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Introduction to Microsoft PowerPoint Accessibility

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Handouts

- Download at: exploreaccess.org/handouts



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Before We Get Started

- Recording
- Captions
- Questions
- Evaluation/Certificate of Attendance



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What we'll cover:

- What is Digital Accessibility?
- Common Barriers:
  - Contrast
  - Font Choice and Size
  - Line Spacing
  - Slide Titles
  - Alt Text
  - Descriptive Links
  - Checking Accessibility
  - Saving as PDF



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What is Digital Accessibility?

Digital accessibility involves the creation of websites, mobile applications and electronic documents that can be easily navigated and understood by a wide range of users.



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Common Barriers: PowerPoint

- Images with no alt text
- Poor contrast
- Text that is not clear or large enough
- Text not available in outline view



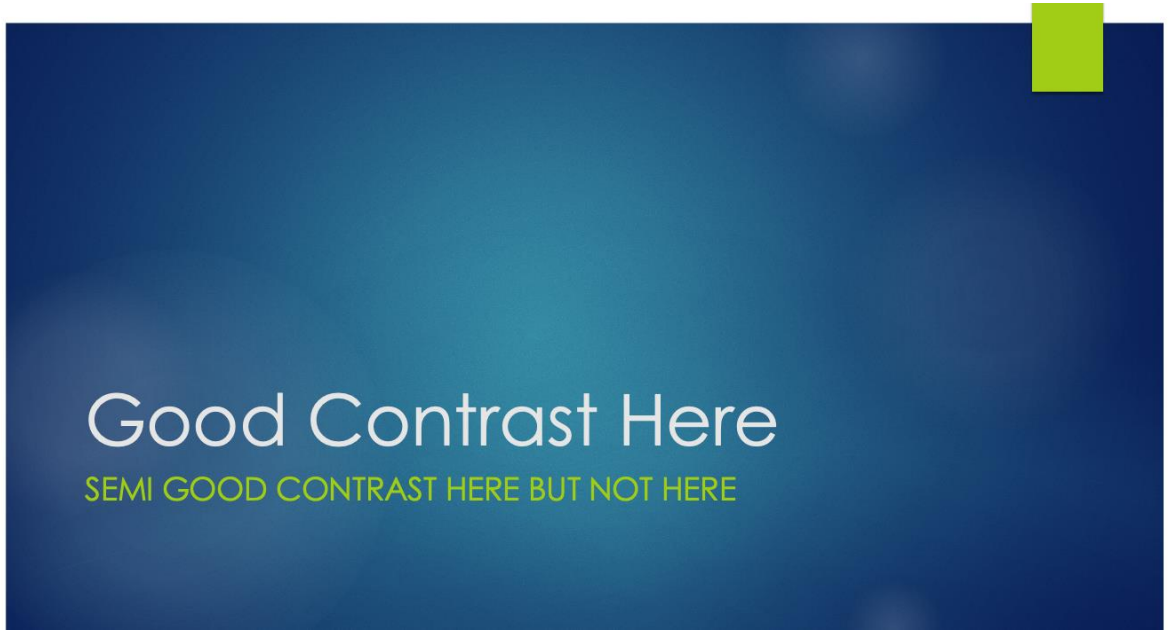
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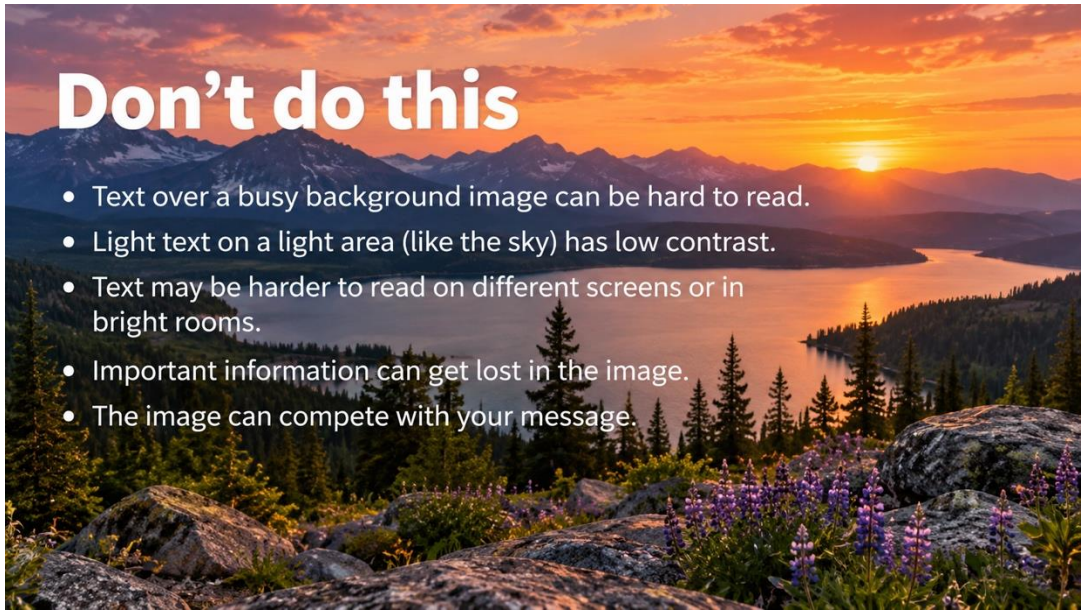
Provide Good Contrast

