- This PowerPoint presentation utilizes both the notes sections of slides and alternative text tags on images to provide information, in addition to text on the slides themselves.



Creating Accessible Presentations

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June 15, 2018

Presentation Outline

- Why Create Accessible Presentations
- How to Create Accessible:
  - PowerPoint
  - Google Slides
- Hands On Practice

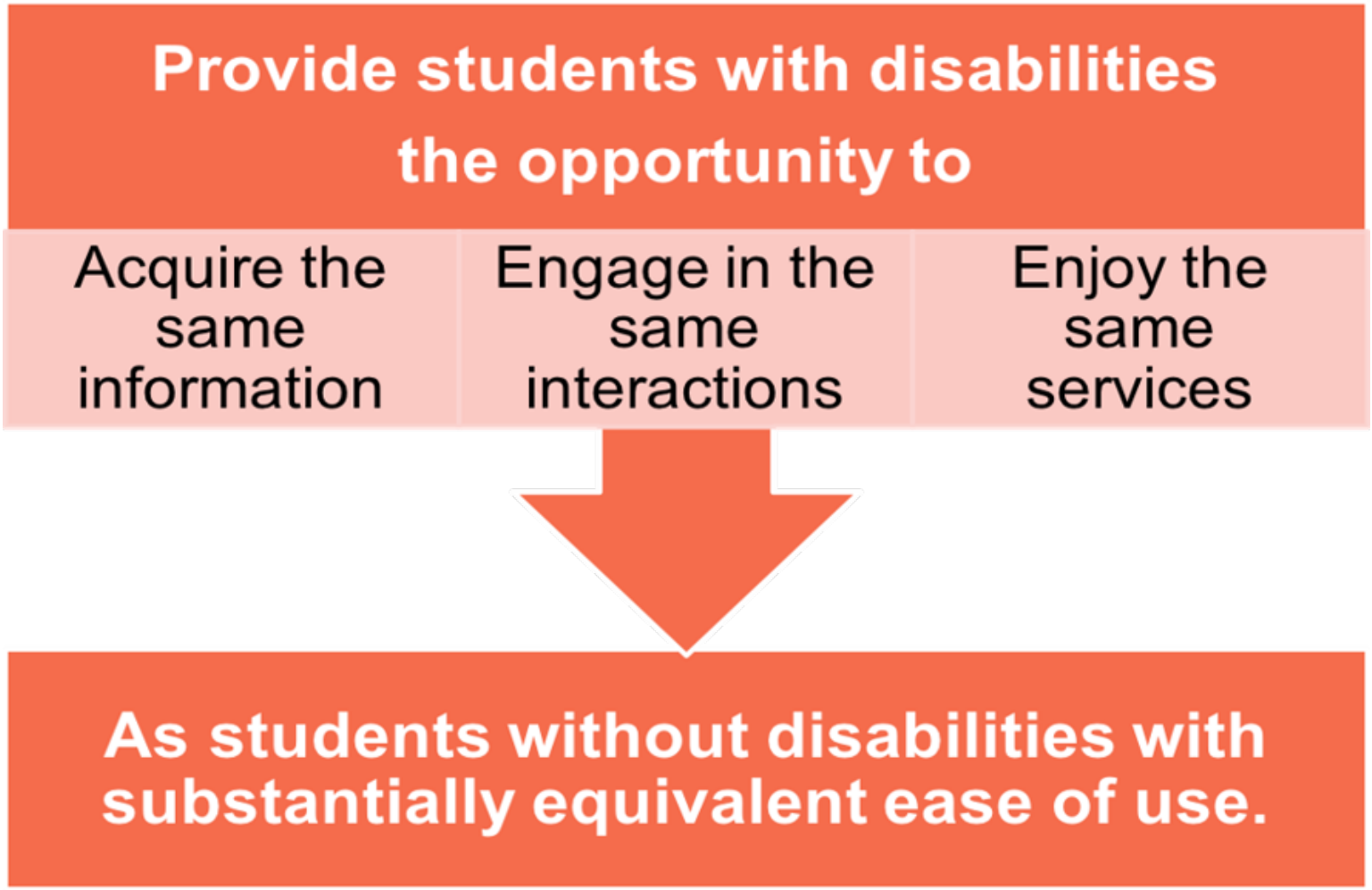
*The same principles apply when creating presentations in any program.

** If you use a Mac computer or a different version of PowerPoint or Google, what is shown here may look slightly different.

Learning Objectives

- Identify 5 key concepts to make a slide presentation accessible
- Learn how to check for accessibility of slides
- Practice making PowerPoint and Google Slides accessible

What is Accessibility?

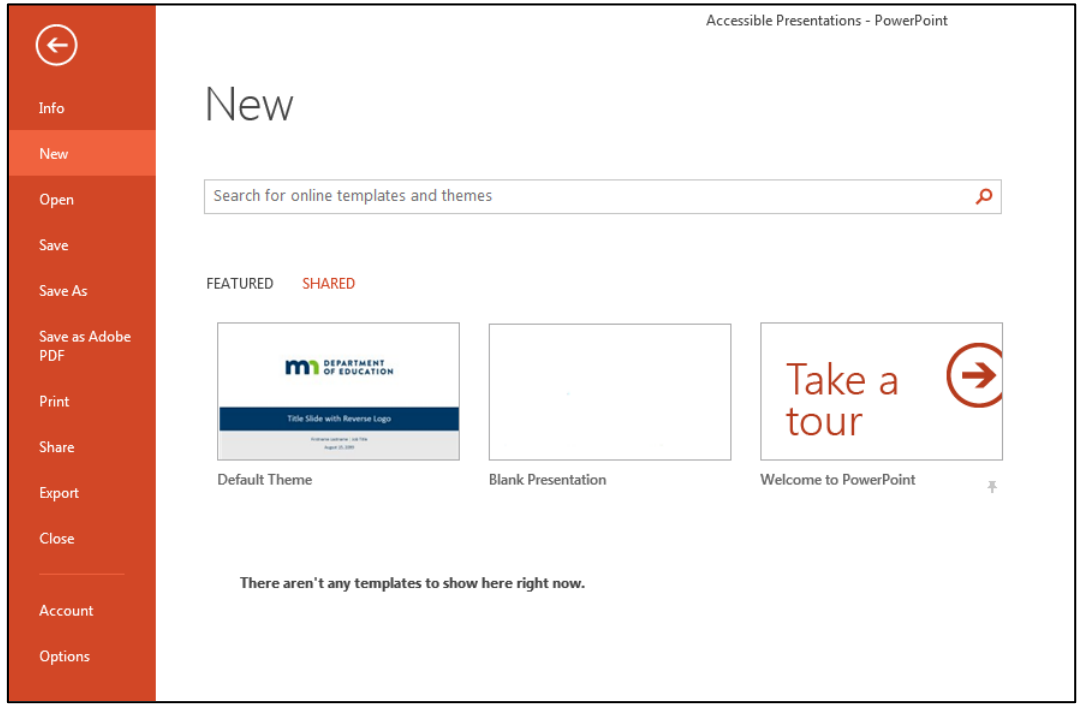


Why Create Accessible Presentations?

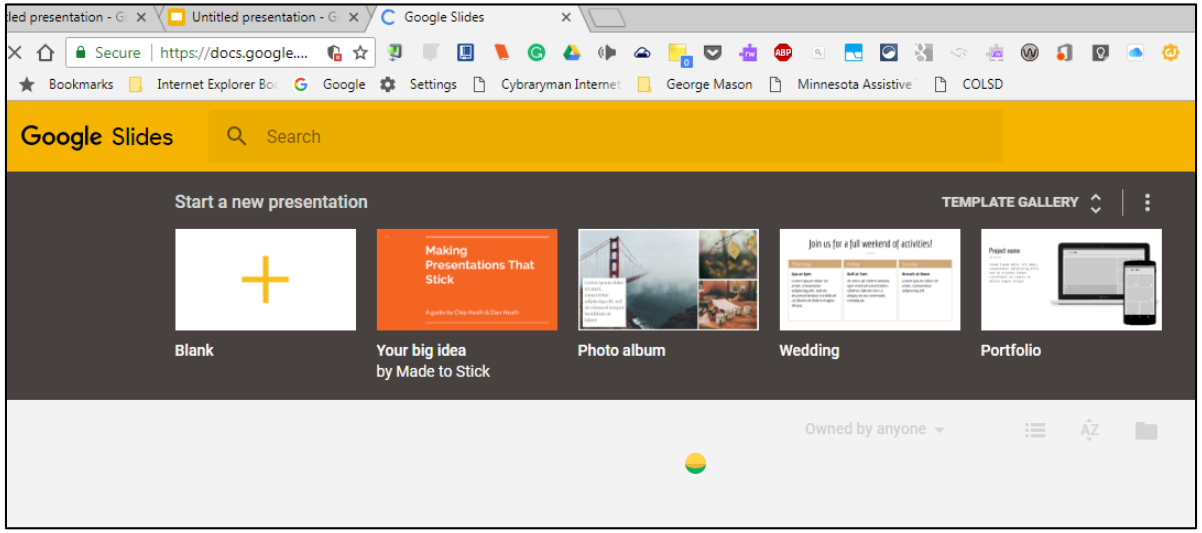
- It’s the right thing to do
  - Creating accessible presentations makes them easier to navigate
  - Promotes a culture of inclusion
- It’s the smart thing to do
  - Creating accessible presentations saves time and effort
- It’s the law
  - Provides equal access to content (ADA & 504)
  - Section 508 and Minnesota Law

