

Accessible PowerPoint

Karen McCall, Med., and
University of Arkansas
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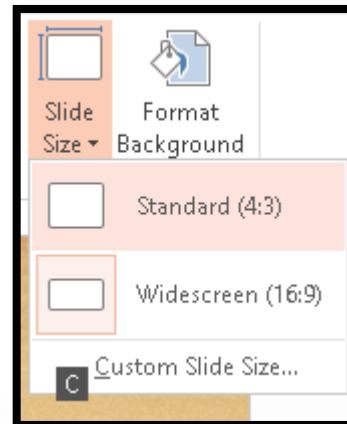
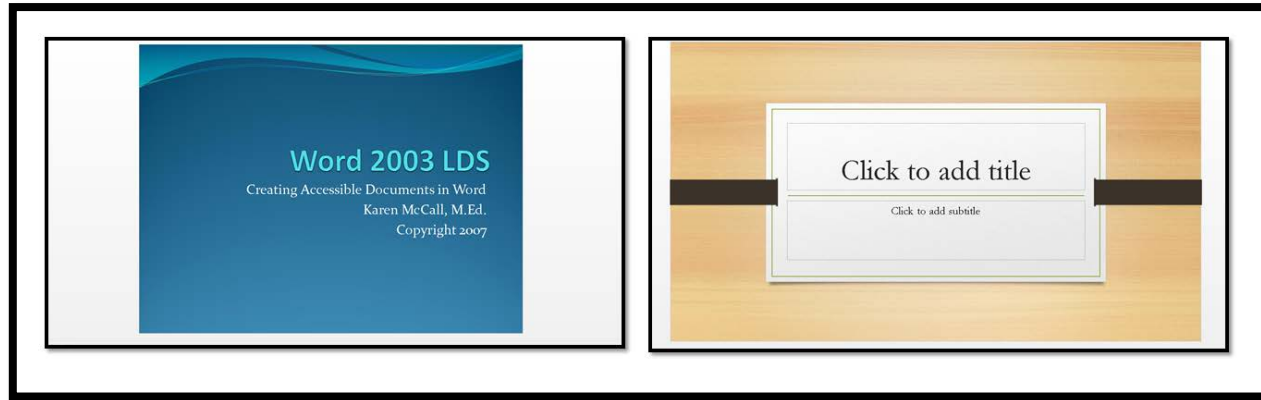
The Goal of This Webinar

- For those of you who are new to accessible document design, the goal of the webinar is to show you the tools you have in Word to make more accessible documents.
- We are learning more about accessible document design and are constantly updating our tools and our capability to improve the accessibility of digital content.
- These are the basic tools in your toolkit!
- You don't have to do everything "by midnight tonight."
- Create a learning plan and add the accessibility as you incorporate the techniques available to you.

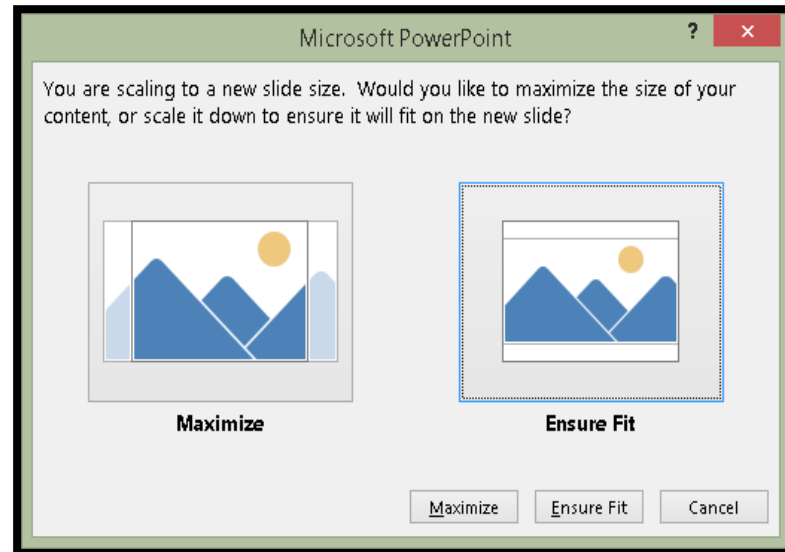
Before You Add the Content!

- An accessible PowerPoint presentation includes:
 - Correct Tab Order of content.
 - Decorative images in background on Slide Master.
 - Text or Content Placeholders NOT text boxes
 - Tables are inserted not drawn.
 - Use Insert Ribbon to create the table.
 - Use of Themes so that if someone can't use the colours you've chosen they can use their own or a different Theme.
 - Create a template of your own!
 - Good colour contrast and simple design.

Slide Sizes – Old or New?



Changing Slide Sizes - Alt + G, S

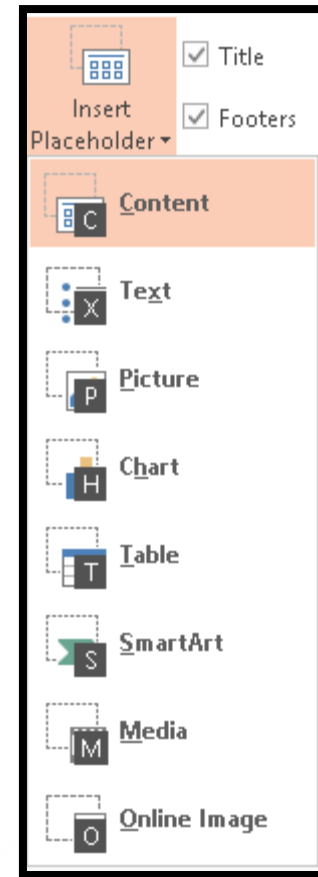


Accessible Slide Placeholders

- There are three types of accessible placeholders in PowerPoint:
 - Title Placeholders which are used for /slide titles and section breaks.
 - Content Placeholders which are on most of the default slide layouts and have the faint images of things you can click on to add to your slide (accessible here only refers to text).
 - Text Placeholders which can be added to a slide master and only let you add text to a slide.
- Use the Outline View to show what content is and isn't accessible.
- Putting Text boxes on slides for content is not an accessible way to add content.
 - If you need Braille or large print you will have to copy and paste all content in a Text Box into the Word document.
- If accessible Placeholders are used, save the presentation as an outline!

Slide Master View

- Alt + W, M for View Ribbon, Slide Master.
- If you have images that are decorative, you can put them on a slide here and when the slide is used, the image is in the background and adaptive technology doesn't see it.
- Can also add Text Placeholders to a slide layout.
- Create a slide master with decorative images that are not important to the understanding of the content. If they are on the slide master, adaptive technology doesn't see them.




Content and Text Placeholders

Click to add title


- Click to add text

Click to add title


Click to add text



Click to add text



Example of a Decorative Image on Slide Master




Small decorative image of a group of people.

Contact!