- Select a slide design that has good contrast between text and background. (4.5 to 1 or better)
- Black or dark blue text on a light grey or white background or...
- Light text—white or light grey—on black or dark blue background
- If you are unsure about the contrast, use a contrast analyzer to check it

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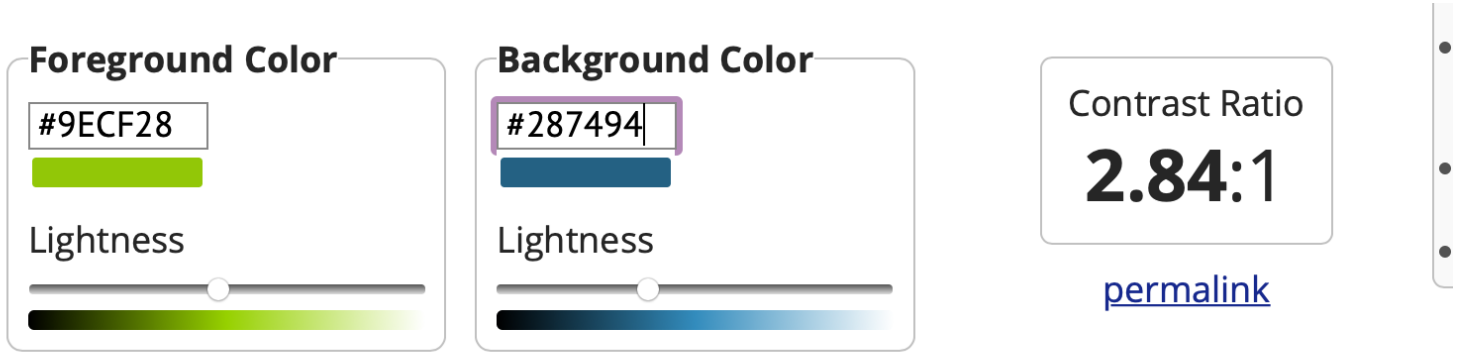
Choose Design Templates with Good Contrast





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Checking Color Contrast



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Choose Accessible Fonts and Font Size

- Font sizes:
  - Heading:
    - 44 or larger ideal
    - 36 point if necessary
  - Body:
    - 28 point - ideal
    - 24 point - acceptable
    - 20 point - minimum
- Font families:
  - Sans serif or Times New Roman
  - Avoid very decorative or thin fonts

