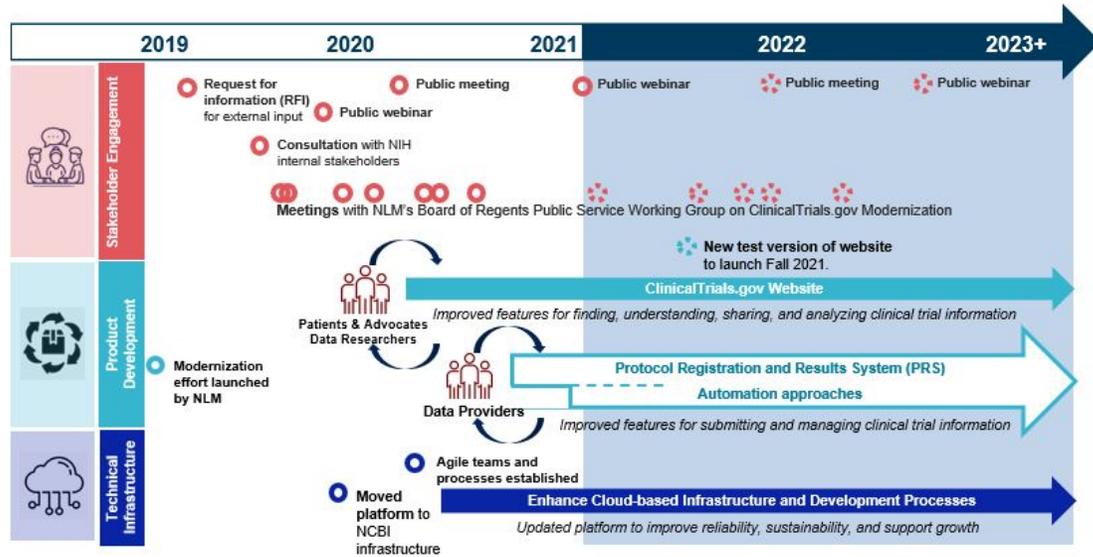|	Jupiter	Saturn	Uranus	Neptune
Orbital semimajor axis (AU)	5.20	9.6	19.2	30
Orbital period (Earth years)	11.9	29.5	84.0	164.8
Orbital velocity (km/s)	13.1	9.7	6.8	5.4
Mass ($M_{Earth} = 1$)	317.8	95	14.5	17.1
Equatorial radius (km)	71,490	60,270	25,560	24,300
Equatorial radius ($R_{Earth} = 1$)	11.2	9.5	4.0	3.8
Oblateness	0.065	0.098	0.023	0.017
Density (water = 1)	1.33	0.69	1.27	1.64
Rotation period (hours)	9.9	10.7	17.2	16.0
Tilt (degrees)	3.13	26.7	97.8	28.3
Surface gravity (relative to Earth's)	2.53	1.07	0.89	1.14
Escape speed (km/s)	59.5	35.5	21.3	23.5

Selecting Reading Order

- On the Home ribbon, select **Arrange > Selection Pane.**

- In the **Selection and Visibility** pane, all the elements on the slide are listed in reverse order. The tab order of objects begins at the bottom of the list and tabs upwards.

- Elements can be re-ordered using the arrows at the bottom of the Selection and Visibility pane.

- The fewer objects on a slide, the more accessible for someone using a screen reader to listen to content aloud.

Selection and Visibility

Shapes on this Slide:

    Picture 16

    Picture 13

    Content Placeholder 8

    Text Placeholder 5

    Title 1

Reduce the Number of Objects on a Slide

- Individuals using assistive technology will need to tab through every object on the slide to hear it read aloud

- Consider creating a snippet of all these objects so there's just one image on the slide that's easy to describe

Fix Overlapping Content

- When objects overlap on a slide, it may cause the screenreader to read aloud the dimensions of the objects.

- To avoid this, select all objects on a slide by hitting CTRL + A, and resize placeholders or images so that they are not overlapping.

