

Accessibility

In PowerPoint



Why

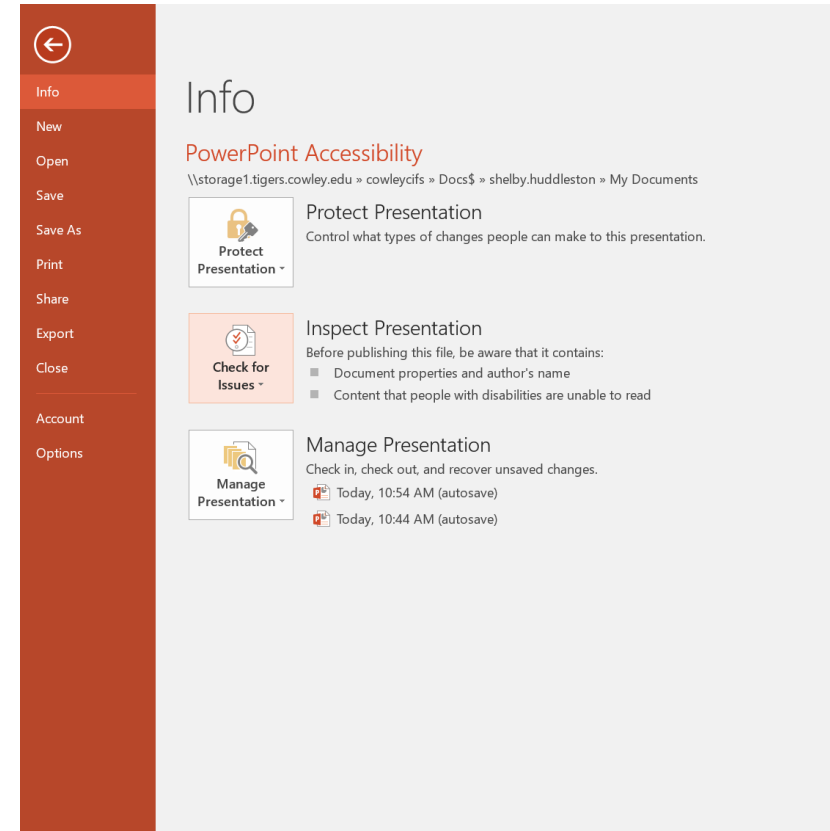
PowerPoint presentations tend to be highly visual, and people who are blind or have low vision can understand them more easily if you create your slides with accessibility in mind. – from MS Office Support

Plus, it makes it easier for everyone to read the slides.