Karen McCall, M.Ed.
Karlen Communications
info@karlencommunications.com
<http://www.karlencommunications.com>
[@KarlenInfo](#)

Accessible and Usable PDF Documents:
Techniques for Document Authors
Fourth Edition



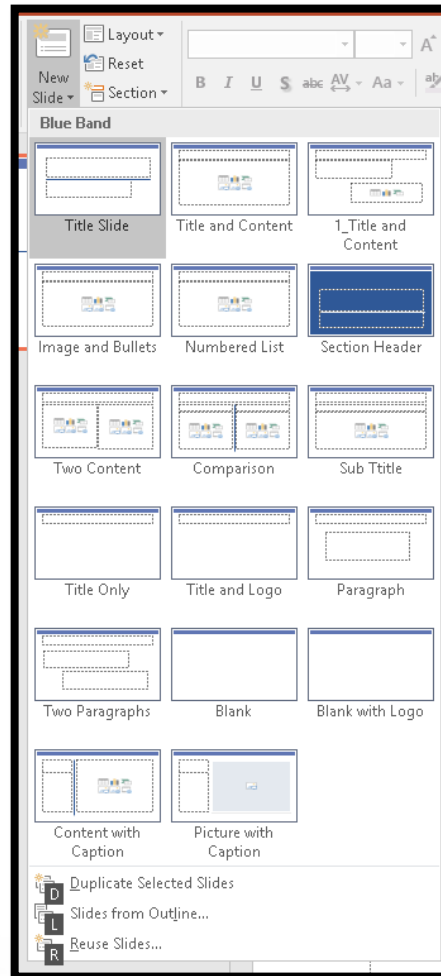
Karen McCall, M.Ed.

How Important is Universal Design?

“Without accessibility baked in, all we have access to are various sizes of expensive rocks”

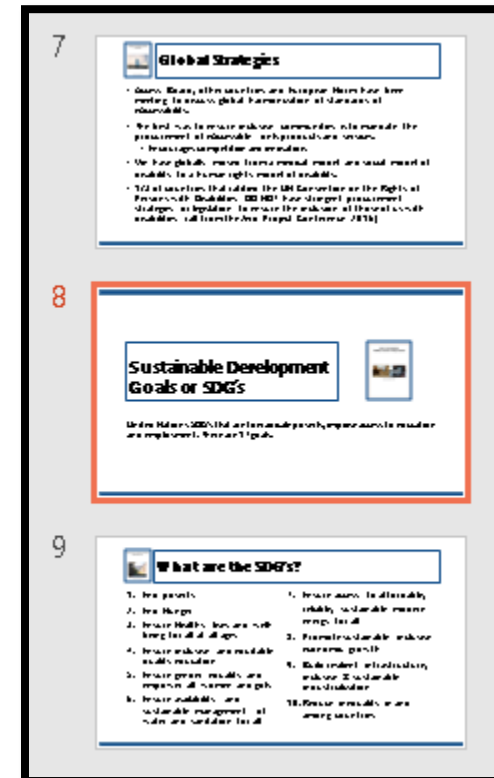
Karen McCall, Microsoft MVP Q&A

Use the New Slide Gallery



Use Section Break Slides for Topic Changes!

- Each PowerPoint template or Theme has a Section Break slide layout that should be used when you are changing topics.
- This lets your audience know that the topic is changing.
- This also frees up space on subsequent slides where you might be tempted to add a subtitle to EVERY slide when a simple section break will do.



Modify an Existing Slide Layout

- We often use the same slide layout for everything because we don't know there are other slide layouts or ...we're just plain lazy.
- Home, New Slide Layout (Alt + H, letter L) gives you the Slide Layout Gallery.
- Choose a slide layout close to what you want and then rearrange the accessible placeholders to meet your needs.
- If you need more than the existing two placeholders on a slide, use the Slide Master view to create a new slide layout.
 - The new slide layout will appear in the New Slide Layout Gallery.
- The following example takes the Comparison slide layout and customizes it to provide an accessible subtitle (NOT a text Box!).