Select a Theme

PowerPoint



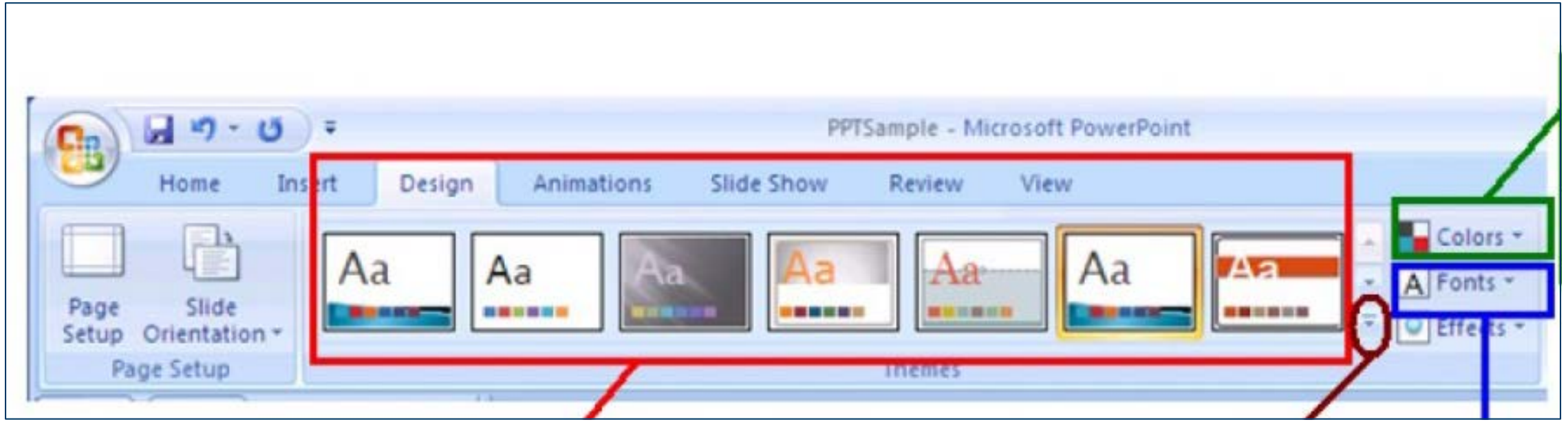
Google Slides



Preparing Your Slide Deck

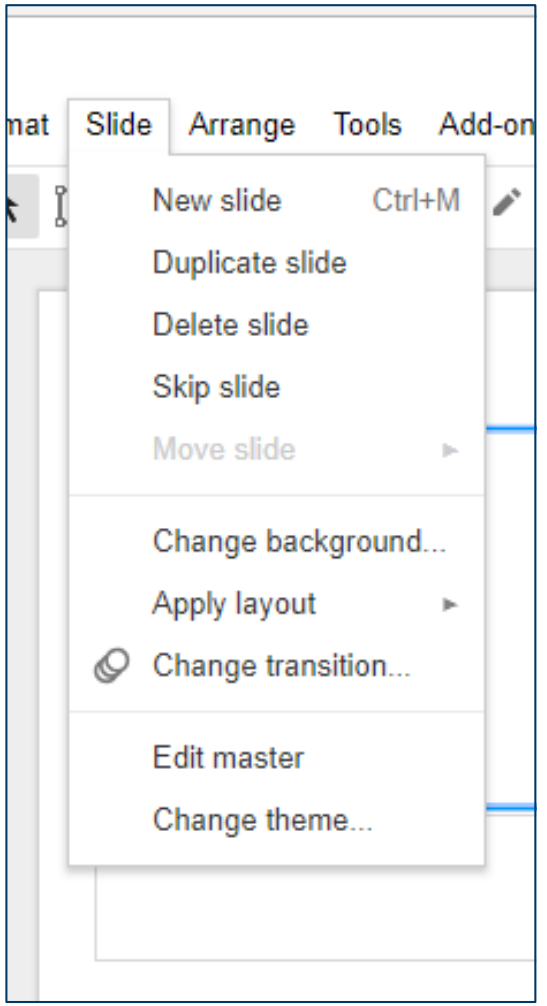
- Select a template category.
- Select a solid background
  - Select a single color background that will provide contrast to the font color you use
  - Grey should not be used as a background
  - Do not use a patterned background

Design For PowerPoint Slide



Design Your Google Slide

- In Google Slide, select the Slide tab > formatting options



Complex or Graphic Backgrounds Make Text Difficult to Read



Simple Transitions

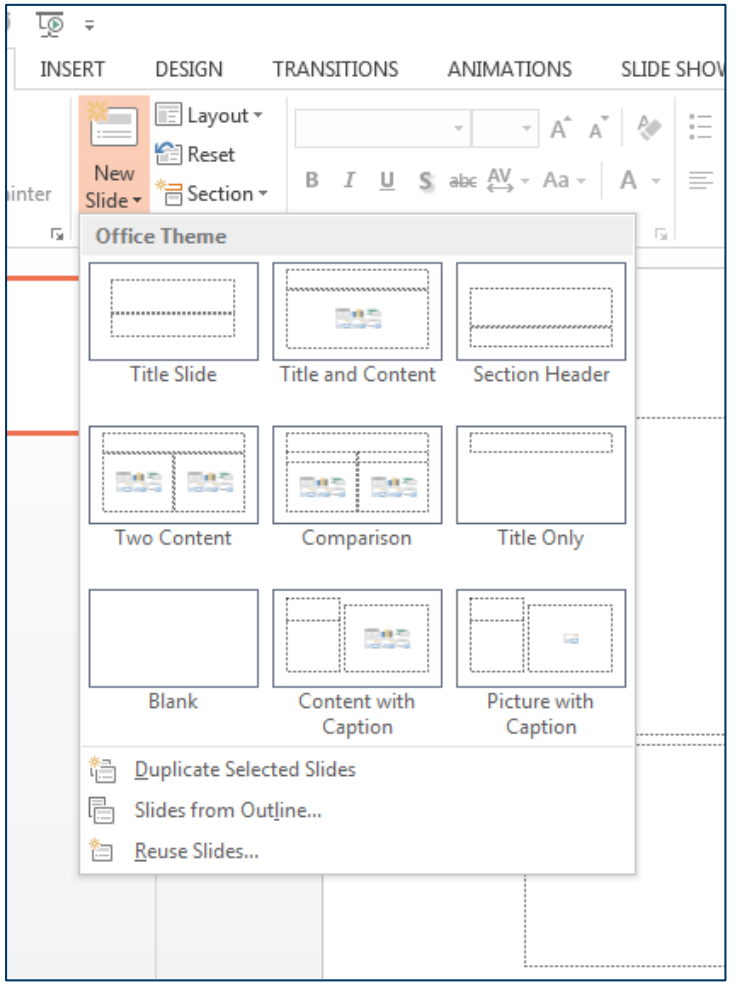
- Use simple transitions:
  - Fly in from left
  - Wipe right
  - Typewriter
  - Appear
  - Laser from right
- Advance slides manually

Predefined Slide Layouts

- Layouts are coded to work with adaptive technologies
- Layouts make content look more uniform and professional
- Adding Text Boxes can create accessibility problems
- If the slide layouts you have available to you do not meet your needs, you may add, modify, or create slide masters that include the layouts you need. (not covered today)