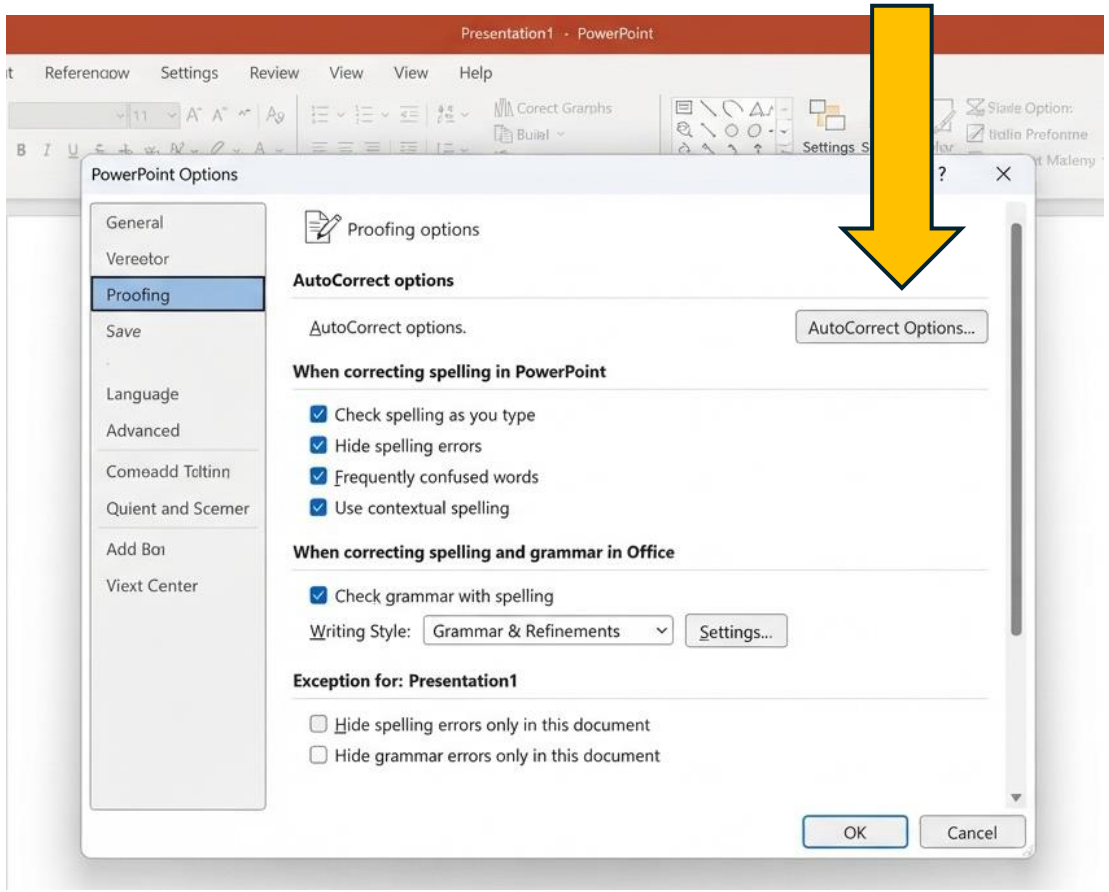
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Limit the Amount of Text on Your Slides

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
- Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.
- Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam, nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam nihil molestiae consequatur, vel illum qui dolorem eum fugiat quo voluptas nulla pariatur?

Change AutoFit Setting Globally on PC

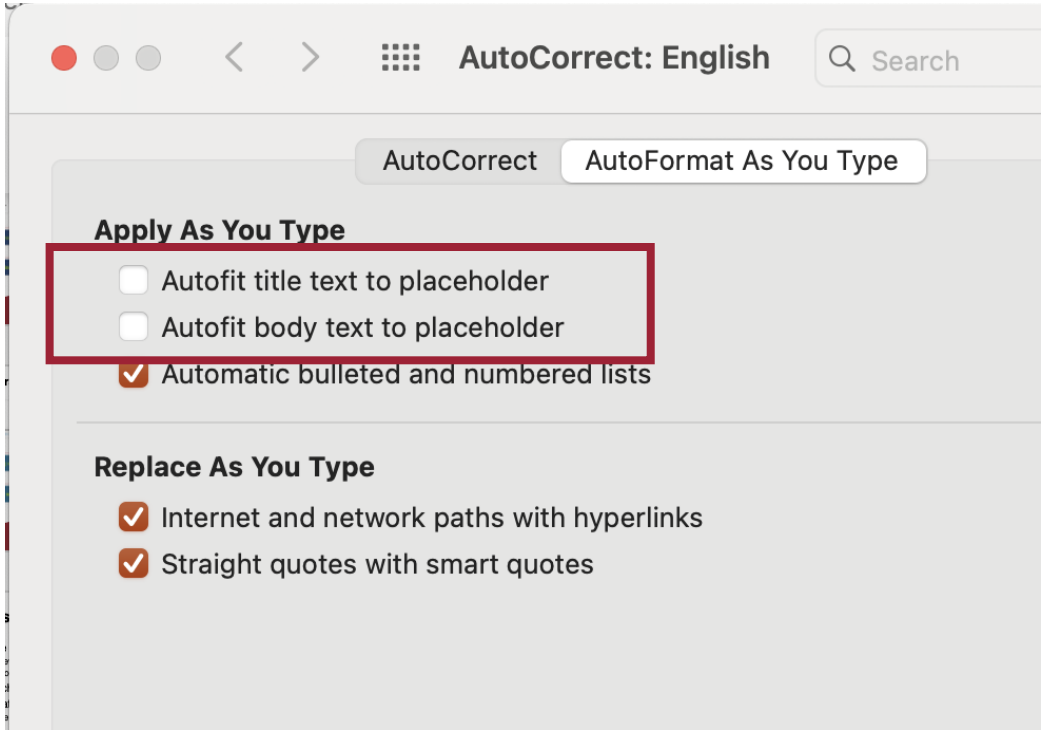
- Open Microsoft PowerPoint and click **File** > **Options**.
- Click **Proofing** in the left sidebar.
- Click the **AutoCorrect Options...** button.
- Go to the **AutoFormat As You Type** tab.
- Uncheck **AutoFit title text to placeholder** and **AutoFit body text to placeholder**.
- Click **OK** on both windows to save.