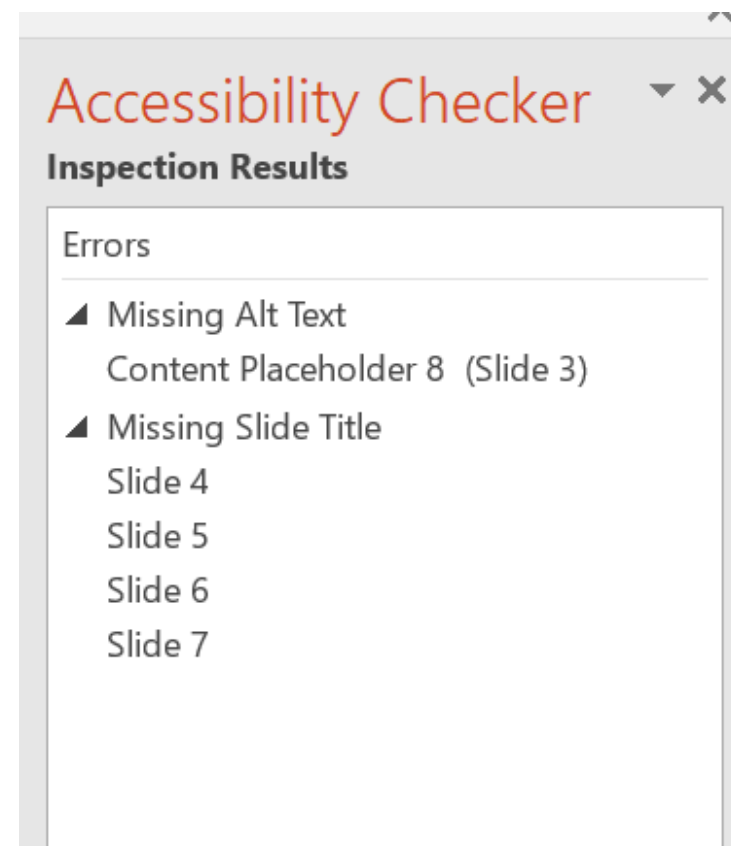
Check For Accessibility

- Click on File
- Check for Issues
- Check Accessibility



Accessibility Checker

- Click on the errors to fix individually
- Make sure your slides have unique titles
- Use Slide layout tool for design



Text

- Suggested 18 point or larger (state of CA says 24 point)
- Do not use color to emphasize words
- Avoid vibrant colors

Red/Green	Red on Green	Green on Red
Green/Magenta	Green on Magenta	Magenta on Green
Cyan/Yellow	Yellow on Cyan	Cyan on Yellow



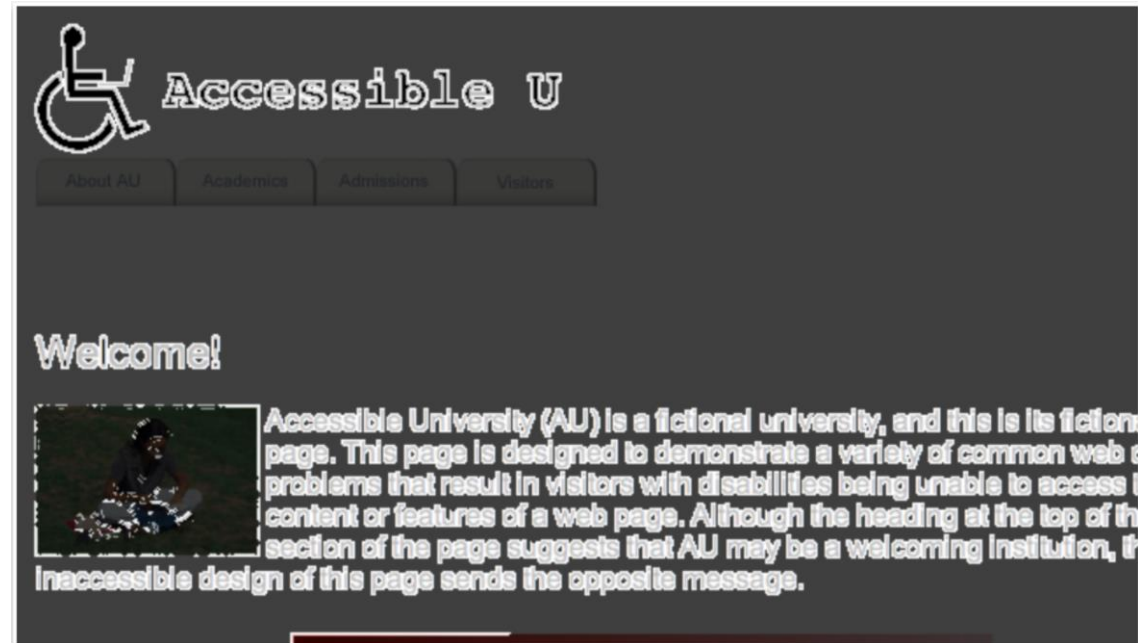
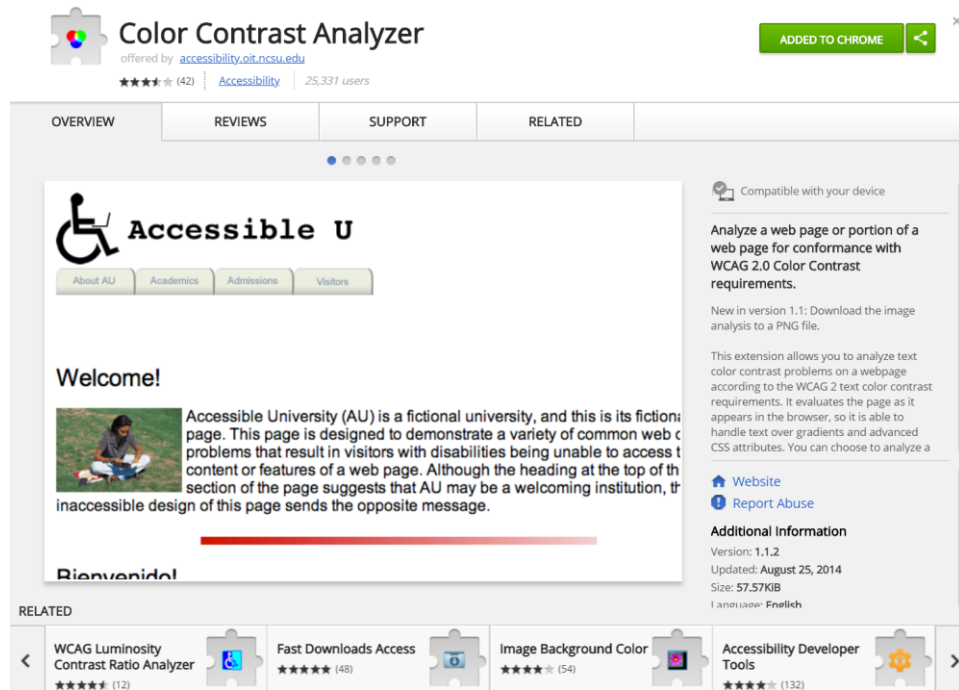
Fonts – Sans serif