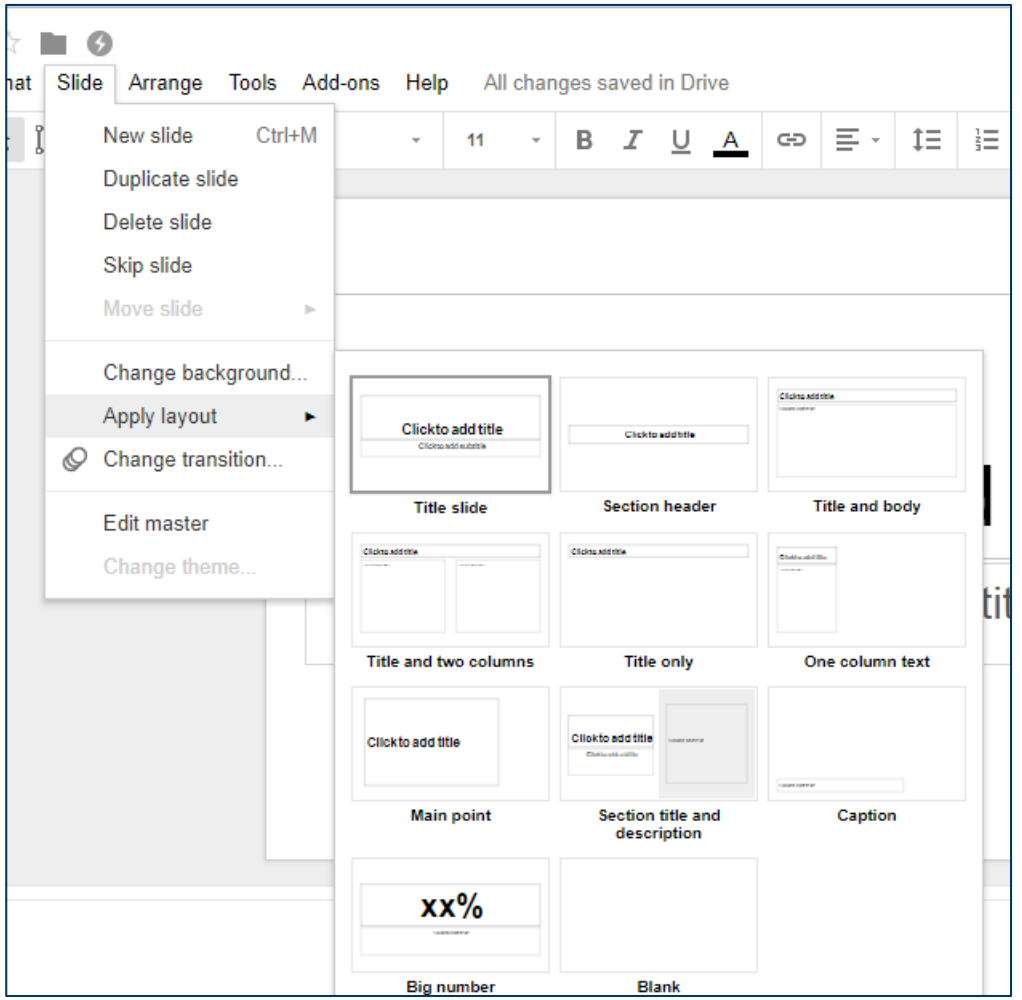
Select PowerPoint Slide Layout

- Select home tab > select layout



Select Google Slide Layout

- Select slide tab > select apply layout



Fonts and White Space

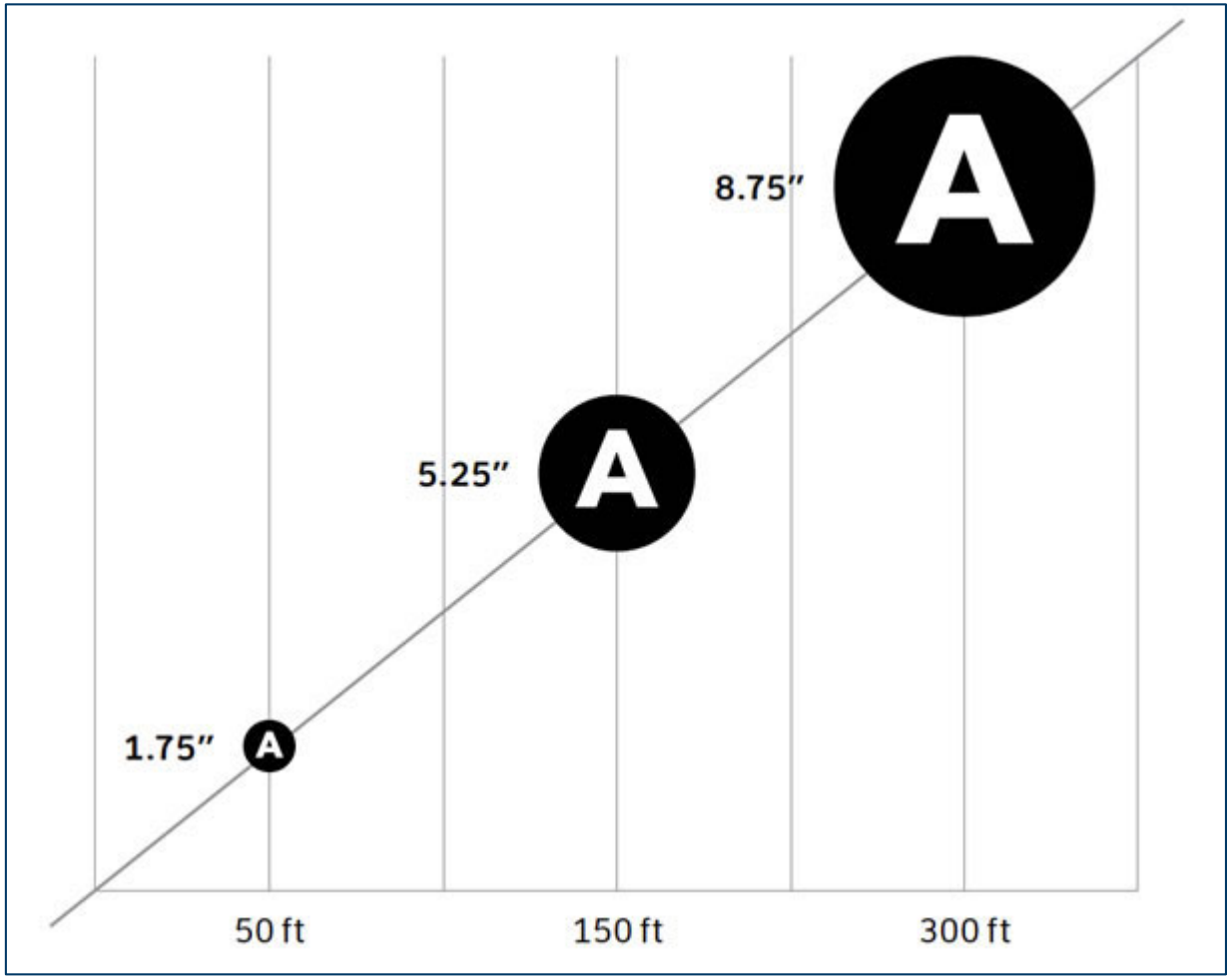
- Use a San Serif Font:
  - Arial
  - Calibri
  - Tahoma
  - Verdana

- Do not use:
  - Serif Font
    - Garamond
    - Times New Roman
  - Shadow text
  - Fancy script
  - Arial Narrow

Font Size for Presentations

- Headings should be at least 32 point font
- Subheading should be at least 30 point font
- Text should never be smaller than 28 point font