Comparison Slide Layout



Subtitle Slide Layout

Slide with Subtitle

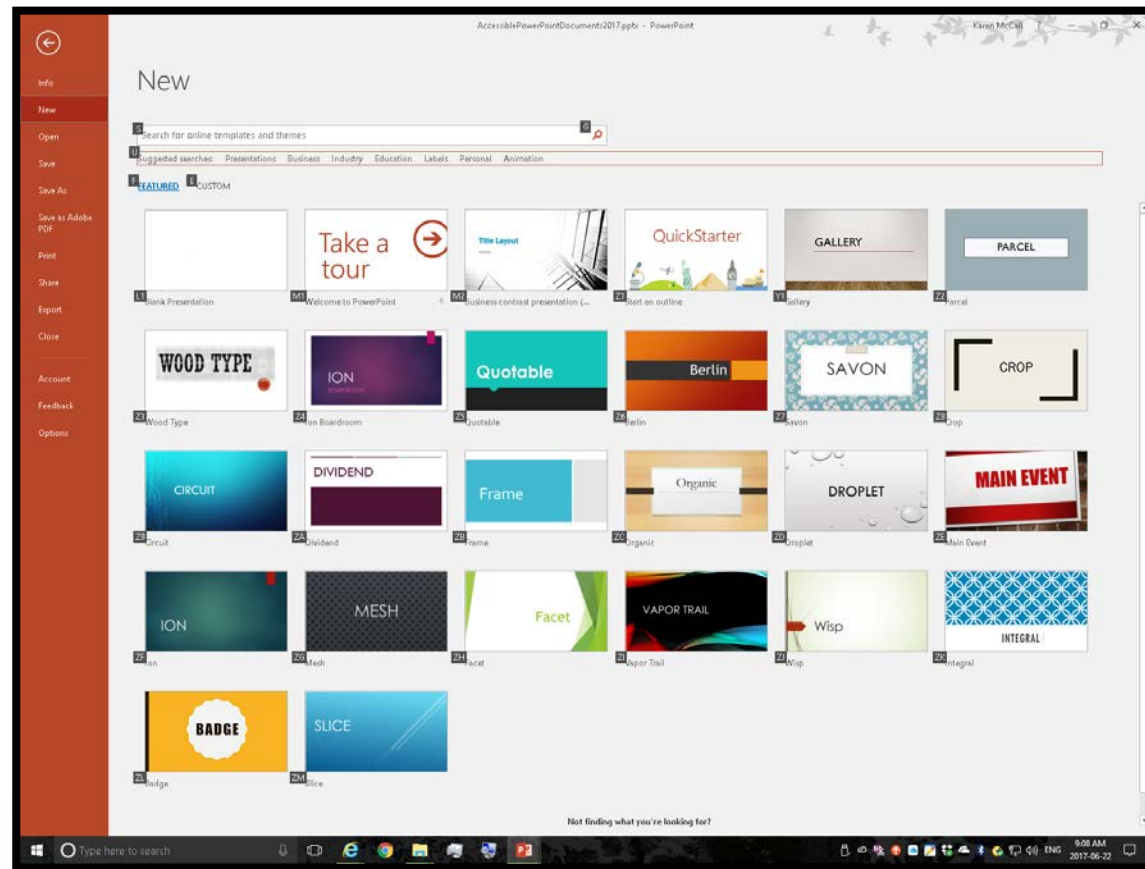
Subtitle

- Main content of the slide

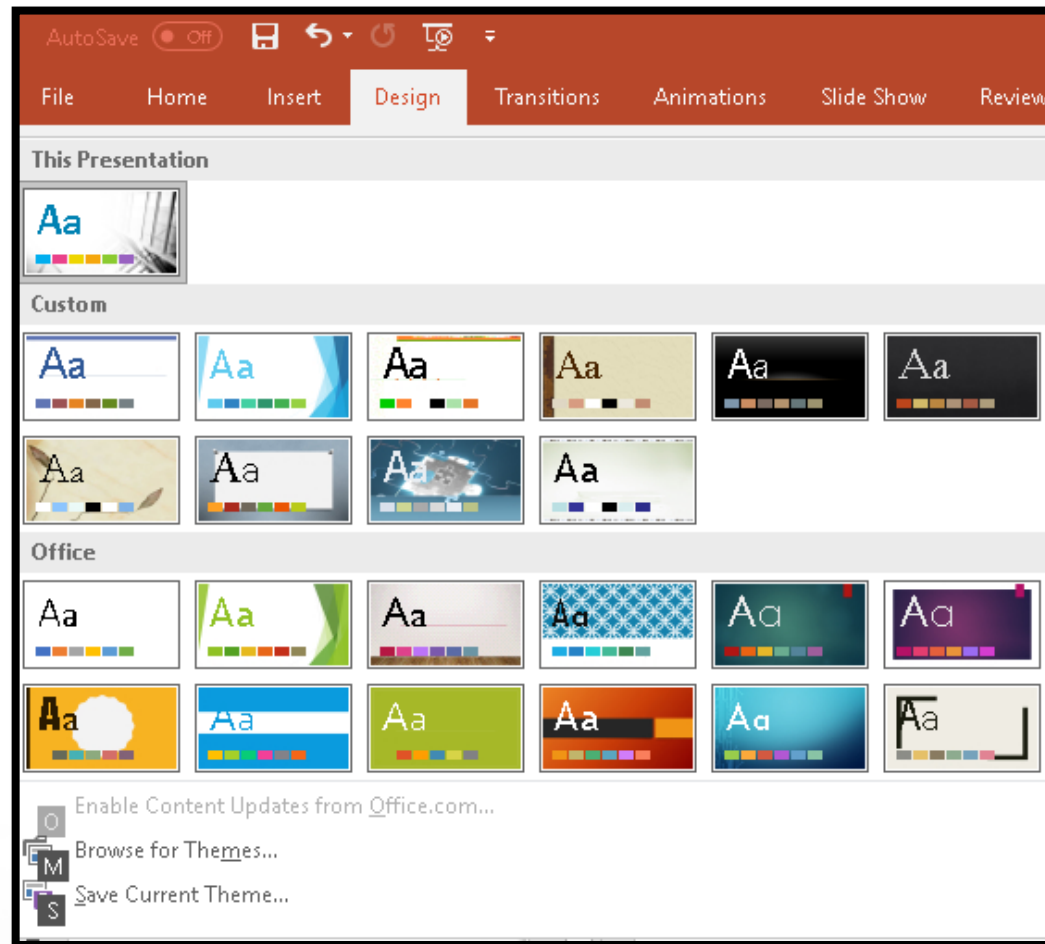
Templates and Themes

- Themes are handled a bit differently in PowerPoint although you can create a Theme Word, PowerPoint or Excel and use it in any of the other applications.
- Templates are used when you start a presentation.
- Themes can be swapped out if you don't like the look of the presentation after you have a few slides done.
- Both let you create custom slide layouts and have access to them while working on a specific presentation.
- Templates are found in the File/Backstage, New tab.
- Themes are found in the Design Ribbon, Themes Gallery.

New Presentation - Template

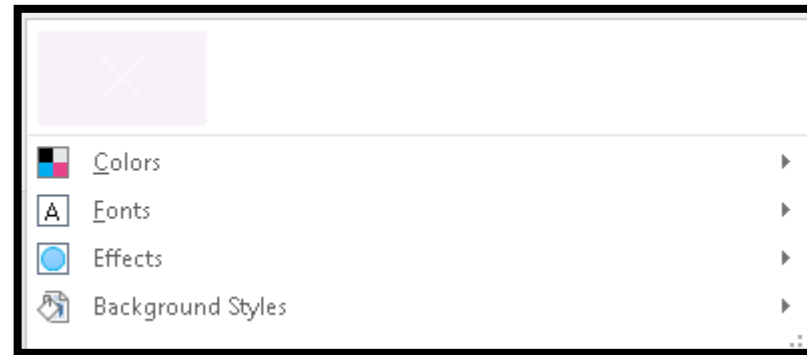


New Presentation - Themes Gallery – Alt + G, S

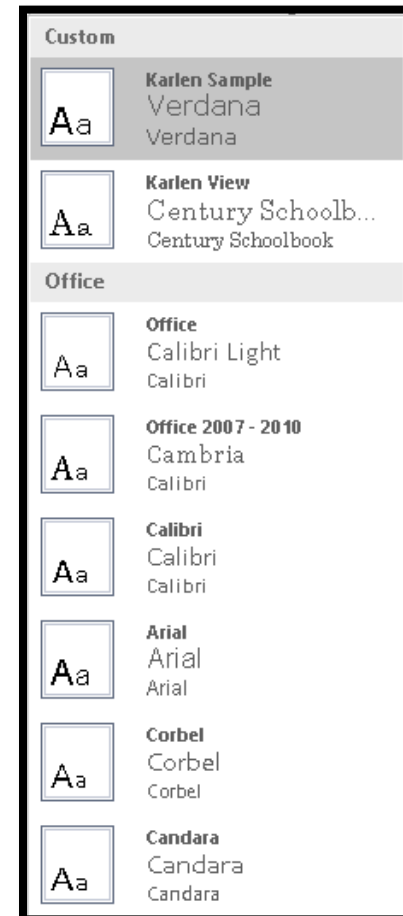


Change Colours or Fonts!

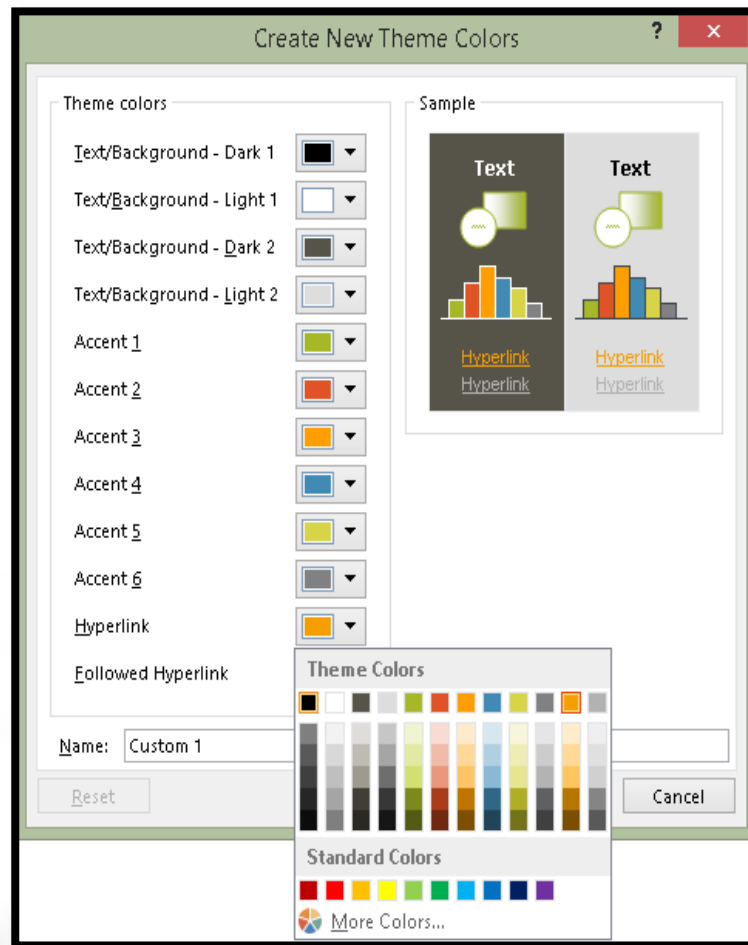
- You can change the Theme Colour of any presentation through the Design Ribbon.
 - Alt + G, V for Variants Group, then either C for Colour or F for Font.