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Change AutoFit Setting Globally on Mac

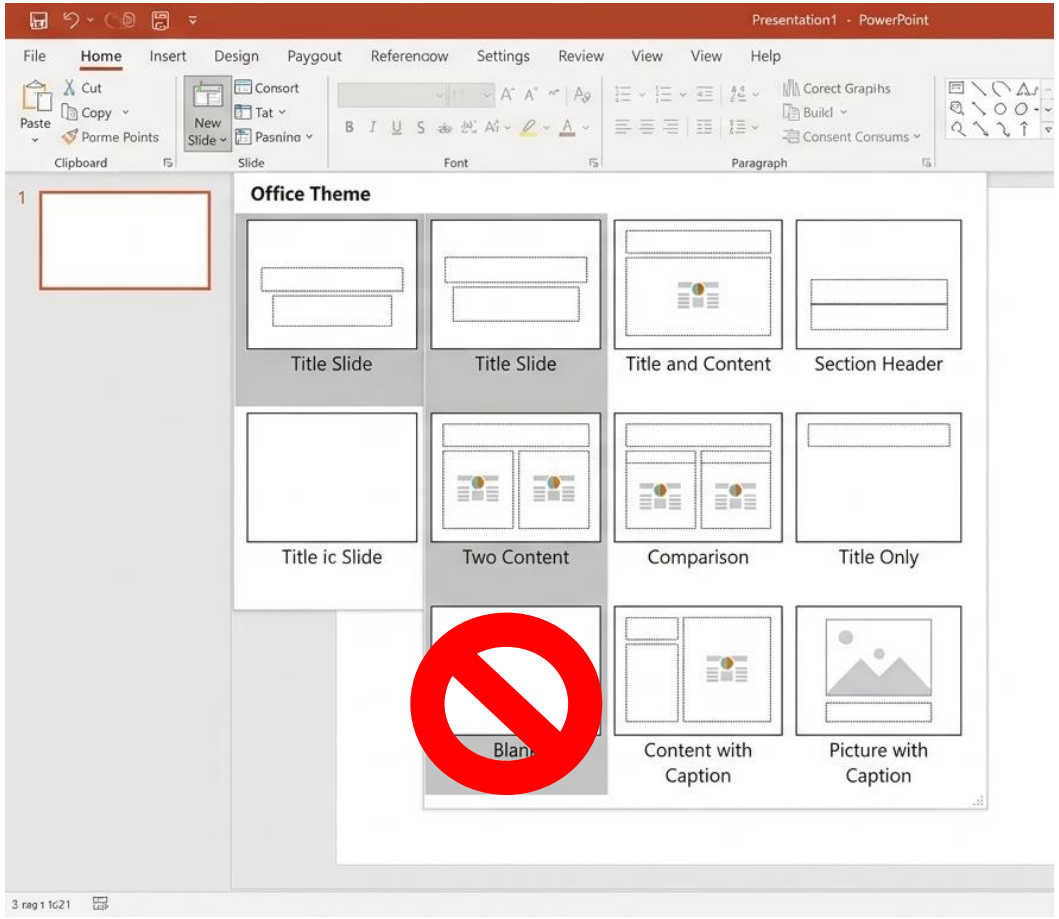
- Click **Tools** in the Apple menu bar at the very top of your screen.
- Select **AutoCorrect Options...**.
- In the window that pops up, click the **AutoFormat As You Type** tab.
- Under the "Apply as you type" section, uncheck **AutoFit title text to placeholder** and **AutoFit body text to placeholder**.
- Click **OK**



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Choose Slide Layouts that Match Your Content

- Do not choose the blank slide and then add text boxes.
- Choose the layout that fits your content best.
- This allows all of the text content to be available in the Outline View for easier exporting.



