

Create Accessible PowerPoint Presentations



Presented by:
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Objectives

- To learn the elements and process involved in creating an accessible presentation.
- To understand how to incorporate these elements into your own presentations.
- To create an accessible PowerPoint presentation that incorporates all elements for accessibility.

Accessibility Resources

- [The CSU Accessible Technology Initiative](http://www.calstate.edu/accessibility/)
(<http://www.calstate.edu/accessibility/>)
- [Accessibility at Sacramento State](http://www.csus.edu/accessibility/)
(<http://www.csus.edu/accessibility/>)
- [Creating Accessible Online Instructional Materials](http://www.csus.edu/atcs/tools/accessible/)
(<http://www.csus.edu/atcs/tools/accessible/>)

Resources continued...

- Professional Development for Accessible Technology
(<http://teachingcommons.cdl.edu/access/index.html>)
- Accessible Instructional Materials Guides
(<http://www.csus.edu/accessibility/guides.html>)

Why an Accessible PowerPoint?

- To provide access to all users including those who have a disability.
- Benefits everyone because it meets different needs including learning style needs, needs of an assistive technology user etc.
- Facilitates process to convert into alternate formats
- It's the right thing to do!

Use the Normal View

- Set the **Normal View** option in order to begin working on a presentation:
 - View Tab > Select “Normal” from Presentation Views Group
 - Right Click Bottom Status Bar > Select “View Shortcuts > Select “Normal View” shortcut
- Enables 3 Panes: Outline, Slide and Notes

Try It!

- Open PowerPoint
- Open the Normal View
- Locate the Outline Pane

The Outline Pane

- Shows content placed in slides
- Shows Reading Order/Structure of Content
- Check Outline View to ensure all slide content displays
- Assistive Technology Devices depend on content displaying correctly in outline
- Can be used to generate text version of presentation or other formats

Reading Order - Structure

- Use the Normal View to verify reading order of content and to keep track that all content entered will be available to users of assistive technology

Use Default Auto-Layouts

- Use PowerPoint's default auto layouts to enter content into presentation slides
- Home Tab > Slides Group > Layout
- Choose from 9 auto-layouts to enter content ranging from:
 - Titles
 - Section Headers
 - Comparison content
 - Content with Caption etc.

Try It!

- Insert 3 Slides
- Use a “Title Slide” auto-layout for 1st slide
- Choose 2 auto-layouts and apply them to the 2nd and 3rd slide
- Type a Title on Slide 1 and look at Outline Pane, what do you see?

Use Effective Color Contrast

- Use effective color contrast between background and text for readability
- Formatting Individual Slide Color:
 - Right Click on Slide > Select “Format Background” > Color
- Using Themes
 - Design Tab > Themes
- <http://www.visibone.com/colorblind/>
- [WebAIM’s Color Contrast Checker](#)

Try It!

- Apply a theme for your 3 slides
- Be sure sufficient contrast exists
- Try applying a different background and text color to one slide

Recommendation for Fonts

- Use the **most readable** fonts
- **Sans Serif Fonts:** Verdana, **Arial**, Tahoma
 - Have Plain Endings, no flared extensions, no extra ornamentation, easier to read
- **Serif, Cursive, Fantasy fonts**
 - Harder to read, extra ornamentation, strokes at tips
- Limit the number of fonts used
- Avoid small font sizes (24pt min)

Fonts Continued...

- Availability of fonts across computer operating systems?
- Use Real text vs. text within graphics
- Ensure sufficient color contrast between text and background
- Limit font variations such as bold, italics, underline, all caps
- Don't rely on font color, size, and overall font look to convey meaning
- Avoid blinking/moving text

Try It!

- Apply 2 sans-serif font types to text in slides
- Use the Font Group under Home Tab!
- If using a theme, select **Design tab > Fonts**

Alternative Text for Images

- Add alternative text descriptions to images and figures
- Concise and meaningful descriptions
- Adding Alt-Text in MS Office:
 - MS PPT 2003: Right Click > Format Picture
 - MS PPT 2007: Right Click > Size and Position



Images continued...