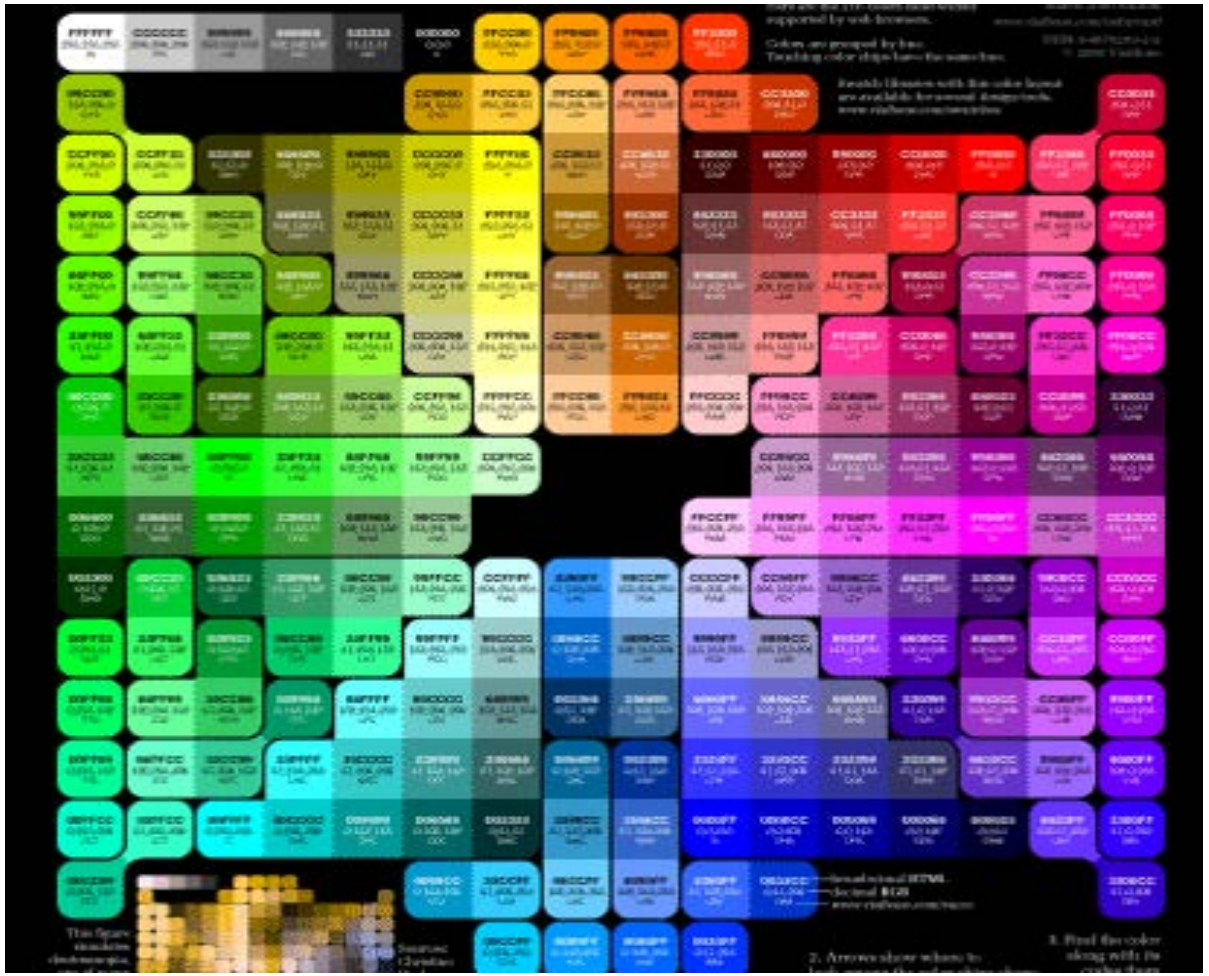
Projecting Presentations



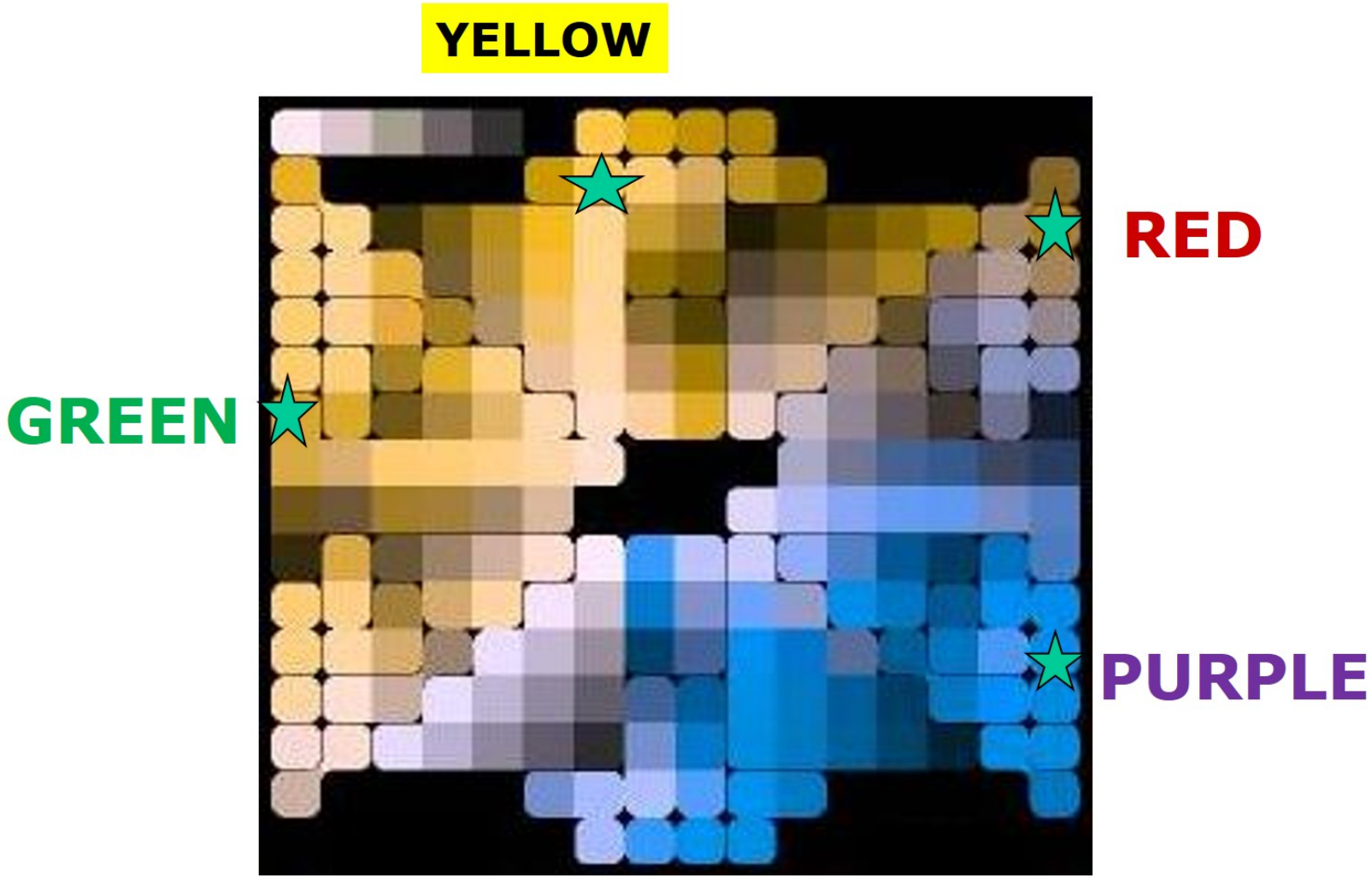
Ensure Each Slide Has A Unique Title

- Using unique slide titles allows for easier navigation
- Slide titles should be:
  - Larger than other text on the slide
  - Easy to read
  - Consistently located
  - Crisp, not wordy
  - Convey your main point as an assertion

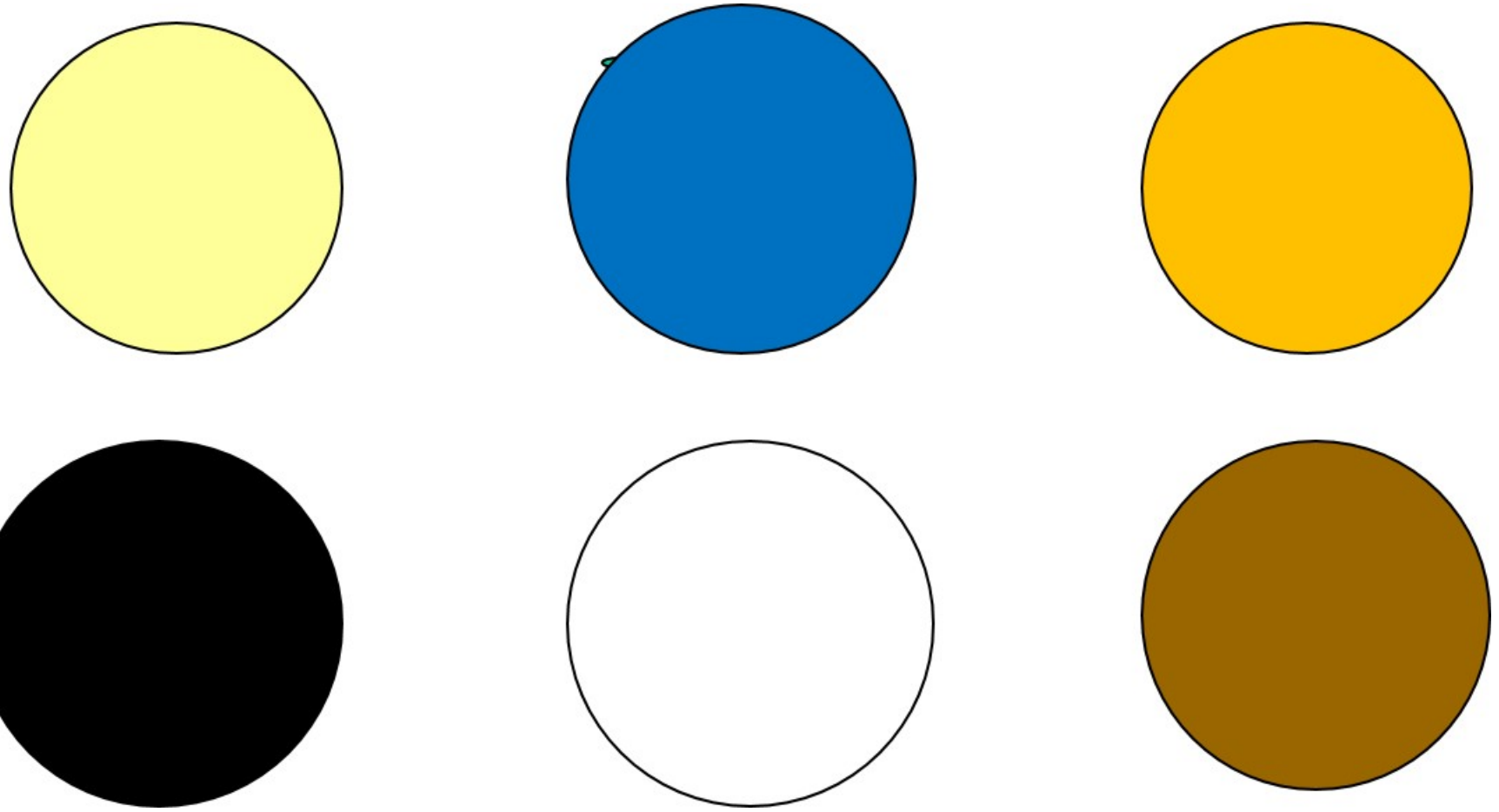
Color Spectrum



Color Blindness



Colors Most People Can See



Good Font and Background Color Combinations

- Dark Red and White
- Violet and White
- Black and White
- Dark Blue and White

- Dark Blue and Yellow
- Black and Yellow

- Black and Pink

- Dark Green and White

Poor Contrast Font and Background Color Combinations

- Violet and Black
- Blue and Black
- Red and Black

- Dark Blue and Violet

- Green and Black
- Red and Green

- Two values of the same color.

Two Ways to Convey Information When Using Color

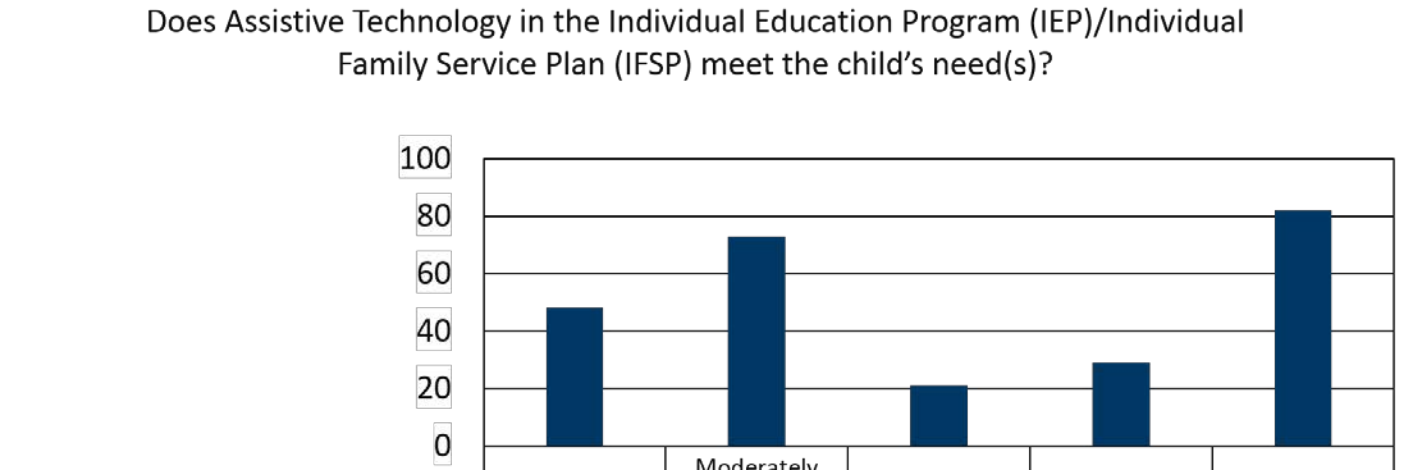
- Use text in addition to color to convey information
- For example:
  - “Important items are red and marked with an *”
  - Required items include the designation “required” next to the item

Name Hyperlinks Appropriately

- Links should contain meaningful text that reflects the destination or subject
- Do not use “Click Here”
- If you think the presentation will be downloaded, add the hyperlink address to the notes pages of the presentation

Charts and Graphs

- When using charts and graphs, include a table of data to explain the graphic representation



	Meets	Moderately Meets	Does Not Meet	Not Sure	No Response
Does Assistive Technology in the Individual Education Program (IEP)/Individual Family Service Plan (IFSP) meet the child's need(s)?	48	73	21	29	82