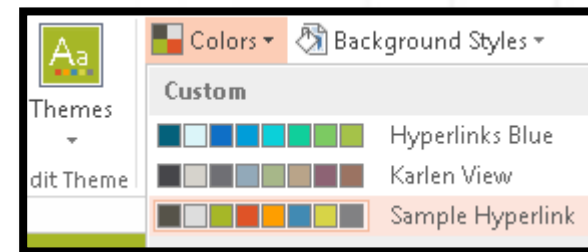
Theme Colours, Theme Fonts



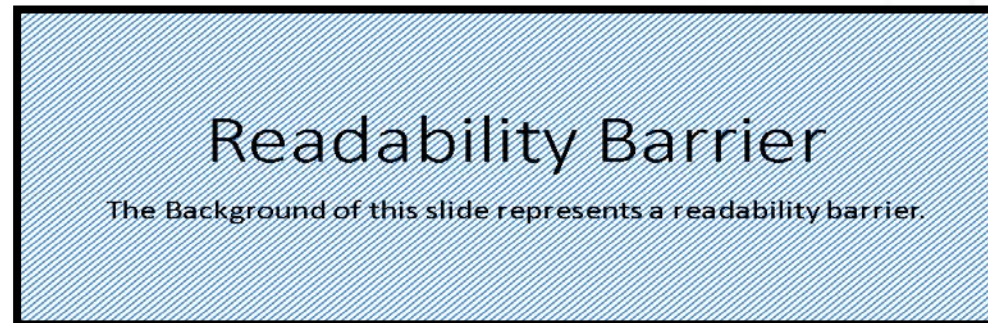
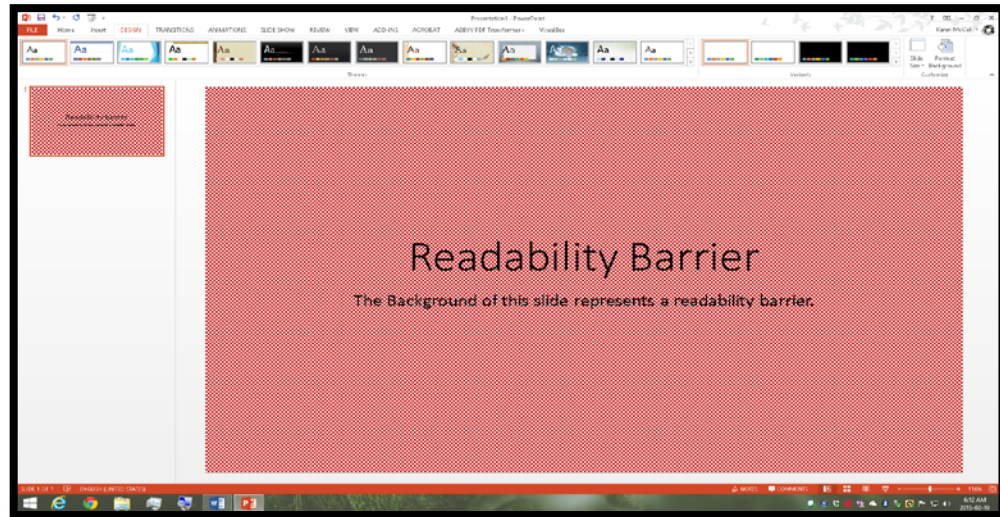
Modify a Theme Colour



- Most of the time I modify the colour of links so that they are visible.
- Select the Theme Colour used, right click or press the AppKey and choose Modify.



Colour Contrast and Readability

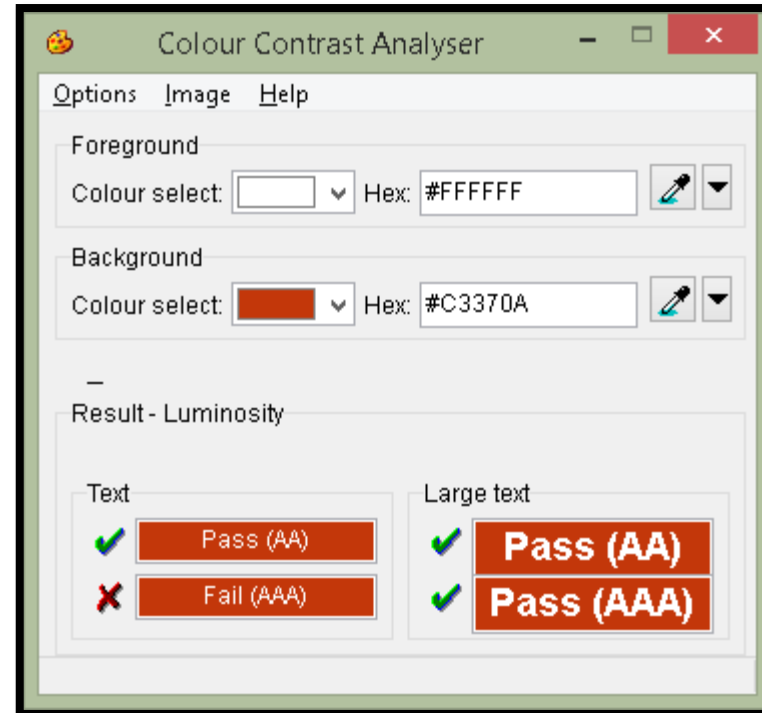


Onboard Templates and Themes - Accessibility?

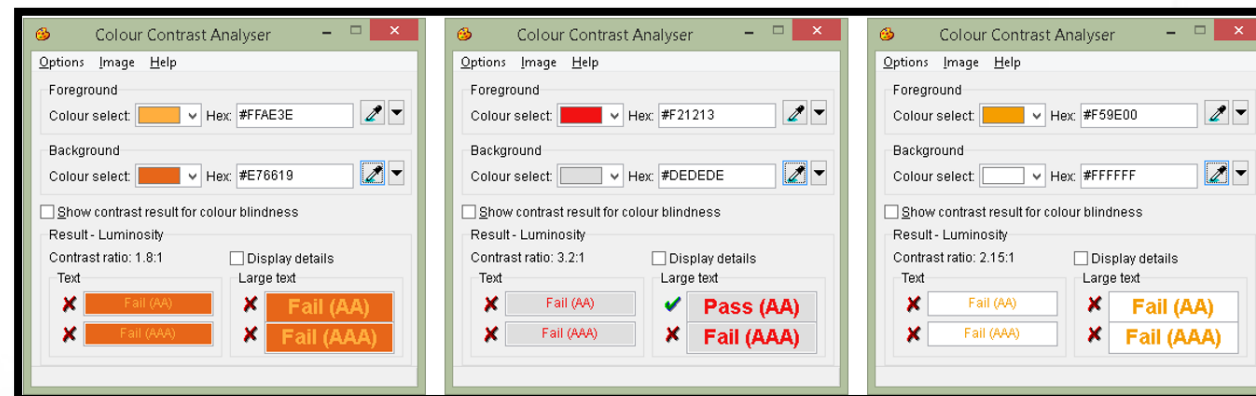


Colour Contrast Analyzer

- Colour Contrast Analyzer by the Paciello Group:
 - <https://www.paciellogroup.com/resources/contrastanalyser/>



Colour Contrast Results - Fonts



Colour Contrast and Images

Don't let the bling wash out the images!