- Option to use Picture/Content with caption auto-layout (Mac Users)
- Include a long description for complex images; Use Notes Pane for long descriptions
- Alt text will not appear in outline view but will carry over into other formats e.g. PDF, HTML

Images Continued...

- If using several images that have same description, group and add alt text
- Tip: Type description on slide behind image so description can appear on Outline view

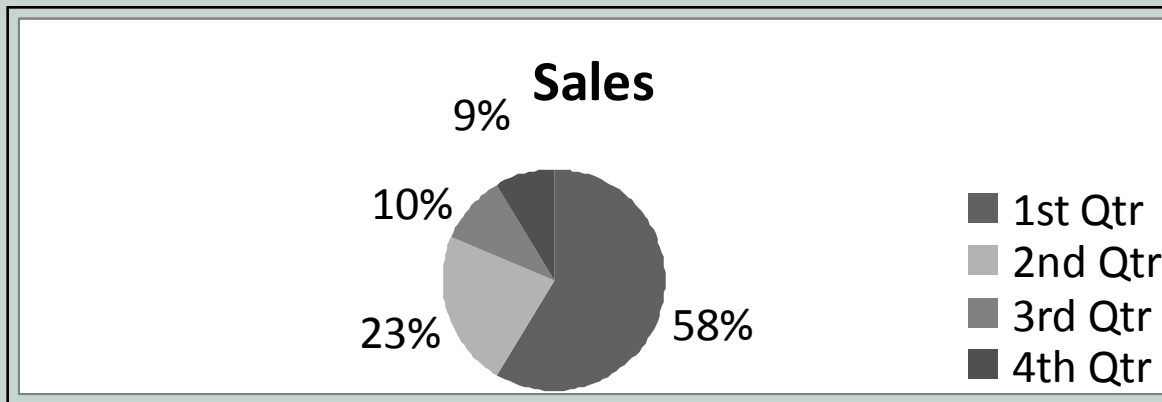


Try It!

- Insert an image from clipart into one slide
 - Insert tab > Clip Art
 - Be sure image lays within layout content box
 - Add Alternative Text
 - Add description in notes pane
 - Add description behind image on slide
- Insert a new slide, apply “content/picture with caption” auto layout
 - Insert image into slide
 - Use caption boxes to add description

A note about graphs/charts/figures

- Requires Alternative Text description or long description using notes pane
- Begin description by introducing name and type of object e.g. Annual Sales Pie Chart...



Video and Audio

- Use Captioned Videos/Audio
- If no captions: Use notes pane to provide captions for audio/video content on a slide, (transcript when appropriate)
- Captioning and Transcription Services at Sac State:
<http://www.csus.edu/accessibility/captioning.html>

Example of Video Tutorial with Captions



Captioned Video Example

- YouTube Captions and Subtitles:
<http://www.youtube.com/watch?v=QRS8MkLhQmM>

Save in Multiple Formats

- Provide Original PowerPoint
- Text Document
 - Option to save as Outline/RTF – carries over formatting and all content from outline view or,
 - Copy and paste content from outline view
- Save as HTML
 - Avoid using HTML option in PowerPoint use plug in: “Accessible Web Publishing Wizard”, coming soon
- Save as an Accessible PDF

Try It!

- Save your PPT as an Outline/RTF
 - Windows Button > Save As > Other Formats
- Open document in MS Word – edit as needed
- Convert to PDF
 - Remember to use “Create PDF” button from Acrobat Tab!!

Summary

- Outline View – reading order
- Default Layouts
- Contrast between text and background
- Alt Text for Images
- Caption Video/Audio
- Provide in Multiple Formats

Questions??

- If you have questions about this workshop, please contact Cryssel Vera at:

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Workshop Evaluation

- Locate Workshop Evaluation Icon on Desktop
- Find Workshop Name Link, complete evaluation
- Contact:

Cryssel Vera

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