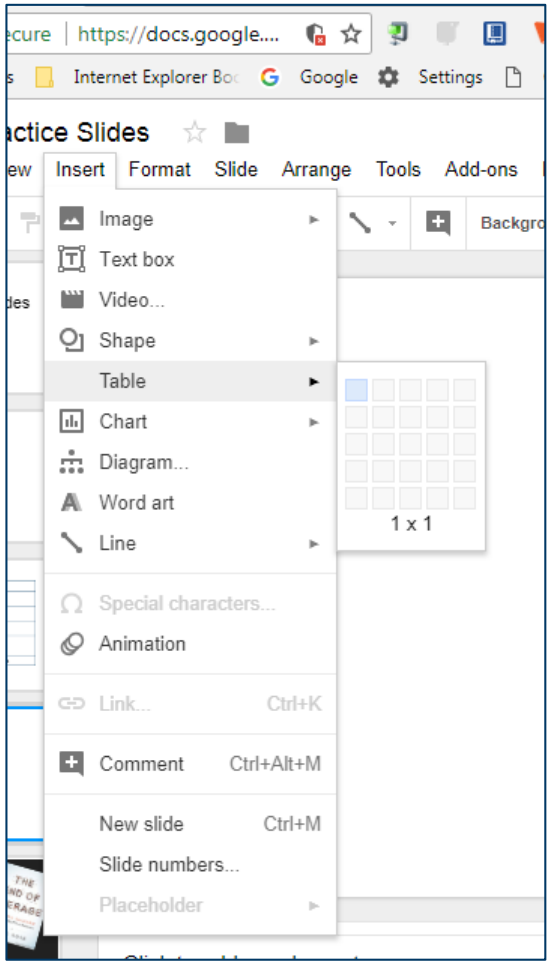
Tables in PowerPoint

- Use simple table structure
- Specify column header information
  - Select the table > Table Tools > Table Style Options

Session	Presenter	Room
Learning Management Systems Digital Curriculum	Jon Fila	Hagfors 104
Including Everyone in Your Digital Community	Jennie Delisi	Hagfors 103
Accessible Classrom, Meetings, Flipped Classrooms	Kris Schulze	Hagfors 151

Tables in Google

- Insert > Table > select number of cells to create a table
- Add Alt Text
  - Right click to select the upper left table cell > Select Alt Text > Complete description



Video and Audio Files

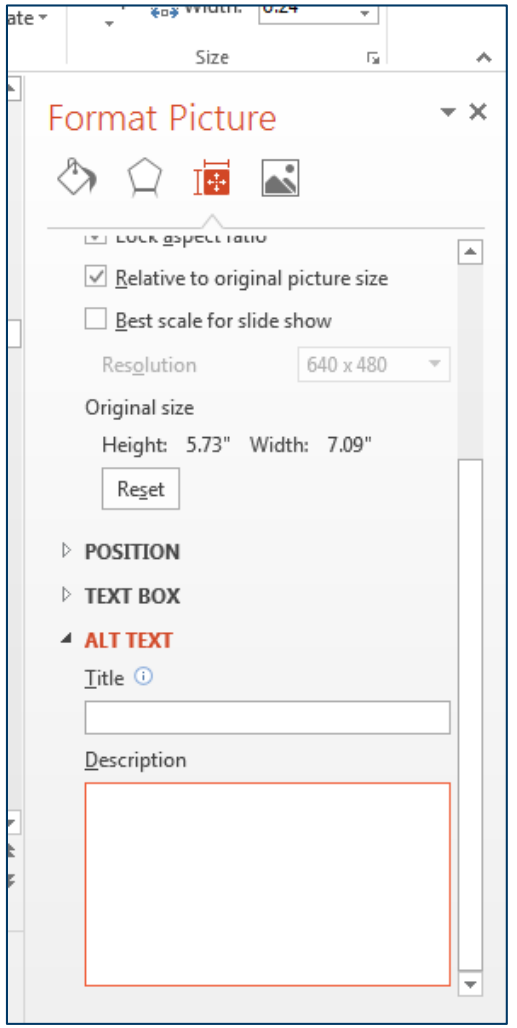
- Only use videos that include captioning
  - Closed captioning is preferable to open captioning
  - Do not rely on auto captioning
- Visuals, including video should be audio described
- Include a transcript for any embedded audio components

Include Alternative Text

- Include accurate alternate text (alt text) for all non-text items embedded in the slide content:
  - Pictures
  - Video
  - Charts & Graphs
- Include alt text in the description field.

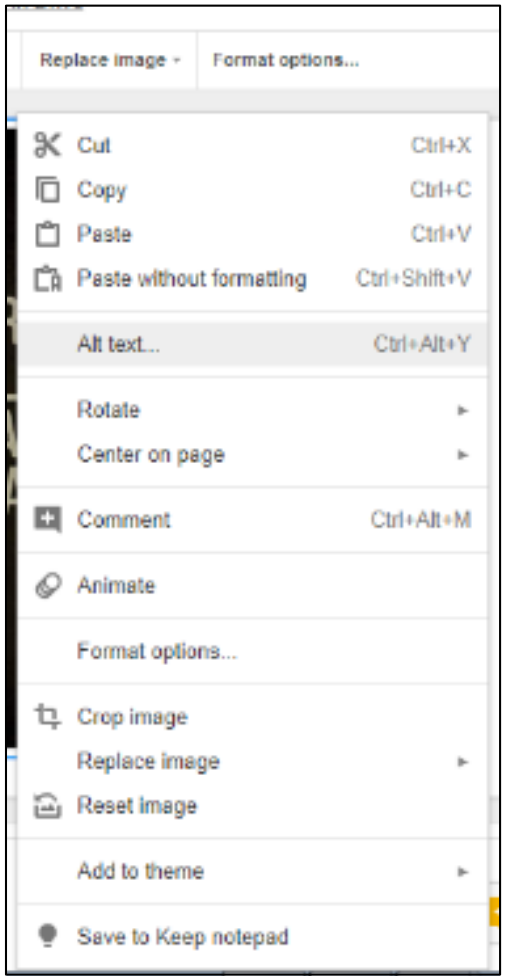
Inserting Alternative Text in PowerPoint

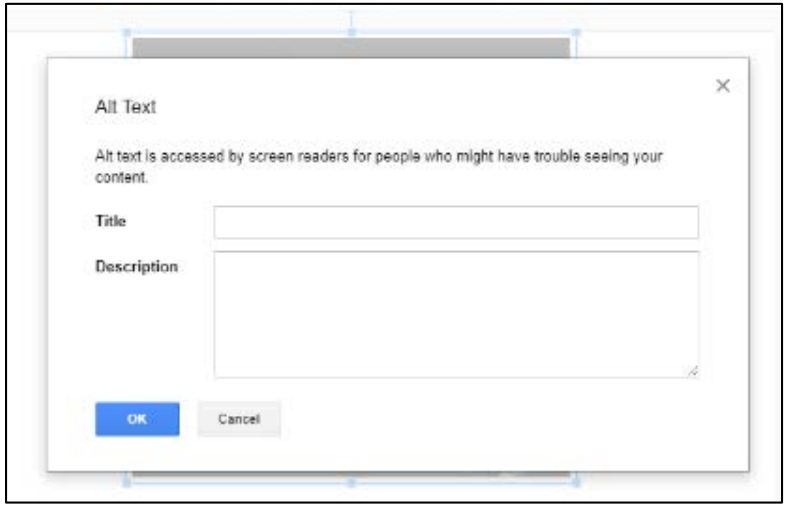
- Select the item or image > Format menu > Alt text
- Type a description



Inserting Alternative Text in Google Slides

- Select the image or item using a right click > Select Alt text
- Type description





Writing Alternative Text

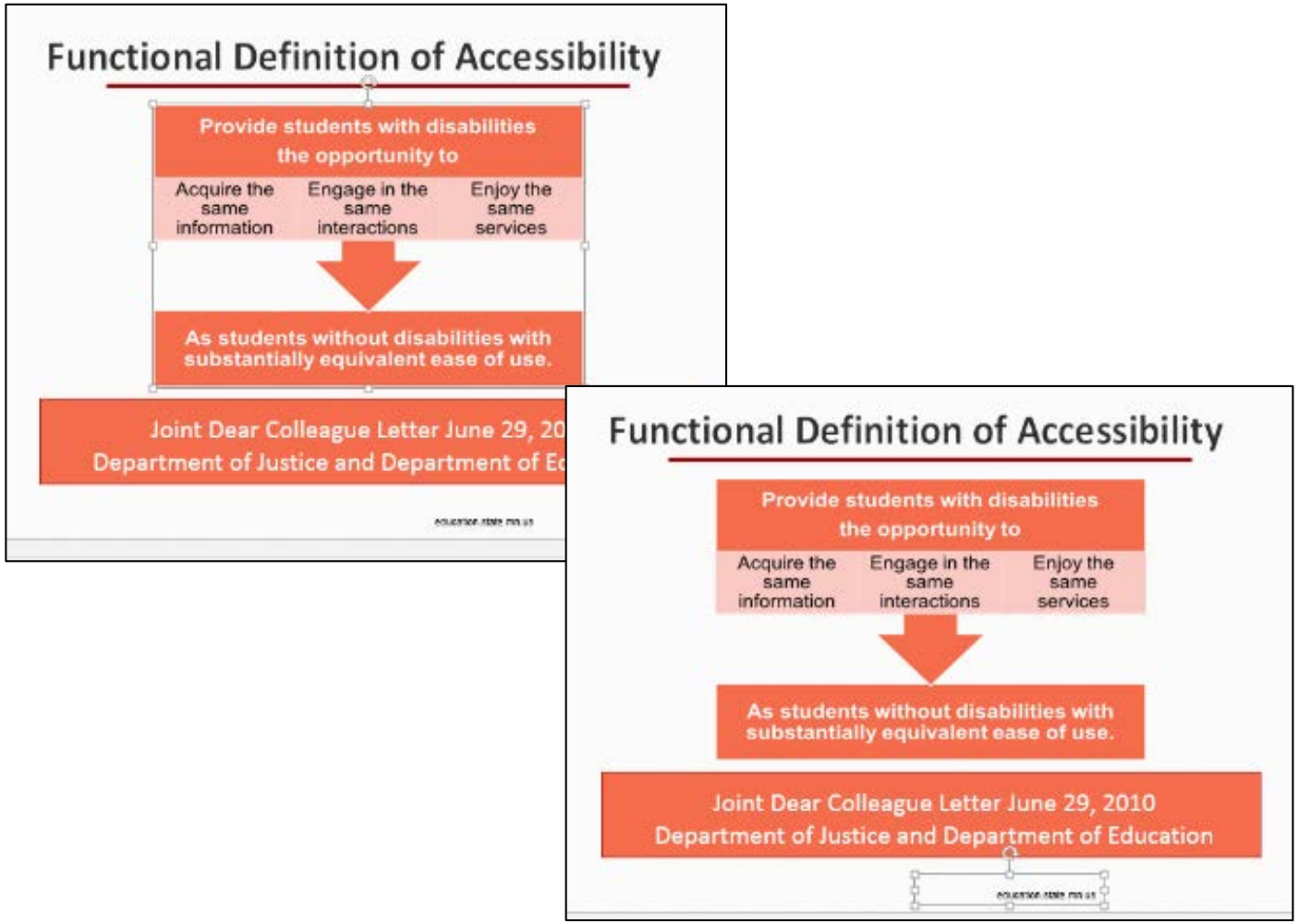
- Context is Key
- Consider Your Audience
- Be Concise
- Be Objective
- General to Specific
- Tone and Language
- Learn the Art of Making Graphics Accessible from Jessica Cavazos, Hagfors 150 C