- Also, be sure to resize your placeholders so they completely contain the text.
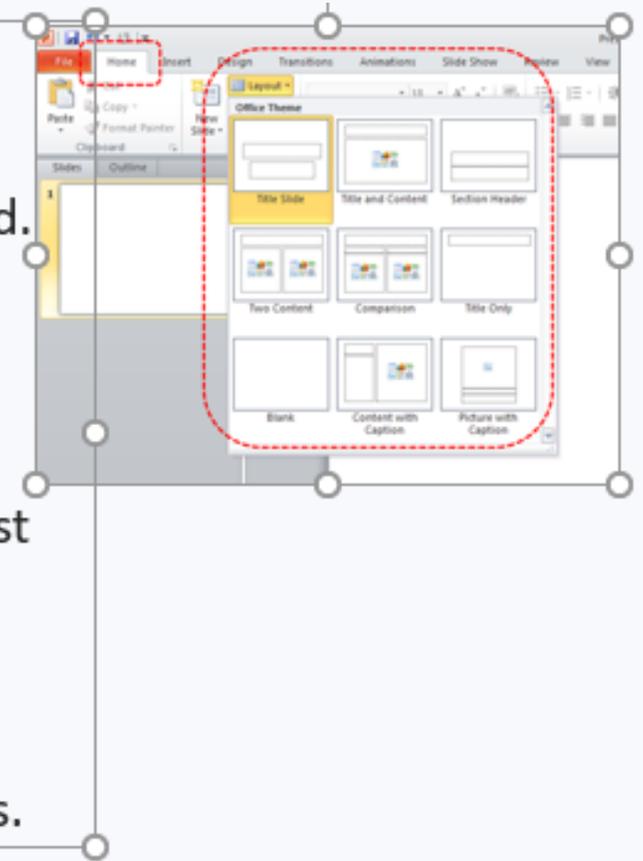
Example of Overlapping Objects:

Add Descriptive Metadata

- If you are making your document available online, metadata helps people find your information.

- By clicking on the File Tab and clicking Info, you can an **Author**, **Title**, **Subject Tags**, or **Comments** to provide further information about what the document contains.

- This data will be retained if you save as an accessible PDF.

Properties ⌄

Size	6.06MB
Slides	30
Hidden slides	0
Title	Accessible Documents and P...
Tags	Add a tag
Categories	Add a category

Related Dates

|	
Last Modified	Today, 3:51 PM
Created	2/20/2019 1:10 PM
Last Printed	

Related People

Author

Valerie Morrison

Add an author

Using the Accessibility Check

- To run the Accessibility Checker, go to the Review tab and select Check Accessibility.

- If you have an older version of Microsoft Office, go to the File tab and click Check for Issues, and from the drop-down menu, select Check Accessibility.

- This will run a report allowing you to find and fix inaccessible content.
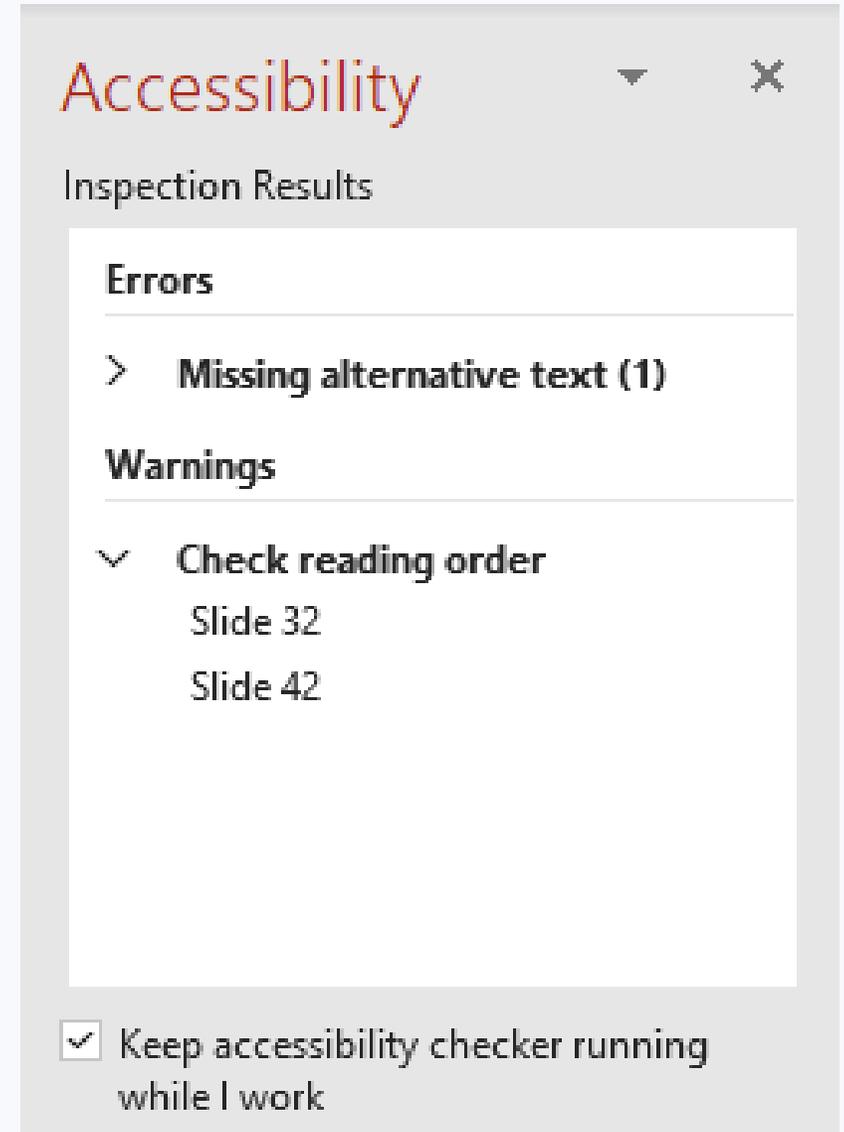
Working Through the Checklist Together

Going beyond the Accessibility Check and using our own checklist, what are some adjustments we could apply to this slide to make it more accessible for a screenreader?