IMAGES ON SLIDES

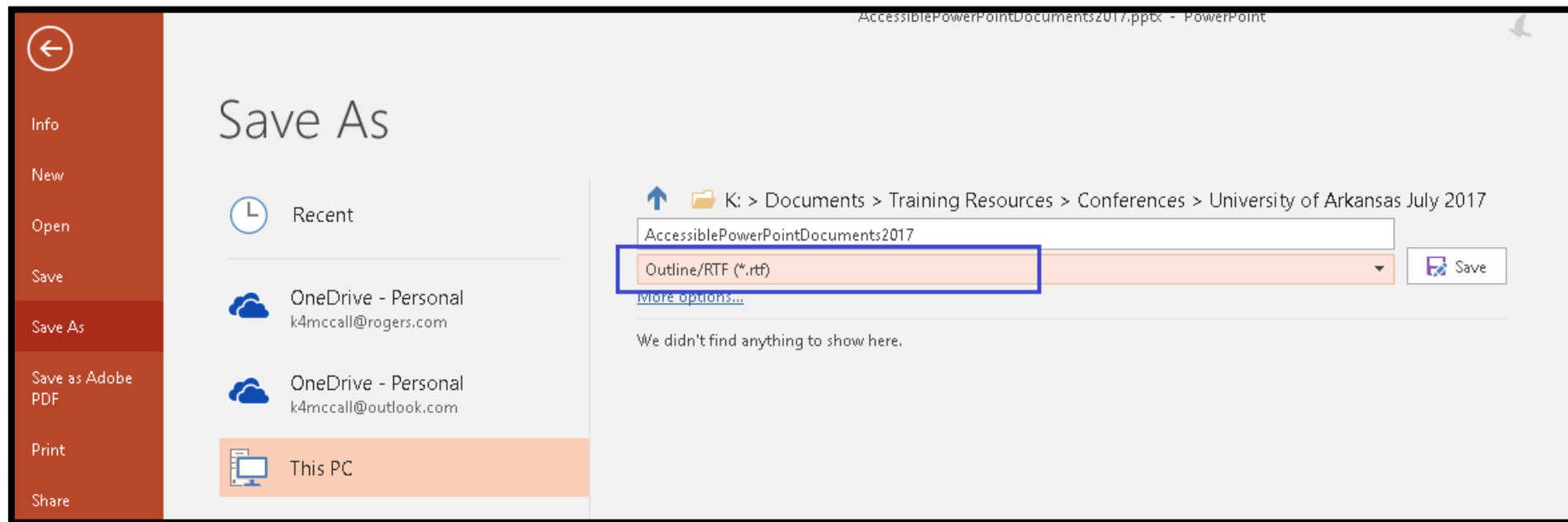
- THIS IS ANOTHER SLIDE THEME THAT USES ALL CAPS WHICH WOULD HAVE TO BE FIXED BEFORE USING.
- THE BACKGROUND IS ALSO VISUALLY CONFUSING ON EACH SLIDE DESPITE THE CONTRAST OF TEXT AND BACKGROUND.
- I'VE ALSO ADDED AN IMAGE THAT GETS WASHED OUT IN TERMS OF VISIBILITY.



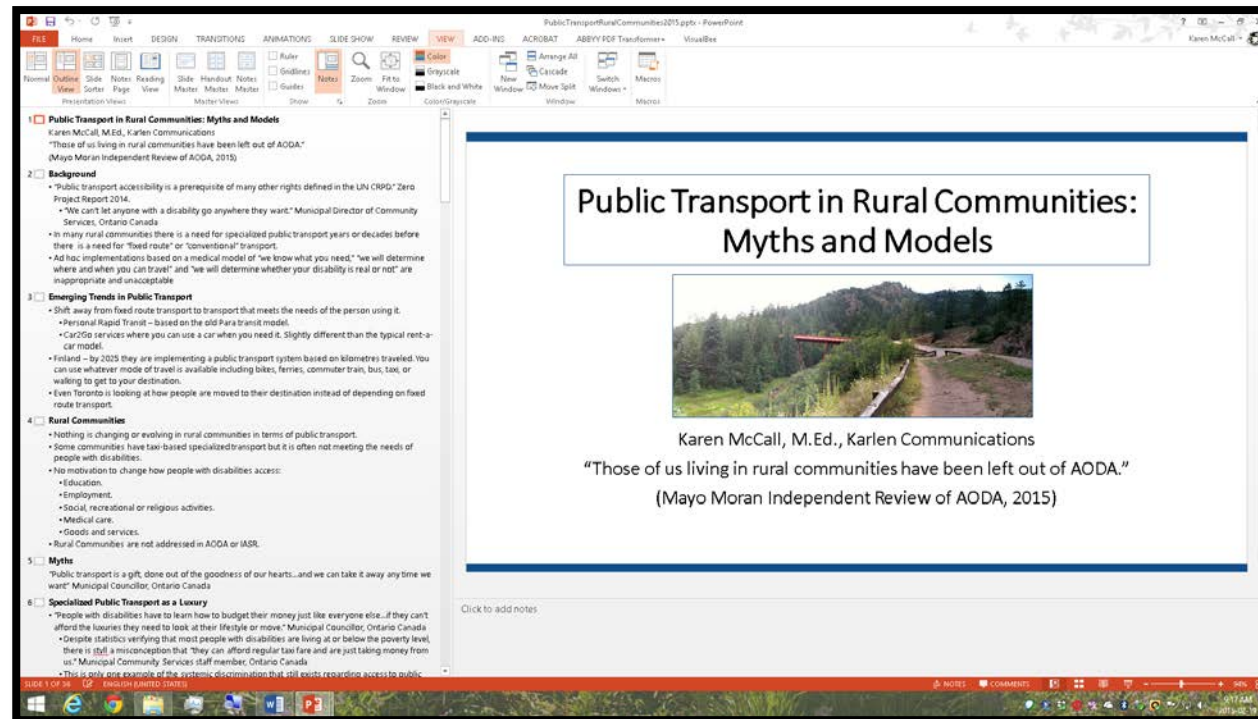
Outline and Save As Outline

- Press Alt + W, P, letter O to see the text rather than the thumbnails to the left of the slide you re working on. (View Ribbon, Outline)
- You can save the outline of your presentation as an RTF file by pressing F12 and choosing Outline (RTF) From the Files of Type.
- I would resave this once opened as a Word Document to bring it up to the latest version of Word.
- Choose File/Backstage, Save As and choose Outline/RTF from the Files of Type list.