Logical Reading Order

- Screen reading programs read items according the order defined in the design layout
- Factors affecting reading order include:
  - Slide layout selected
  - Oder in which items were added to the slides

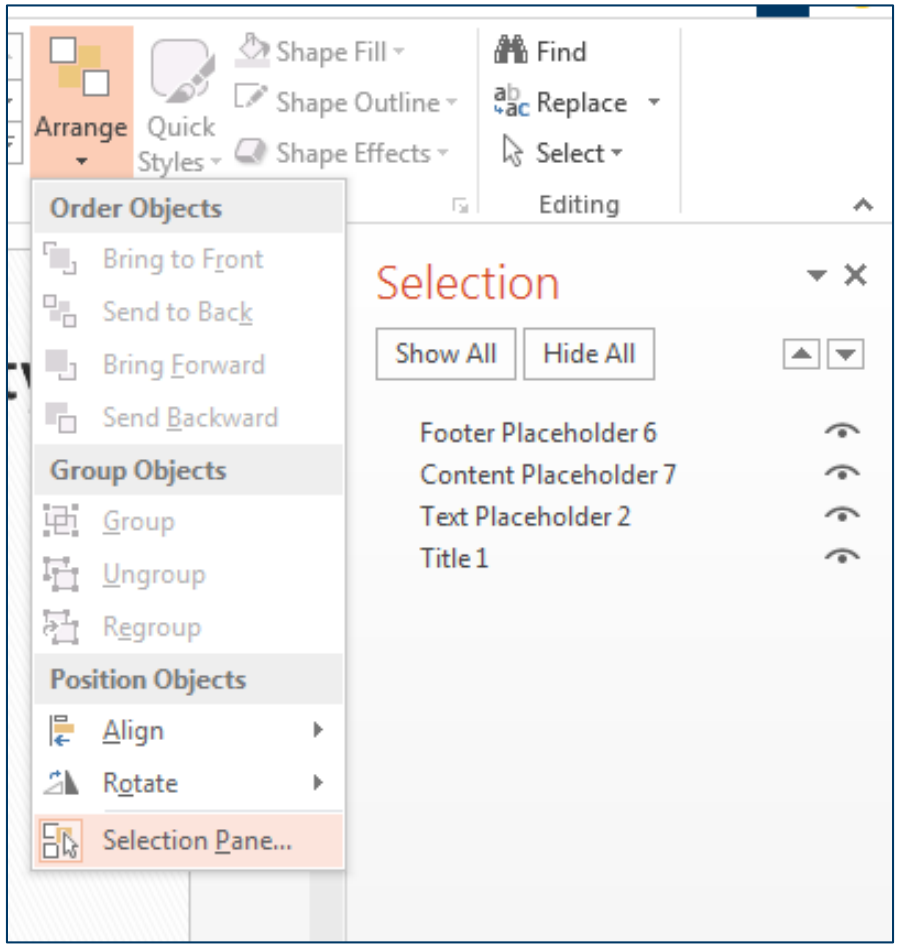
Check Reading Order of Slide Elements

- Place your cursor on the top, left-most object on your slide
- Press the Tab key to move from object to object



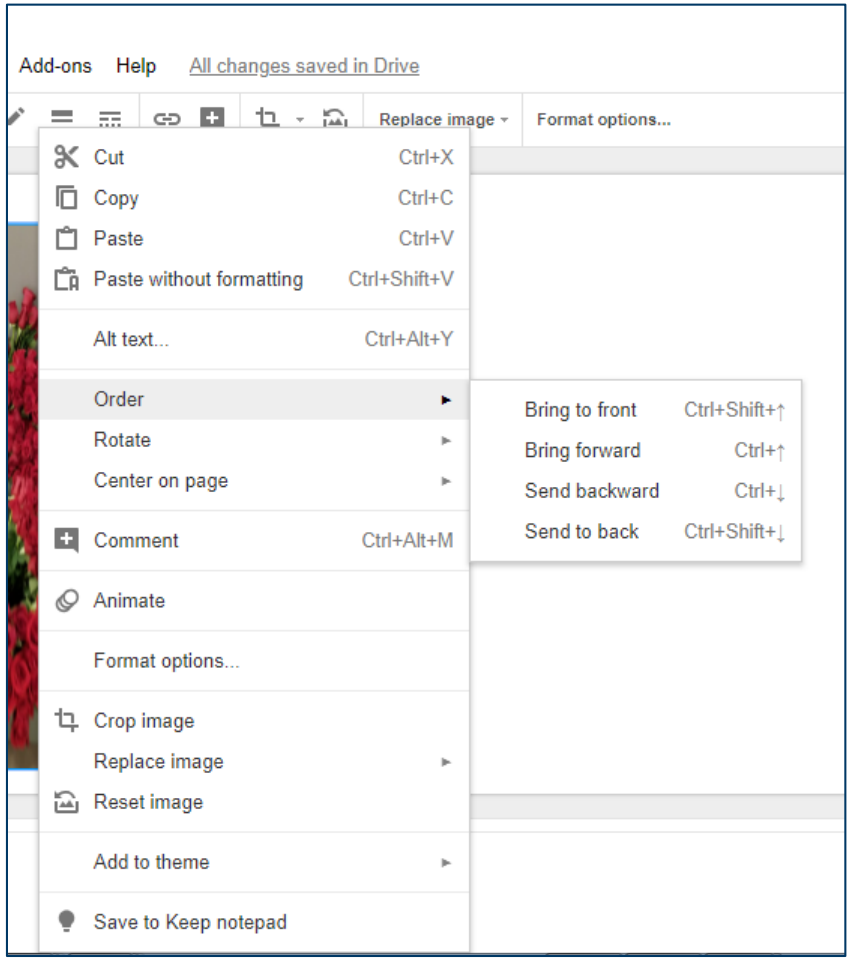
Change PowerPoint Slide Reading Order

- On the home tab, select arrange
- Select selection pane from menu
- Selection pane:
  - Shows reading order
  - Items are read from bottom to top
  - Select item and use arrows to move items up or down



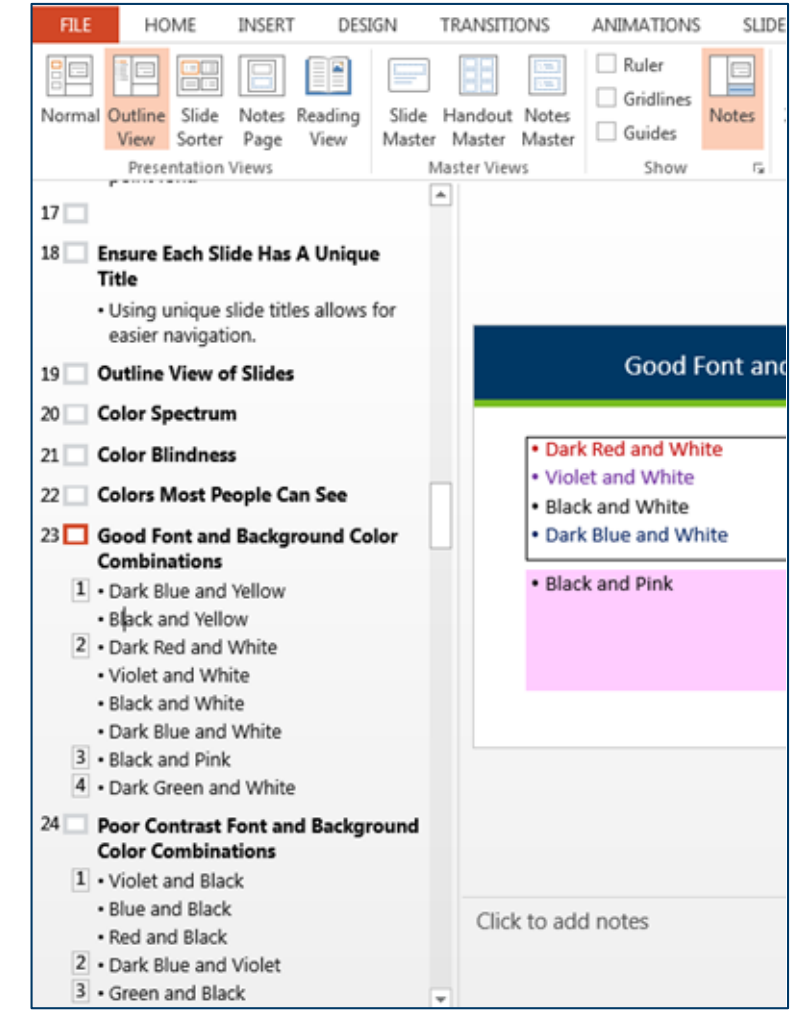
Change Google Slide Reading Order

- Select the element to be changed with a right click > Select Order



Check Reading Order Using Outline View

- Items are arranged in the order in which they will be read by a screen reader
- All major slide information is depicted in Outline View
- Graphics will not be visible in outline view