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Use a Unique Slide Title for Each Slide

- Make sure each slide has a unique slide title.
- If you have information that continues across more than one slide, add “continued” if there are 2 or number them if there are more than 2.
  - Data from Our Study - 1
  - Data from Our Study - 2
  - Data from Our Study - 3

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Add alt text to images.

- Without alt text, a screen reader user will not know what an image is.
- Images often convey important information.
- The screen reader will just say “graphic”



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What is Alt Text?

a text description of an image (or other non-text content)

Related terms:

alternative text, image description

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Sample Alt Text

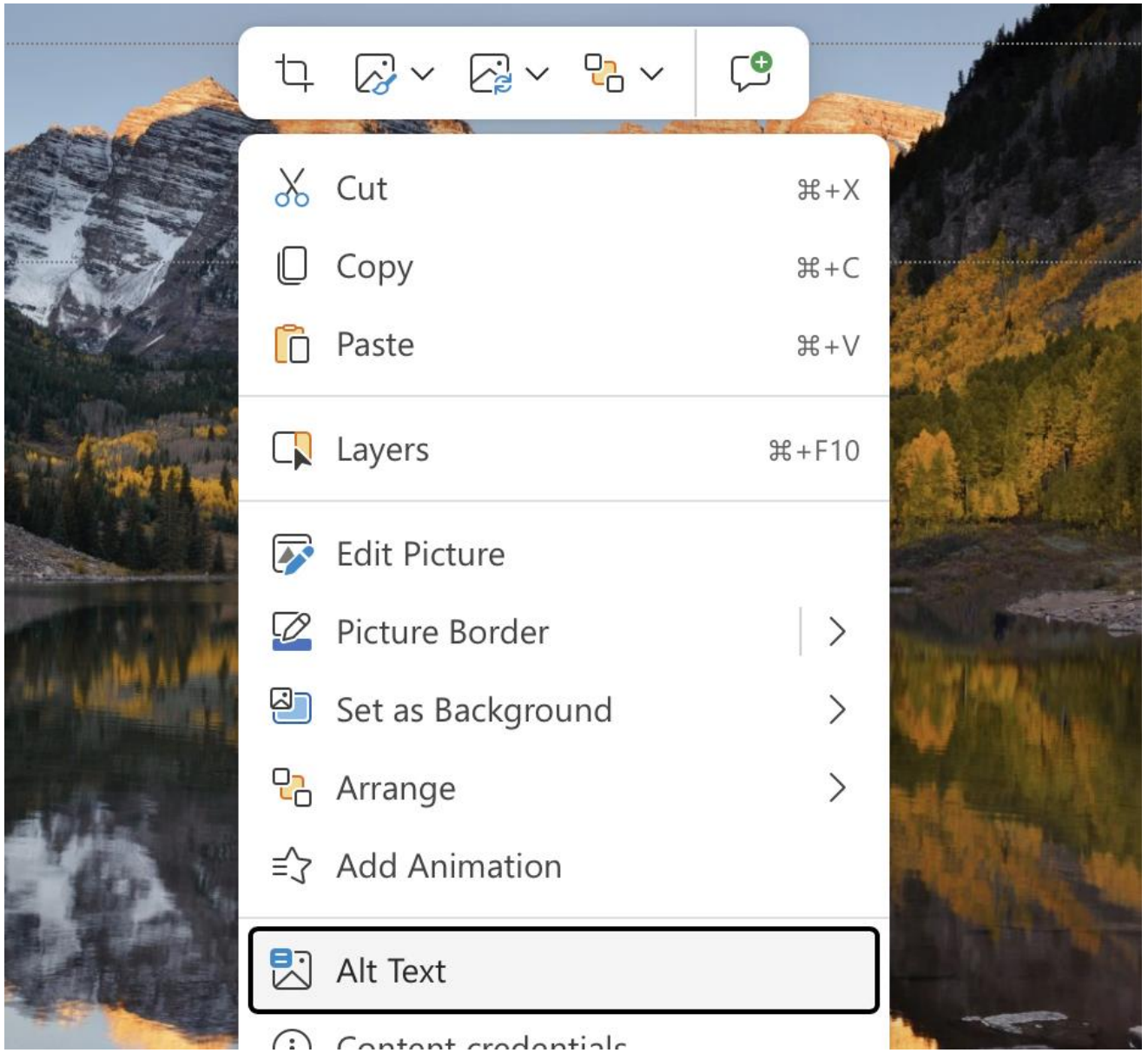
A reddish-brown dog leans its head out of a car window, eyes closed as it feels the breeze, with open fields and a blue sky in the background.



