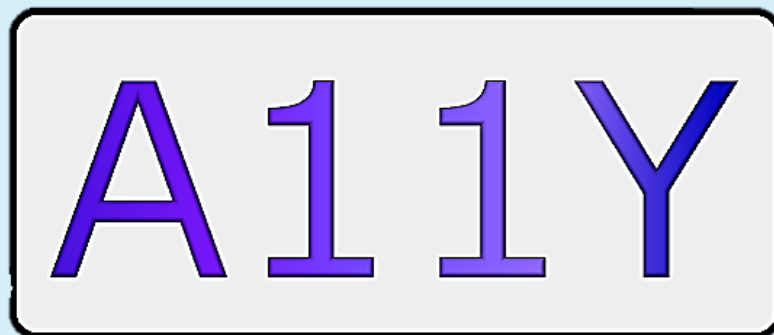


Digital Accessibility Basics Part 2: Using Microsoft PowerPoint



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Purpose of this Workshop

- Introduction to creating accessible PowerPoint.
- for professionals who create or advocate for documents or content for employees, students, or others.

Learning Objectives

1. Describe at least 5 different strategies for creating accessible Microsoft PowerPoint slide presentations using both keyboard commands and the mouse pointer.
2. Recommend at least 2 methods for verifying and remediating accessibility in a Microsoft PowerPoint file.
3. Identify at least 3 specific resources for further exploration or services to assist with developing accessible digital content.

Speaker Disclosures (Financial and Non-Financial)

- **Dr. Rachael Sessler Trinkowsky** is on the Subject Matter Expert (SME) Committee for the CATIS certification through ACVREP.
- Rachael receives a full-time salary from the Lighthouse for the Blind of the Palm Beaches, and part-time salaries from UMass Boston as the AT Program Coordinator, as well as UIC as adjunct faculty.
- Rachael is the co-Strand Advisor for the Vision & Hearing Strand for ATIA (2019 to present).
- Rachael is a board member for the Florida AER (FLAER) and is also on the AER Accessibility Committee.

Why is accessibility important?

- Policies
- It is the law!
- Increase market and participation.
- More cost effective than retrofitting.
- It is the right thing to do.

Accessibility Basics Part 1

- [Digital Accessibility Basics Using Microsoft Word on AER eLearning](#)



Create with Accessibility in Mind

- Consider accessibility prior to creation
- **Not after the fact**
- We will discuss general concepts and basic techniques.
- Additional resources will be provided.

Recommended Workflow for Accessibility

- Start with PowerPoint
 - Word, Excel or other applications may be a better starting point depending on the type of document.
- Create accessible content
- If needed, save as PDF
 - Note that additional work will be needed using software, such as Adobe Professional to ensure full accessibility for PDF files.
 - This is beyond the scope of this short webinar.

Common areas of accessible PowerPoints that we will explore

- Graphics/Images need “Alt Text” to describe what is displayed.
- When using standard slide layouts, the slide titles will become headings.
- Links (Display text with name of link rather than showing address).
- Fonts, Colors and non cluttered backgrounds