Check Google Slide in PowerPoint Outline View

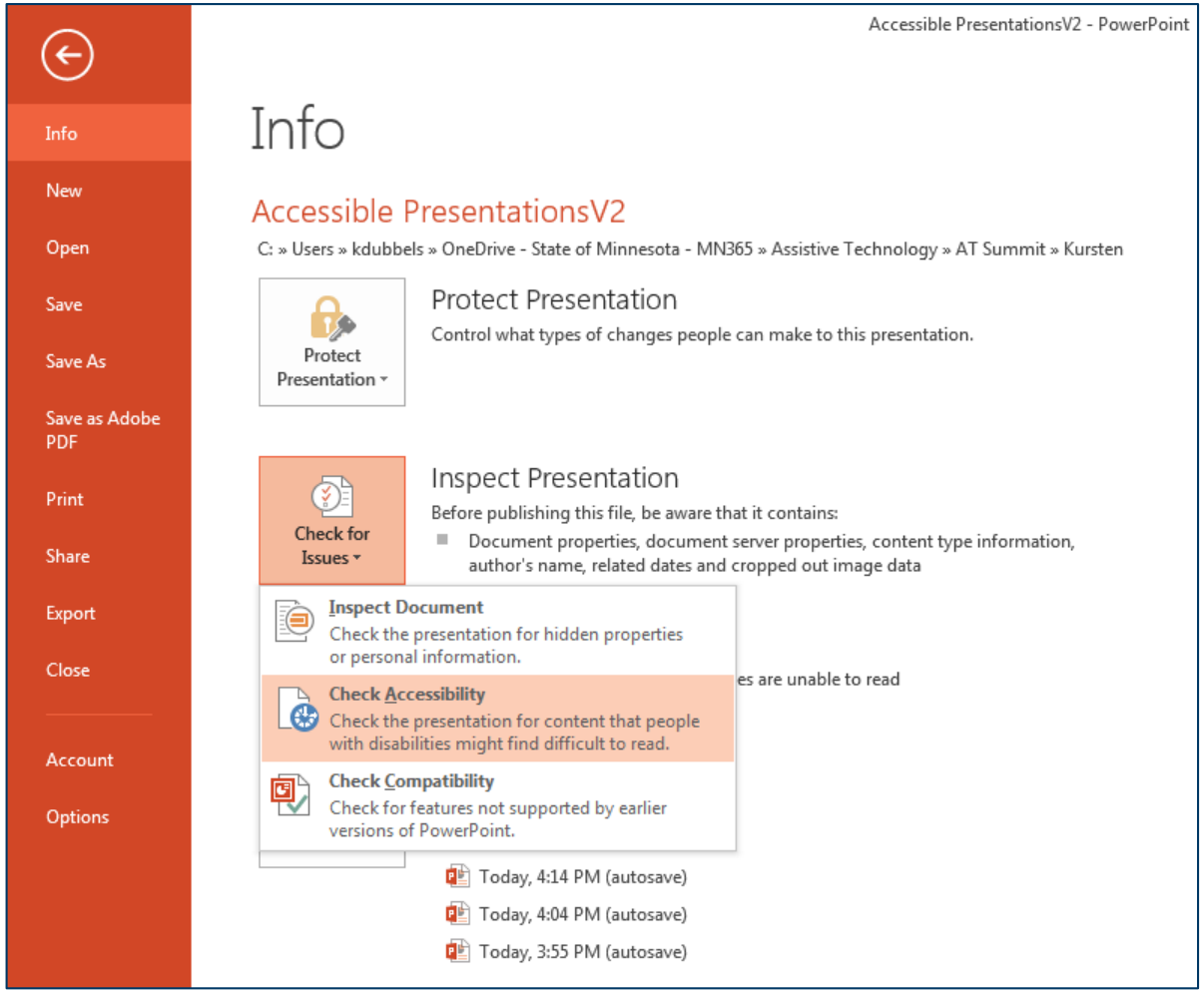
- Google Slides does not have an equivalent to Outline View in PowerPoint
- Open Google Slide in PowerPoint
  - File > Download As > PowerPoint to open presentation in PowerPoint
  - Select View > Outline View to review textural content on each slide

Explain Accessibility Features in the File

- Include a blank slide before the title slide to explain accessibility measures in the file
  - “This Slides presentation utilizes both the notes sections of slides and alternative text tags on images to provide information, in addition to text on the slides themselves”
  - Treat Slide 2 as your first slide of the presentation

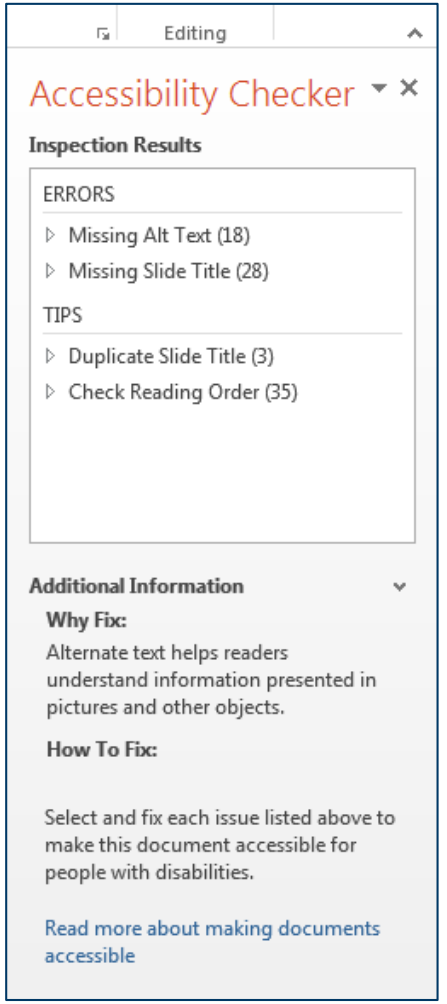
Check Accessibility in PowerPoint

- Select the File Tab
- Select Inspect Presentation
- Select Check for Accessibility



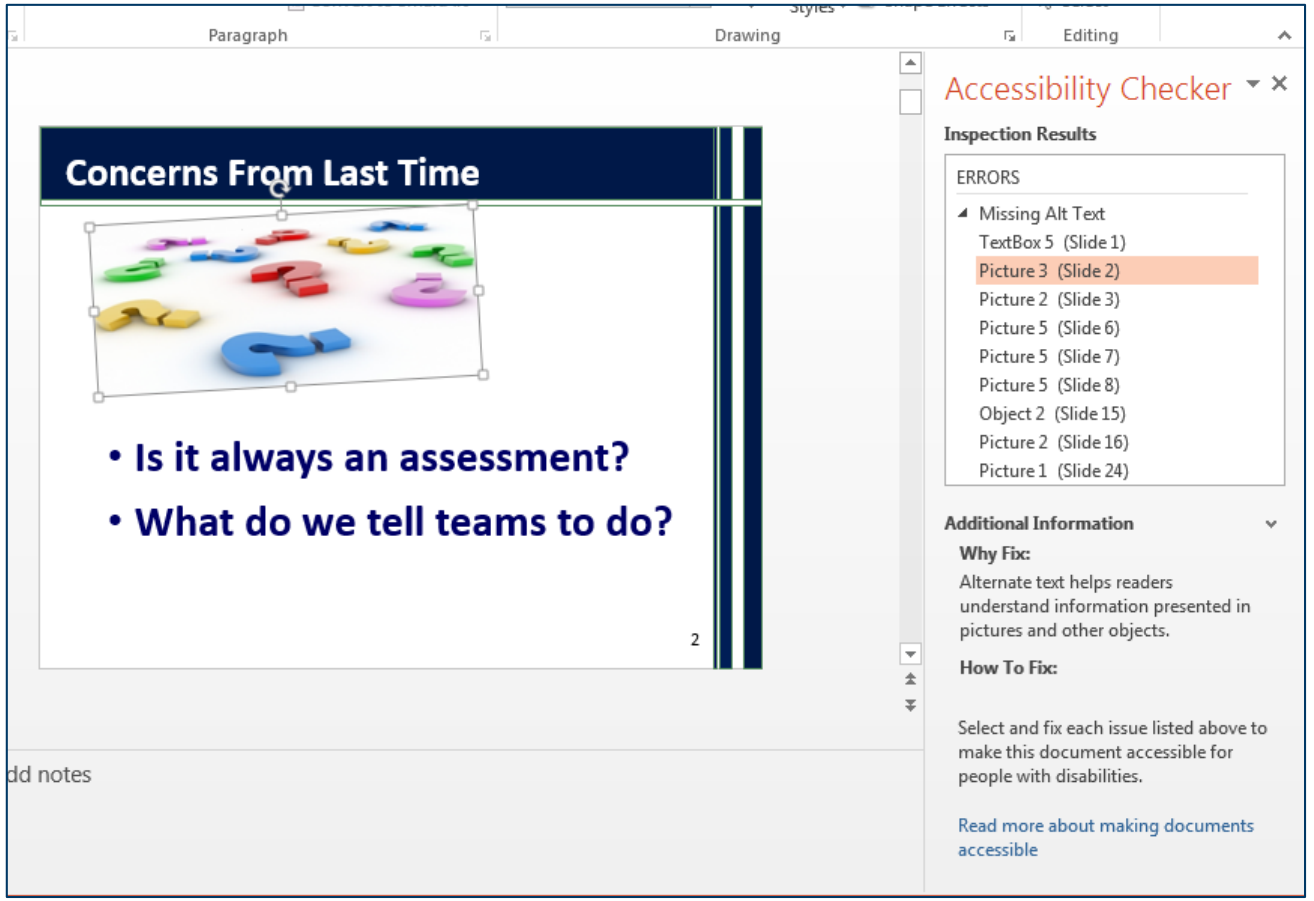
Accessibility Checker Identifies Errors

- Errors
  - Missing Alt Text
  - Missing Slide Titles
- Tips
  - Duplicate Slide Titles
  - Check Reading Order
- Additional Information