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How to Add Alt Text

- Right click on the image
- Choose Alt Text
- Write the description in the box that appears to the right of the document.
- Describe what is in the image.
- No need to say “image of” or “picture of”



Auto-Generated Alt Text



Alt Text

How would you describe this object and its context to someone who is blind or low vision?
- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 sentences recommended)

Photograph of Maroon Bells rising above a calm alpine lake, surrounded by golden autumn aspens and dark evergreen slopes. Snow-dusted peaks glow in early light and reflect across still water, emphasizing a scenic mountain landscape.

AI-generated content may be incorrect.

☐ Approve alt text

Select the checkbox to verify that the alt text above is accurate.

Office on the web Frame

☐ Mark as decorative

Auto-Generated Alt Text (cont'd)



~~Photograph of~~ Maroon Bells rising above a calm alpine lake, surrounded by golden autumn aspens and dark evergreen slopes. Snow-dusted peaks glow in early light and reflect across still water, ~~emphasizing a scenic mountain landscape.~~

~~AI-generated content may be incorrect.~~

Purely Decorative Image

- If an image is purely decorative, mark as decorative.
  - Images that do not add anything to the content
  - Images that are redundant to the content
  - Images that are visual separators



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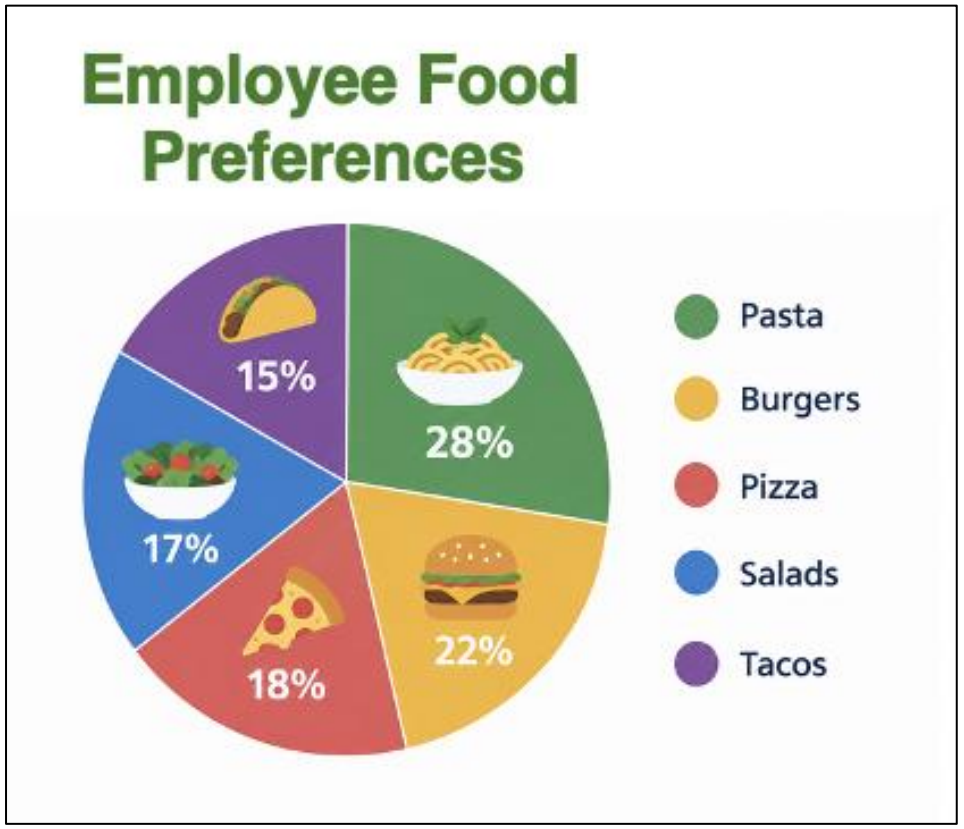
Alt Text Versus Photo Caption