File/Backstage, Save As...Outline/RTF



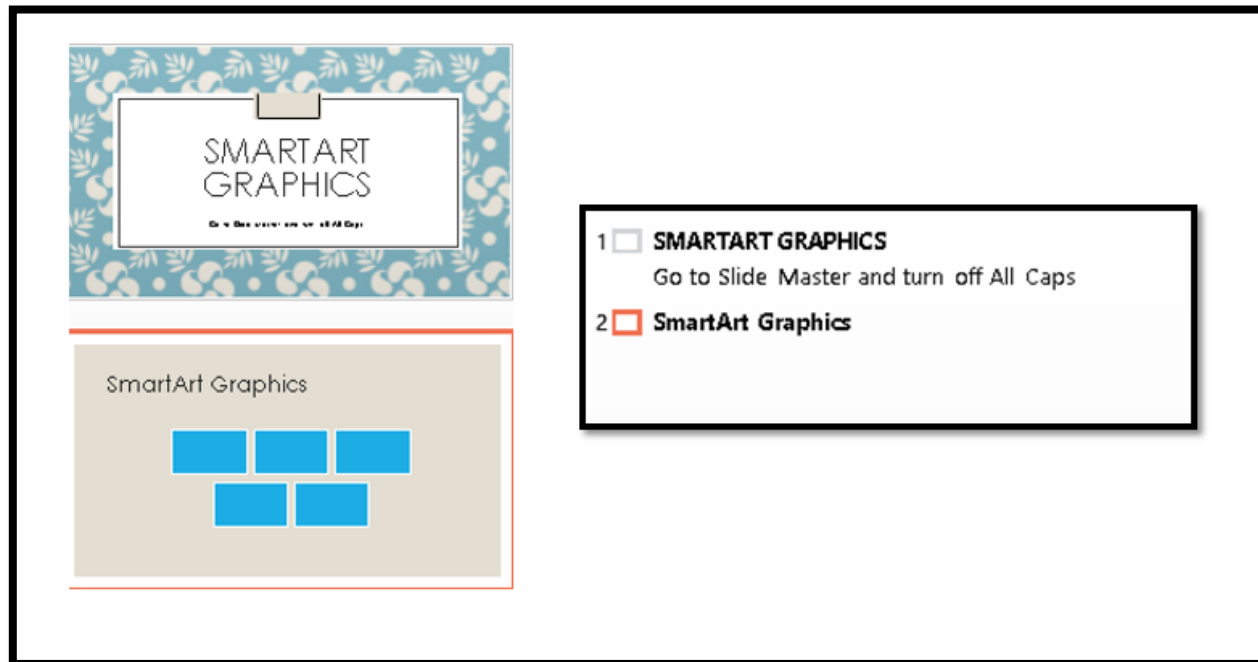
Outline View in PowerPoint



Outline View and Text Box on Slide



Outline View and Images/SmartArt on Slides

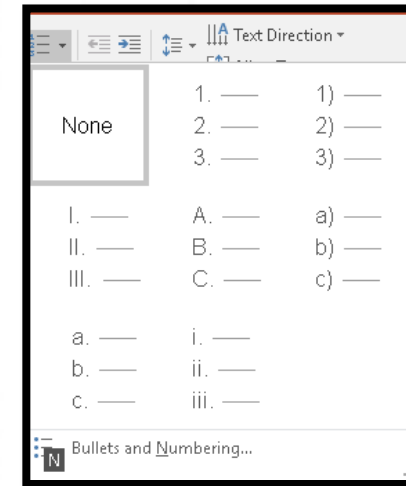
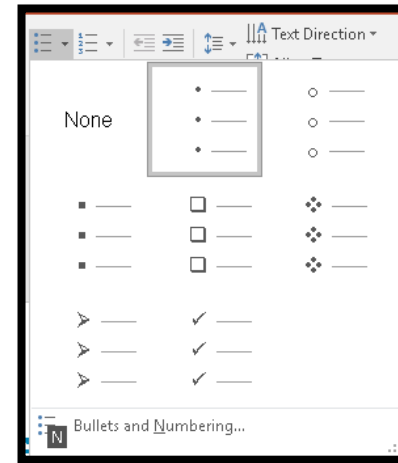


Presentation Outline and Best Practices

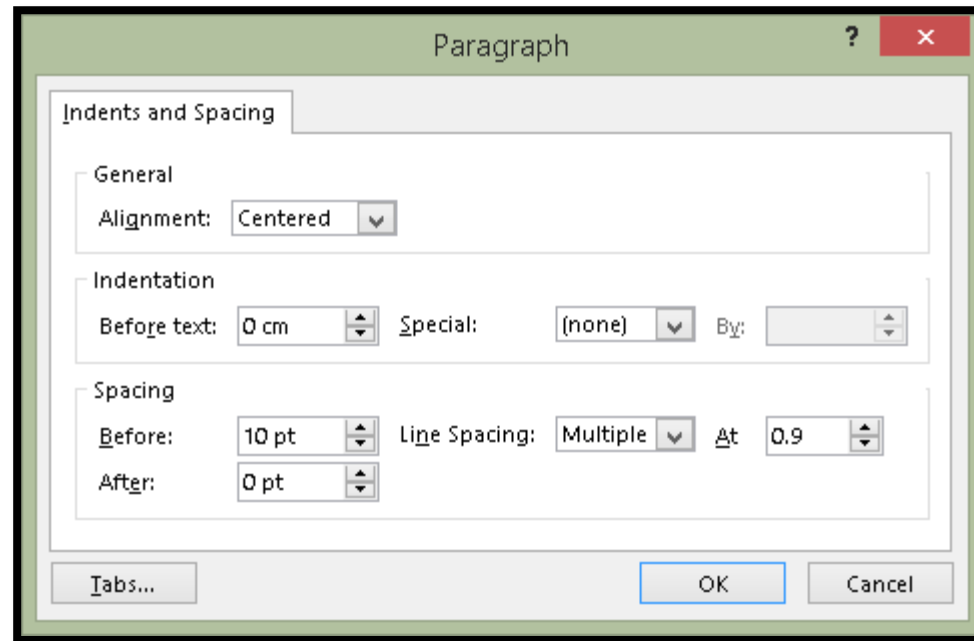
- As I remediate a PowerPoint presentation to be accessible, I create the RTF and then resave it as a DOCX document (Word).
- If I have to copy and paste information from Text Boxes into a more accessible slide placeholder, I also copy it into the Word document.
- I copy images with Alt text and any tables.
- I make grouped objects a single image with Alt Text to optimize accessibility.
- I add Headings (Heading 1 for Section Breaks and Heading 2 for slide titles).
- I add the slide number after the slide title in the Word document.
 - “Presentation Outline and Best Practices (Slide 31)”
- When I hand off the accessible slide presentation, clients also have an alternate format version ready to go.

Bullets and Numbering

- Use the Bullets and Numbering Galleries from the Home Ribbon:
 - Alt + H, U for Bullets.
 - Alt + H, N for Numbering.
- If you need to add space, use the Paragraph dialog (Alt + H, P, G).
- If you have a single piece of text on a slide, press Alt + H, U or Alt + H, N and when the Bullets or Numbering Gallery opens, choose None.