Questions and Answers

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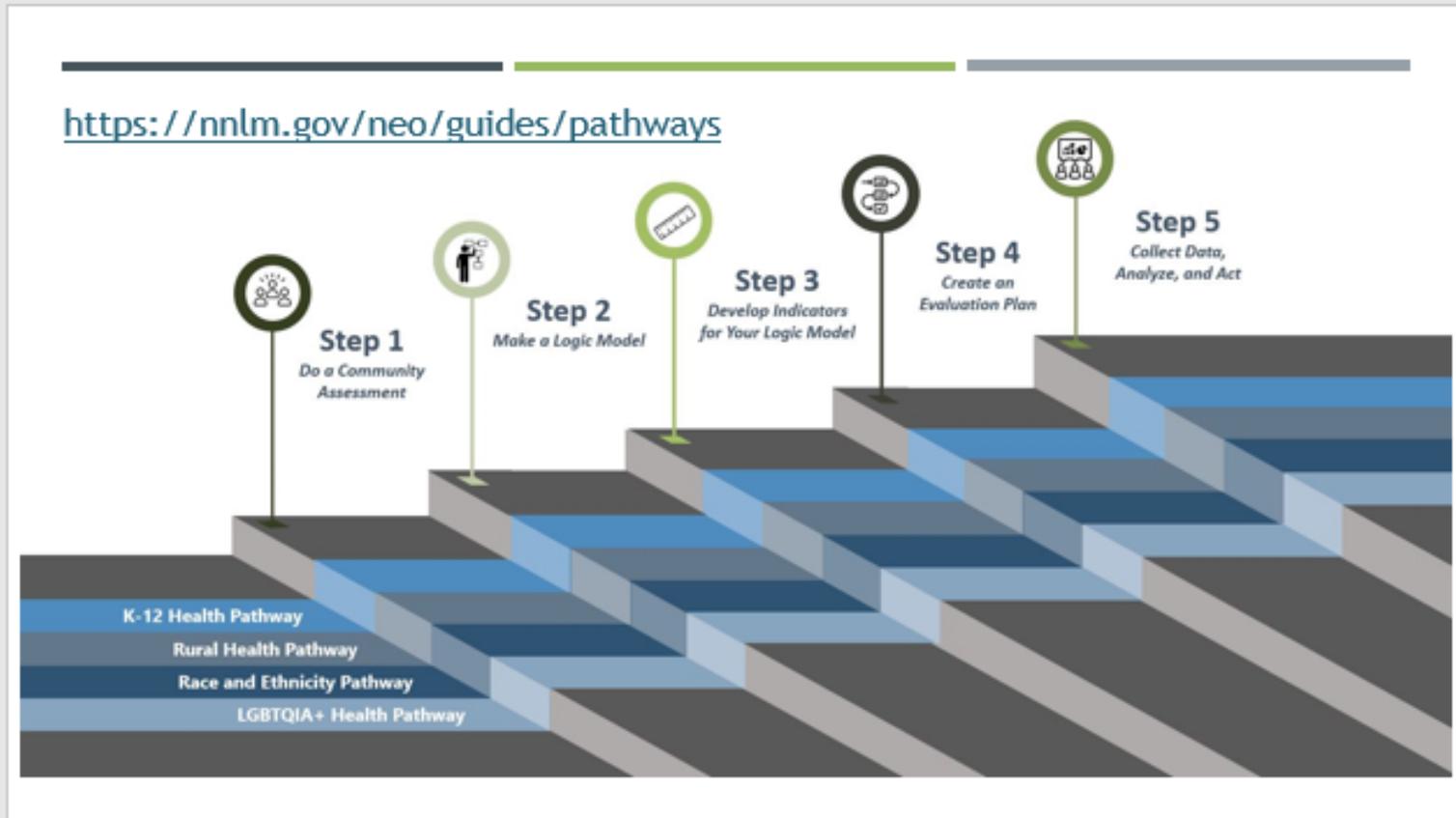
Contact Us

Contact our Customer Support Team by phone (404) 894-7756 or by email cidi-support@design.gatech.edu

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