Links

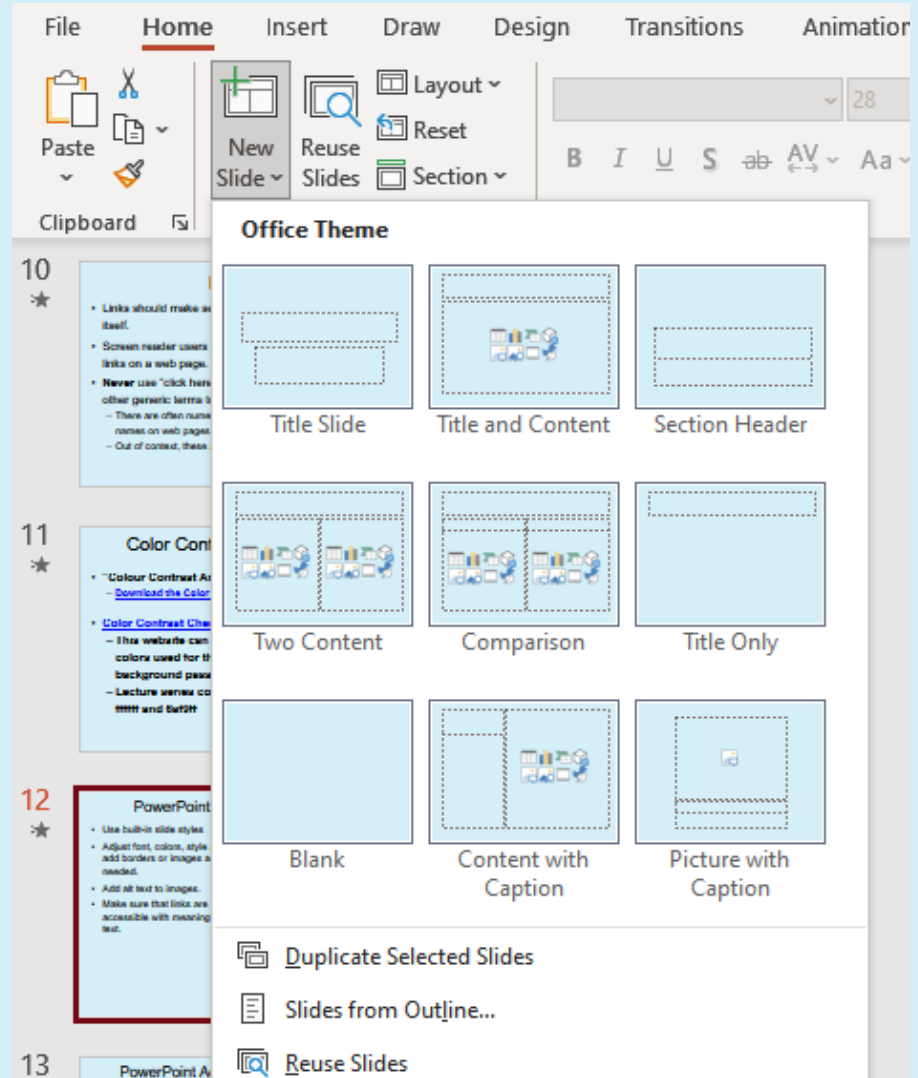
- Links should make sense if the link text is read by itself.
- People who use screen reading software may choose to read only the links in a file or web page.
- **Never** use “click here,” “here,” “more,” “read,” or other generic terms to describe links.
 - There are often numerous instances of repetitive link names on web pages or documents.
 - Out of context, these are meaningless.

Color Contrast Free Tools

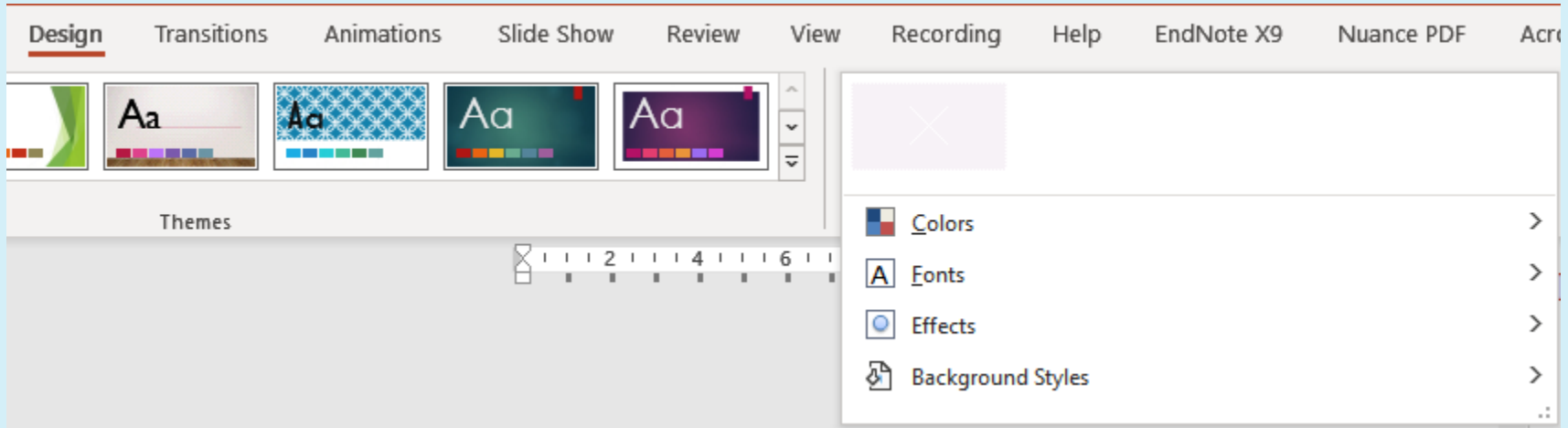
- “Colour Contrast Analyser”
 - [Download the Color Contrast Analyser](#)
- [Color Contrast Checker from WebAIM](#)
 - This website can be used to check whether colors used for the foreground and background pass the WCAG standards.