Paragraph Dialog in PowerPoint – Alt + H, P, G



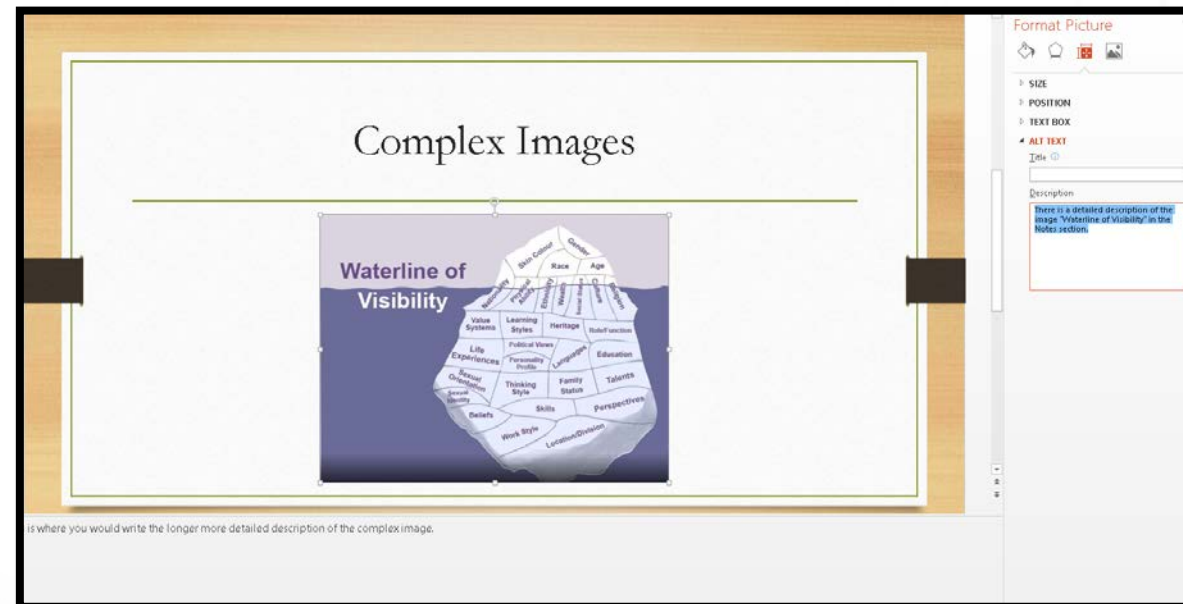
Bulleted List with More Spacing

Bulleted Lists

- This means that VoiceOver will not work with Microsoft Office for Mac...nor will it work with iWorks tools.
- The impact is two-fold: people who depend on screen reading or TTS tools cannot use robust word processing, presentation, or spreadsheet tools; and, people trying to create more accessible documents that can be accessed cross-platform cannot create truly accessible documents.
- With the advent of VoiceOver and its evolution, it is hoped that all developers involved, those from Apple Microsoft, and Adobe will work together to improve the accessibility of Microsoft Office for Mac and the ability to create a tagged PDF document as robust as you can in the Windows environment.

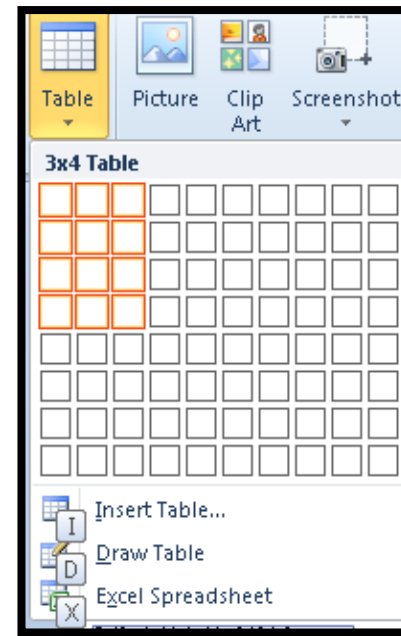
Alt Text for Images

- Select the image and use right click or AppKey then choose Format Picture.
- Press F6 if focus is not in the Format Picture Pane then press Right Arrow to Layout button, then Tab into Size, use Down Arrow until you land on Alt Text and Right arrow to open Alt Text, then Tab to Description and type the Alt Text.



Insert Table

- Always insert a table, NEVER draw a table!
- Don't have the same flexibility in terms of optimizing tables for accessibility that you do in Word.

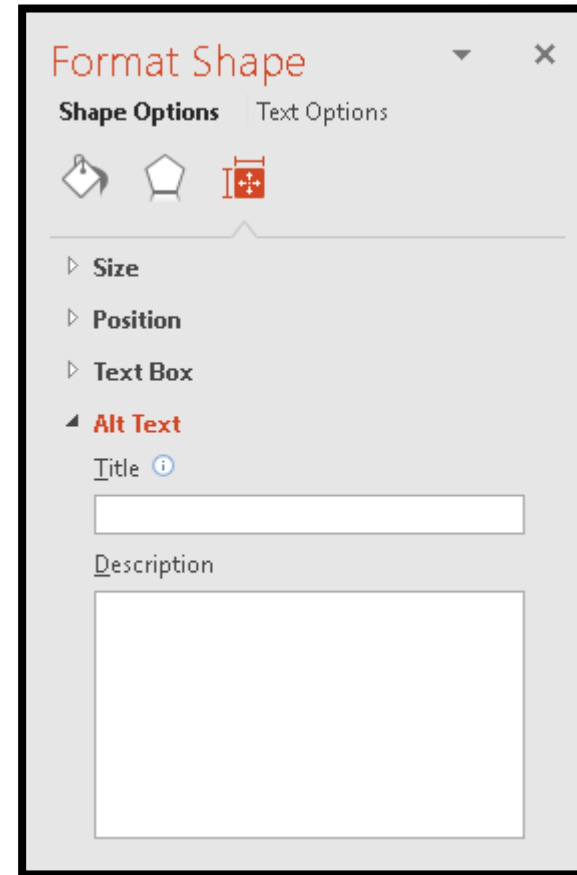


Sample Table on Slide

Salesperson	2015	2016
Barnaby	825	900
Olivia	775	950
Zoie	800	975

Alt Text on Tables

Select the table, right click or press AppKey and choose Format Shape.

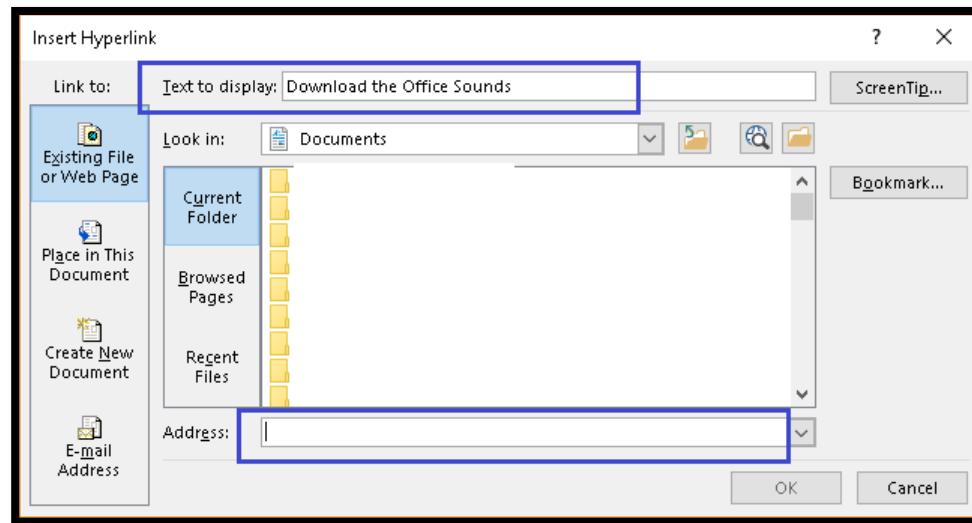


Links

- Links are different in a PowerPoint presentation.
- Usually add the long web addresses for those in the audience who want to go to the site as you talk.
- Provide a Word version of the presentation or the slides to those who want to follow along.
 - Can also provide tagged PDF in which case the Alt Text for the links would be added in Acrobat so that the links are easy to identify.
- Can copy and paste the link onto a slide.

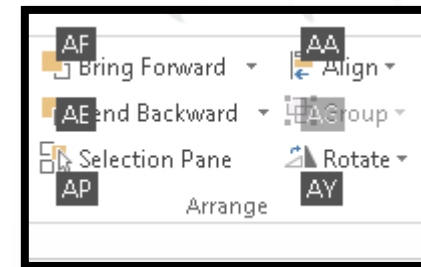
Insert Link Dialog

If you do want to select text and make it a link, Ctrl + K is the keyboard command/same as in Word.

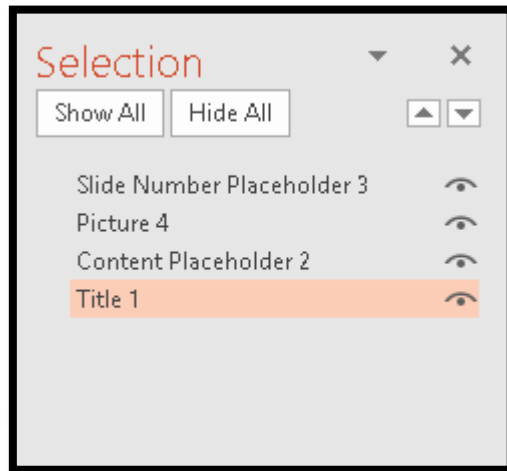


Selection Pane

- Alt + H, S, L, P for Home Ribbon, Select, Selection Pane; or,
- Select an object on the slide and press Alt + J, A, P for Drawing Tools, Format, Selection Pane.
- The Selection Pane opens to the right of the document.
- Sort of counter intuitive:
 - Title Slid is at the bottom and you work your way up.
 - Slide number and/or footer information is always at the top.