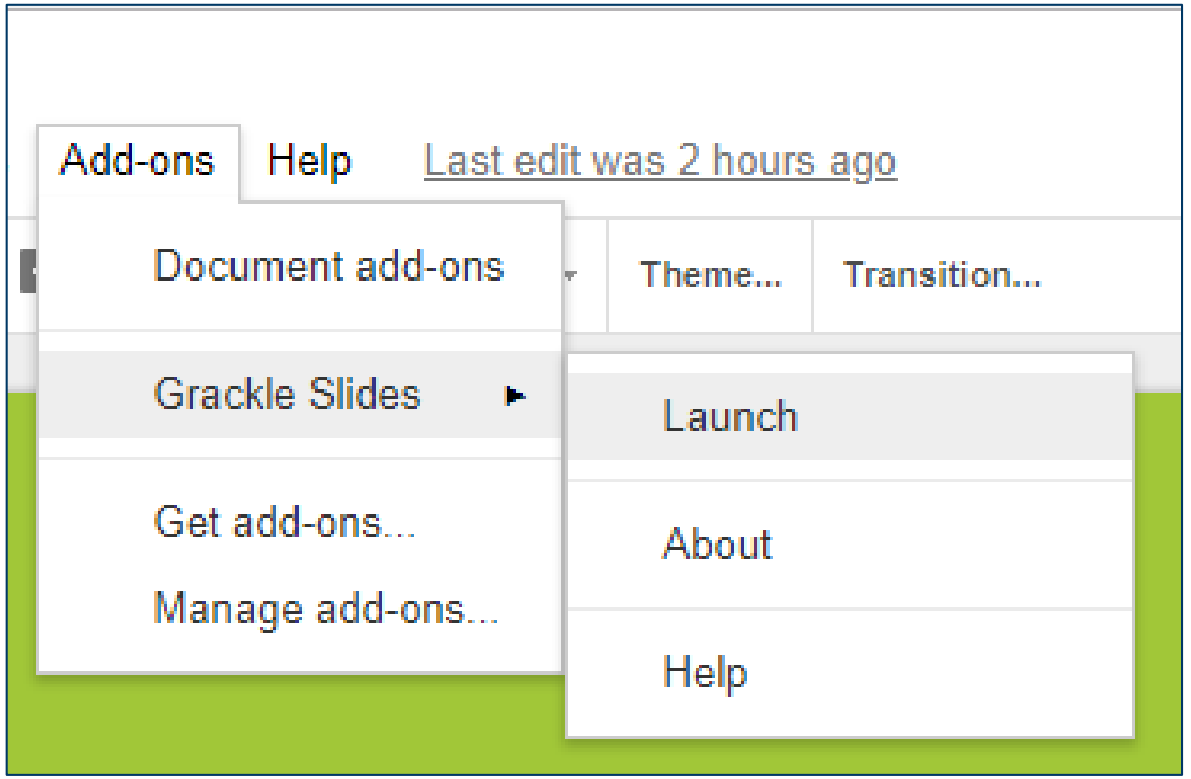
Finding and Fixing PowerPoint Issues

- Expand the errors by selecting the carrot in front of the category
- Highlighting an error will take you to the slide and highlight the element
- Once you fix the error, it will disappear from the list



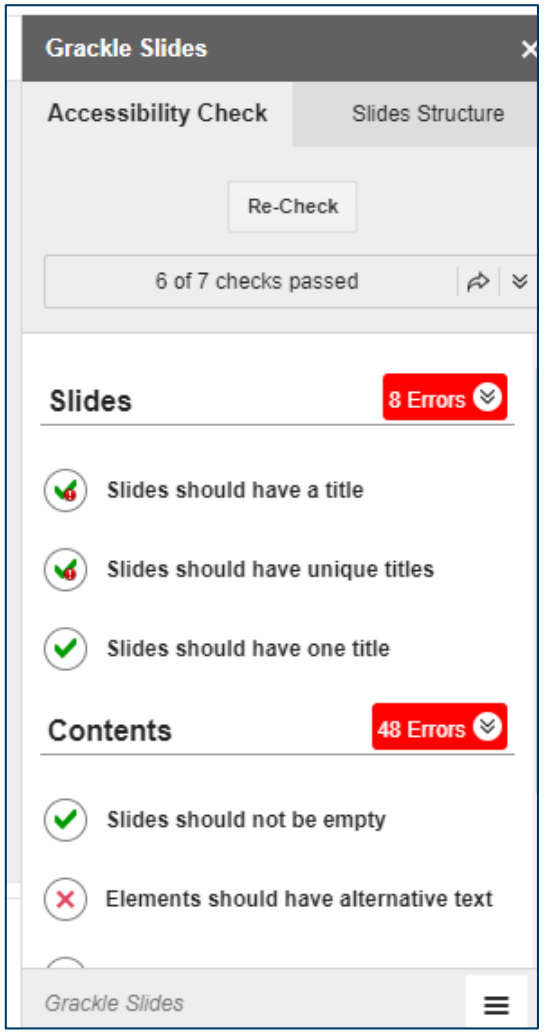
Add and Launch Grackle Slides

- Download Grackle Slides
- Select Add-ons > Grackle Slides > Launch



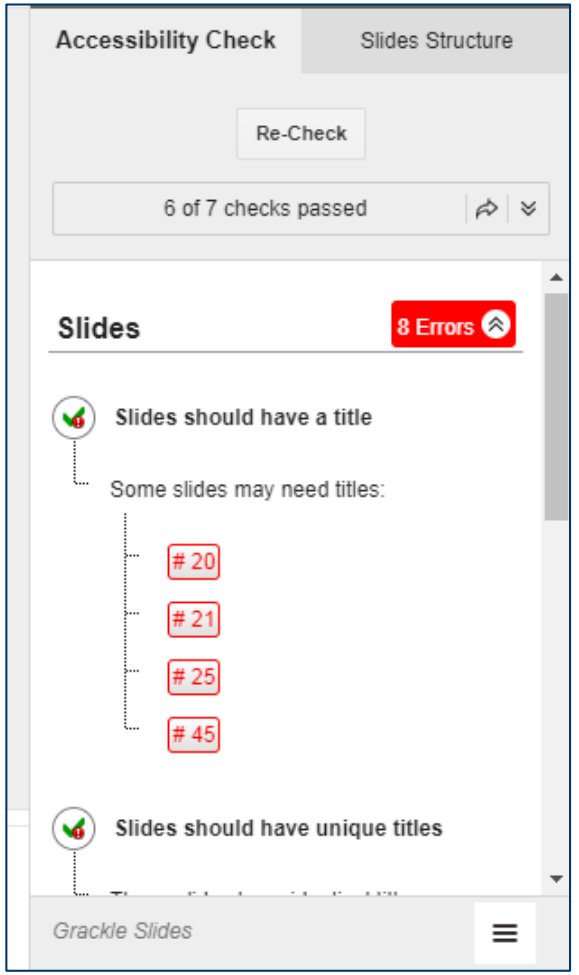
Grackle Slide Accessibility Checker Identifies Errors

- Check for slide titles
- Checks for unique titles
- Checking to make sure slides have only one title
- Checking for empty slides
- Checking for alternative text
- Checking for print that is too small
- Checking color contrast



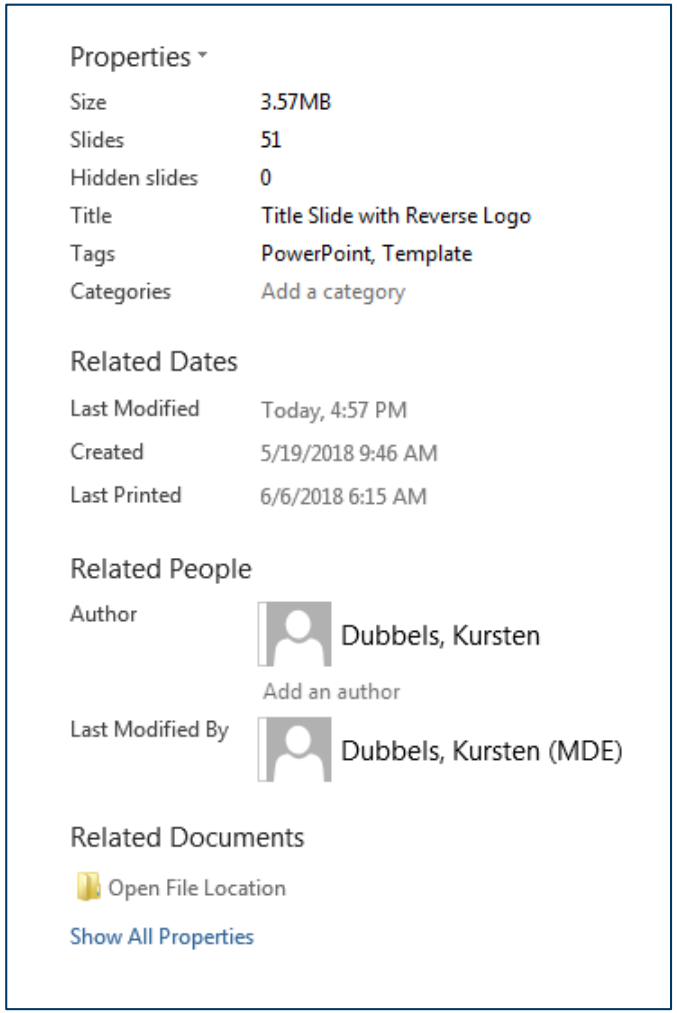
Finding and Fixing Google Slide Issues

- Expand the errors by selecting the double arrows next to the errors
- Selecting an error will take you to the slide that needs to be fixed



Complete Document Properties

- Helps with document management
- Increases search success
- To change or update properties:
  - Open PowerPoint Presentation
  - Select File tab > Advanced Properties
  - Hover over to fill in title, subject, and author



Export Google Presentation to PowerPoint

- To export a Google Slide presentation as a PowerPoint document, use the following shortcuts:
- Mac: Control + Option + F, then D, then Enter
- Windows using Chrome: Alt + F, then D, then Enter
- Windows using other browsers: Alt + Shift + F, then D, then Enter

DEPARTMENT OF EDUCATION

Thank you!

Kursten Dubbels

kursten.dubbels@state.mn.us

651-582-8562