Use Built-in Slide Styles to add a New Slide

- With a mouse: Home, New Slide, then left click to choose the slide layout.
- Keyboard shortcuts: Alt, H, I.
 - Then, right and left to choose the slide layout and press enter.
 - Optional commands: Alt, tab to New Slide, Alt with down arrow to open the menu, then use right or left arrow keys to select the layout followed by enter.



Adjust Theme, Font, Colors, and Background Style Theme options

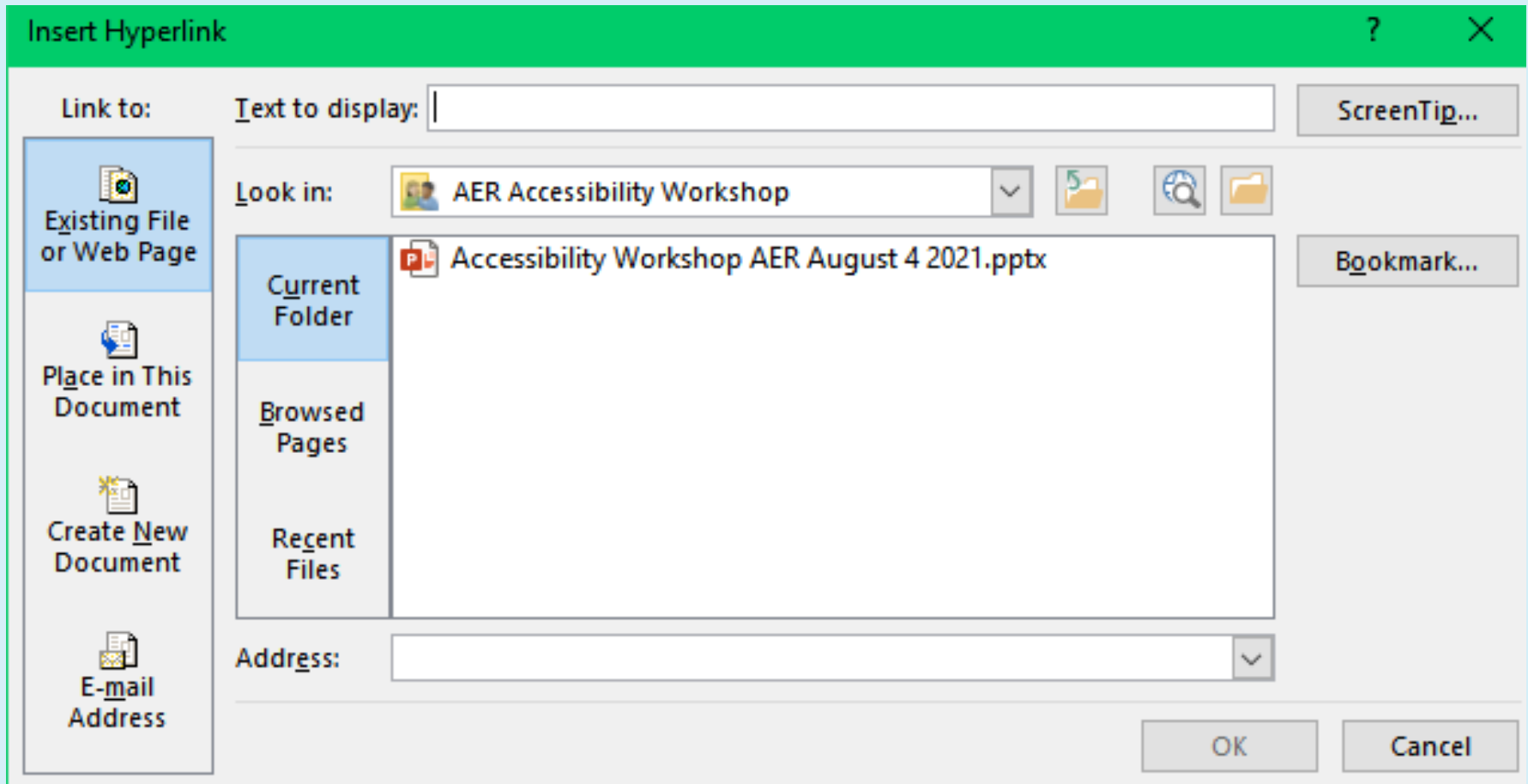


- With a mouse: Design, then left click to expand themes or variants.
- Keyboard shortcuts: Alt, G, H for themes and Alt, G, V for variants.
 - Be sure to choose non-cluttered backgrounds and use high contrast colors.
 - Avoid “Design ideas”