- **Alt text:** Two black dung beetles pushing and pulling a ball of dung across the ground.
- **More detailed alt text:** Two large, black dung beetles with shiny, ridged bodies, long curved legs, and horn-like projections roll a ball of dung across rocky ground.
- **Caption:** A mating pair of dung beetles rolling their brood ball

More Complex Images

- Option 1: Place full description in alt text
- Option 2: Include brief description in the alt text and summarize the rest of the data on the slide

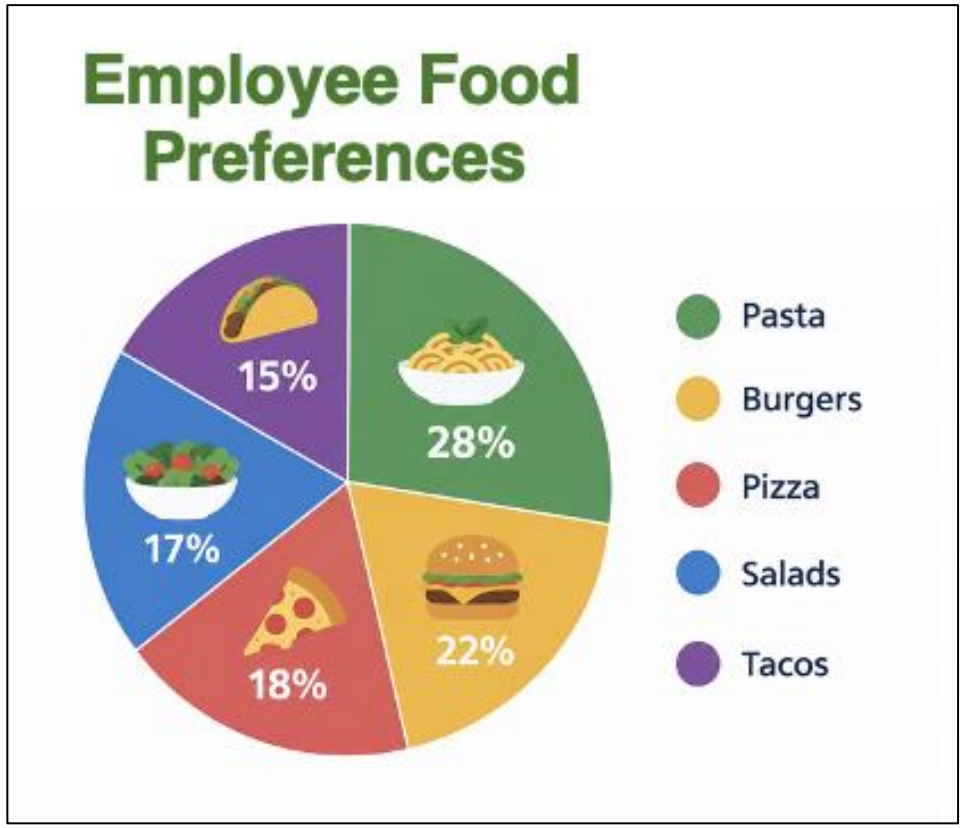


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Chart Sample

Employee Food Preferences:

- 28% pasta
- 22% burgers
- 18% pizza
- 17% salad
- 15% tacos



Alt text: Pie chart title: Employee Food Preferences. Data summarized on slide.

Create Descriptive Links

- Instead of: https://exploreaccess.org/post-123141341313413413 4/
- Use this: Latest Post: Creating Meaningful Links

- Instead of this: Click here to learn about accessible documents
- Use this: Learn more about accessible documents.