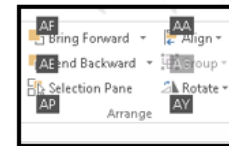


Sample Selection Pane Content



Selection Pane

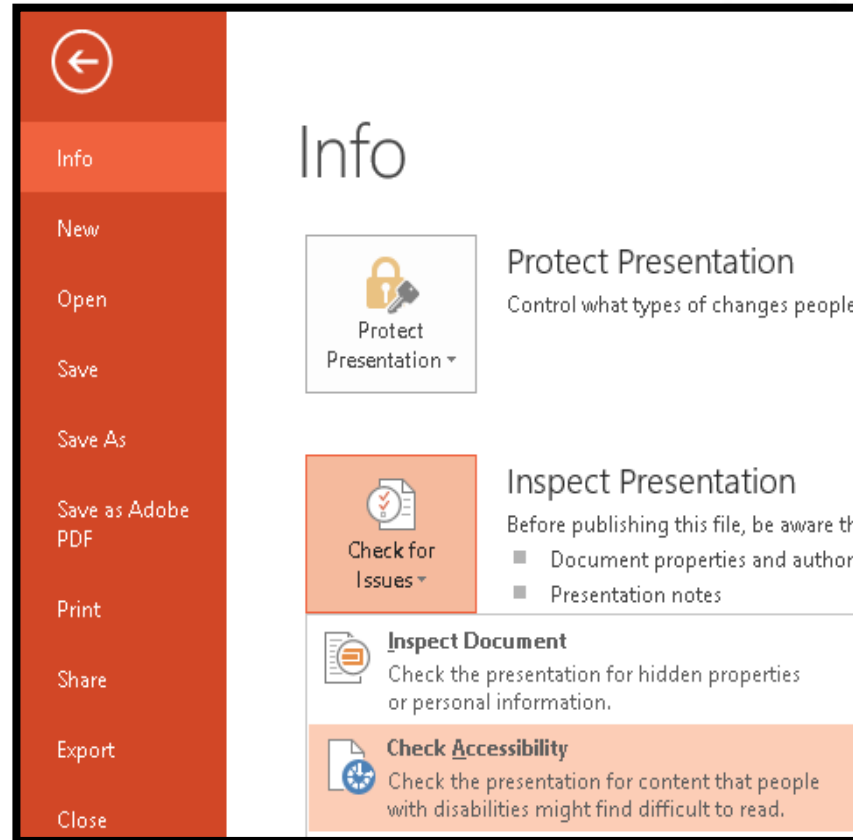
- Alt + H, S, L, P for Home Ribbon, Select, Selection Pane; or,
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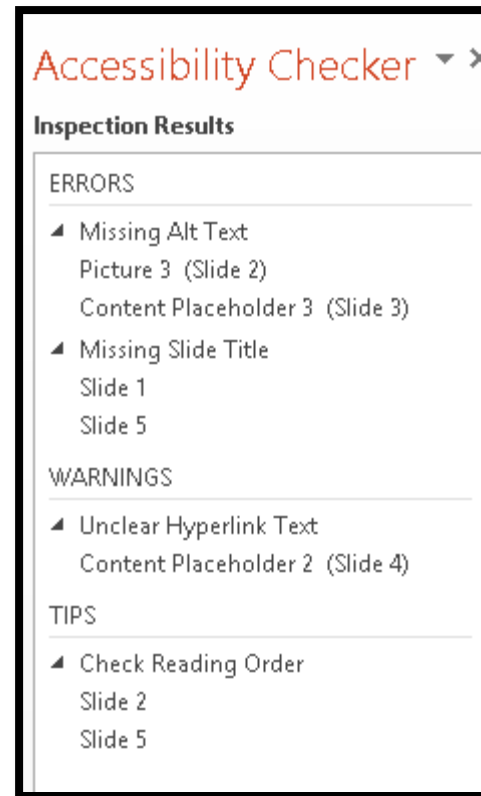
32

Accessibility Checker

- In both the File/Backstage area (Alt + F, letter I, letter I then Down Arrow and press Enter on Check Accessibility
- Review Ribbon, Check Accessibility (Alt + R, A, number 1)).



Sample Accessibility Check Pane



STAMP tool for Captioning

- The STAMP tool can be downloaded from the Microsoft website:
- <https://support.office.com/en-us/article/Add-captions-or-subtitles-in-PowerPoint-df091537-fb22-4507-898f-2358ddc0df18?ui=en-US&rs=en-US&ad=US>
- It allows you to provide subtitles or captions for your presentations.
- It adds a Ribbon at the end of the existing Ribbons in PowerPoint.

PowerPoint to Accessible PDF

- Whether you use the Adobe acrobat add-in/Ribbon or the Microsoft ability to save as a tagged PDF, the current state of affairs is horrid.
- Both applications add a plethora of Tags, <Textbox> Tags, <ParagraphSpan> Tags and general garbage.
 - We also see any outline coloured borders being tagged as either with the PathPath under them which is not a valid use of the Tag nor should it be tagged at all. This will need to be made Artifacts so that adaptive technology doesn't see them.
- What we need are tools that will create a clean Tags Tree so we don't have to clean up the Tags once the presentation is converted to tagged PDF.
- We did used to get decent Tags from both Adobe and Microsoft from PowerPoint but it is currently a dog's breakfast of Tags that serve no purpose.

Resources and Contact Info

Free and for purchase resources on accessible document design
and how to contact Karen!

Karlen Communications

- Conference handout on the Handouts page has an overview of accessible Word and PowerPoint complete with instructions.
 - <http://www.karlencommunications.com/handouts.html>
- Adding Accessible Placeholders to Slides
 - <http://www.karlencommunications.com/OfficeForWindowsAccessibility.html>
- Adding Accessible Images to Documents
 - <http://www.karlencommunications.com/OfficeForWindowsAccessibility.html>
- Logical Document Structure Handbook: PowerPoint 2010 which I'm is a bit out of date for Office 2016 so am offering it at a discount/contact me directly.

Styles In Word: A Primer

- Styles in Word is a primer for anyone starting in the field of accessible document design or accessible document remediation.
- The book can be purchased using a credit card through the PubCom.com digital bookstore, <http://www.pubcom.com/books/> or by invoice/PO directly by e-mailing/calling <http://karlencommunications.com/contact.htm>.
- It is tagged PDF with option to print entire book or pages, sections, chapters.

Accessible and Usable PDF, Fourth Edition

- The fourth edition of Accessible and Usable PDF Documents: Techniques for Document Authors is available!
- The book can be purchased using a credit card through the PubCom.com digital bookstore, <http://www.pubcom.com/books/> or by invoice/PO directly by e-mailing/calling <http://karlencommunications.com/contact.htm>.
- It is tagged PDF with option to print entire book or pages, sections, chapters.

Contact Karen!

Karen McCall, M.Ed.

Karlen Communications

info@karlencommunications.com

<http://www.karlencommunications.com>

@KarlenInfo

Consulting and training on accessible document design (Word, PowerPoint, Excel and PDF).
Advocate for a Global Inclusive Education Standard.