Link Accessibility Example

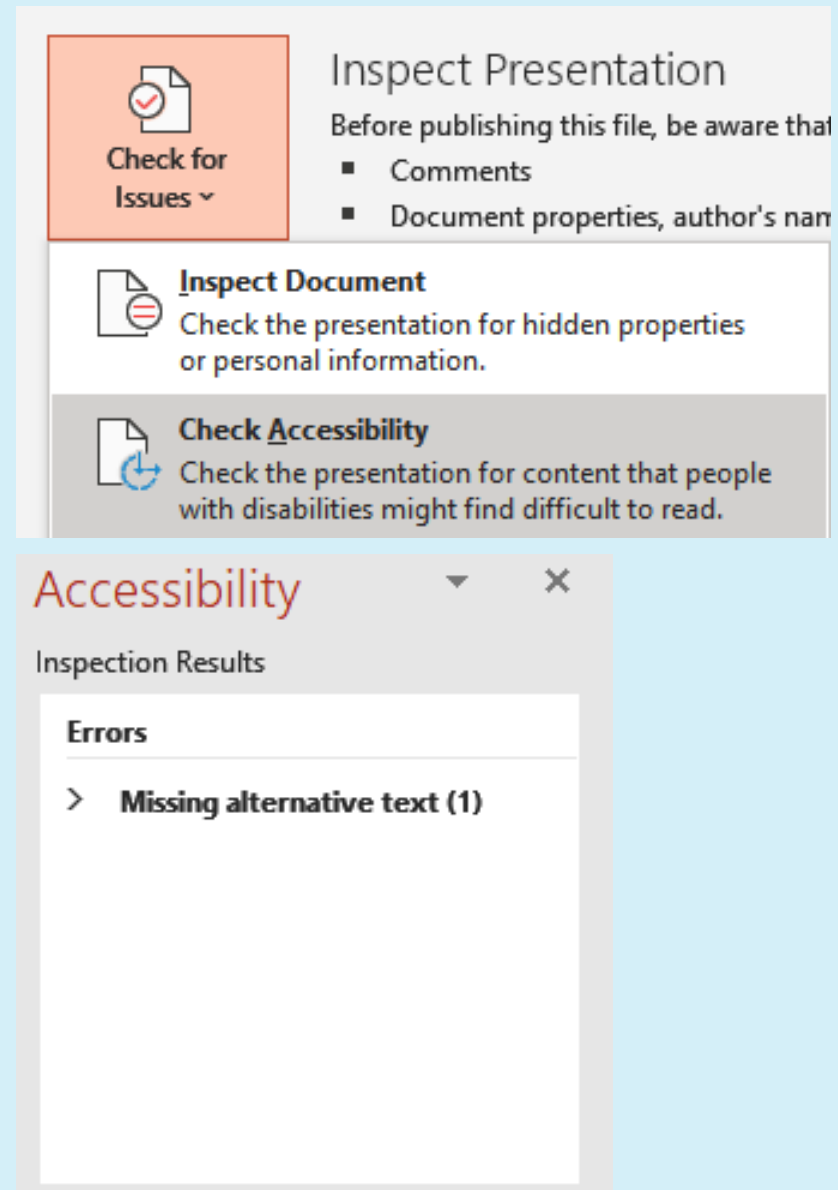
- Control with K to insert a hyperlink.
 - This can be done to add a new link or after selecting an existing link or text in a document.
- With Mouse: Right click in black space in a text object or after selecting a link or text.
 - Then, left click on either Link or Hyperlink.
 - Let's try this.
- AER eLearning
 - The link for the line above will be added during the presentation.

Insert Hyperlink dialog box



PowerPoint Accessibility Checker

- File, Info, Check for Issues, Check Accessibility
 - May be in different locations for different versions.
 - In Windows version for PowerPoint 365, you can use the keyboard commands: Alt, F, I, I, A
- F6 to focus on the results (F6 navigates between the different areas of PowerPoint)