- Instead of this: Annual Report (PDF, DOC)
- Use this:
  - Annual Report (PDF)
  - Annual Report (DOC)

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Provide URL When Needed in Certain Settings

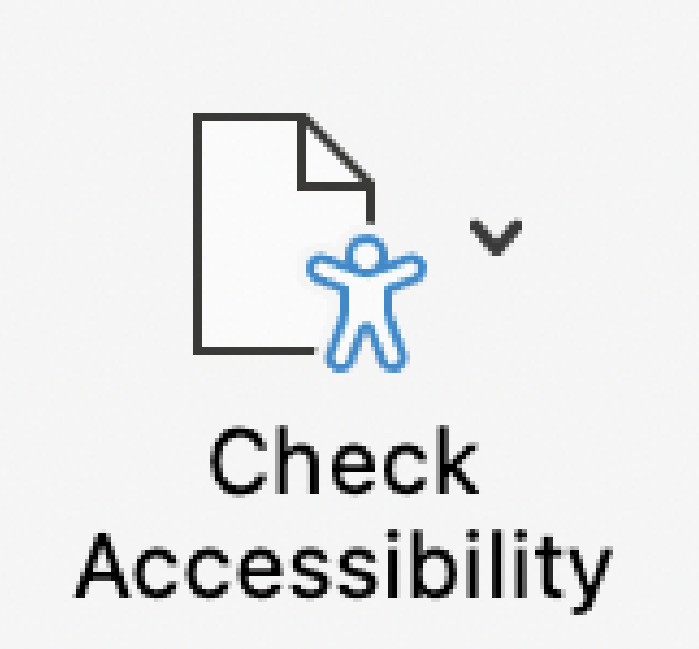
- **Do people need to access the link right away?**
  - Provide full URL.
    - Download the handout at: exploreaccess.org/handouts
    - Create short URL if needed.
- **Will everyone likely use the handout to access the resources?**
  - Provide meaningful links.
    - Creating Accessible Documents Toolkit
- **Are you printing handouts for a face-to-face presentation?**
  - Provide both descriptive link and URL.
    - Create Accessible Documents Toolkit (exploreaccess.org/creating-accessible-documents)

A Few More Suggestions

- **Data Tables:** Only simple tables with same numbers of columns and rows. Can add alt text if complex table.
- **Embedding videos:** Remember to caption.
- **Animations:** Use sparingly. Avoid flashing objects.
- **Design Ideas:** Some are fairly accessible and some are not at all. Avoid unless you plan to remediate PDF.

Use the Accessibility Checker

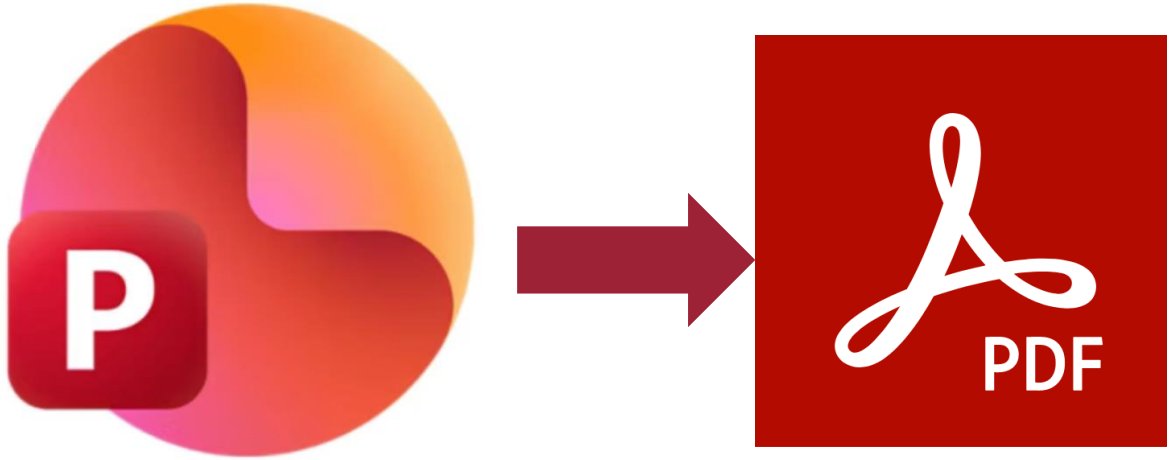
- Select Review or Accessibility Ribbon
- Click on Accessibility Checker
- Panel opens to the right



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If You Need to Convert to PDF, Choose "Save as PDF"

- Sharing the original files in Word or PowerPoint may be best.
- Create an accessible slide deck in PowerPoint.
- Choose SAVE AS PDF (not Print to PDF).



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Thank you!

- Evaluation and Certificates
- Future webinars:
  - uofapartners.uark.edu/news-events



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