Manually Checking a PowerPoint for Accessibility

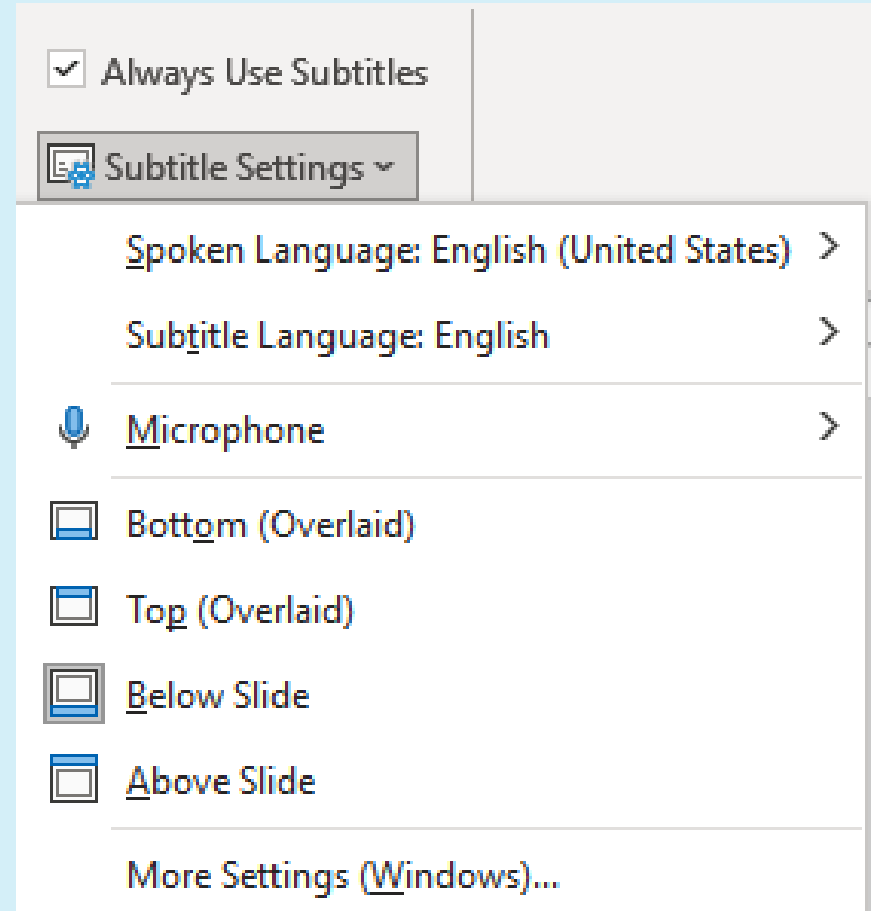
- Tab through objects on a slide.
 - F6 and Shift with F6 will navigate between the window areas.
 - Best to use a screen reader on the computer while doing this.
- Check the object order on each slide
 - Home, Arrange, Selection Pane.
- Manually check alt text for graphics
- Color contrast verification
- Font accessibility
- Link accessibility
- Tables and other elements

More PowerPoint and Slide Show Tips

- Although you should avoid unnecessary animation and transitions, it does help to have simple animations to split up content.
- In PowerPoint, using the simple “appear” or “fly in” animations” is recommended.
- Avoid flashy features and more advanced features that may cause accessibility issues.
- Transition from slide to slide using a simple non-interrupting sound.
 - “click.wav”
- Leave room for closed captioning.

Enabling Automated Captioning (Subtitles)

- Slide Show menu, check Always Use Subtitles.
- Adjust subtitle settings as needed.
- Automated captioning is not ideal in all situations.
- This does not replace the need for a human captioner or interpreter when needed.



Use Real Text!

- Make sure that pages with text are not simply graphics, and that text is “real text.”
 - SmartArt is not recommended.

Presentation Accessibility Links

- [Make your PowerPoint presentations accessible to people with disabilities \(Microsoft\)](#)
- [PowerPoint Accessibility from WebAIM](#)
- [PDF Accessibility: Converting Documents to PDFs: WebAIM](#)
- [Creating and Sharing Successfully Accessible Presentations \(also from AER eLearning - archived webinar\)](#) Nell Koneczny from the American Anthropological Association
- [Presentation Guidelines for Success & Accessibility \(American Anthropological Association\)](#) (Nell Koneczny)
- [Virtual Presentation Guidelines \(American Anthropological Association\)](#) (Nell Koneczny)
- [APH Hive Courses for PowerPoint and Word Accessibility](#)

Resources

- [W3C Overview: Before and After Demonstration for Web Accessibility](#)
- [Adobe Acrobat DC Accessibility Guides](#)
- [PDF Accessibility from WebAIM](#)
- [Using Microsoft Word to create accessible content](#)
- [List of Accessibility Resources from the Lighthouse for the Blind of the Palm Beaches](#)

Thank you for
joining us today!

- Questions?



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