- Arial
- Verdana
- Century Gothic
- Tahoma
- Trebuchet



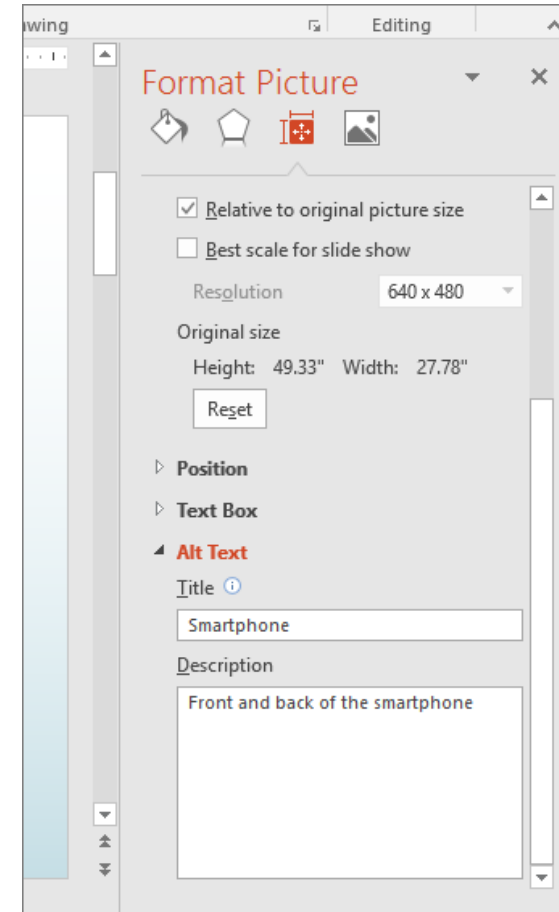
Color Contrast

- Chrome Extension: Color Contrast Analyzer (NC State University)



Alt Text

- Right click on picture
- Select Format Picture
- Give a description that would be understood without seeing the picture
- Use 'decorative' for images that do not need a description



Alt Text for Animated Gifs

- Animated Gifs are no different.
- Follow the same process
- Right click on picture
- Select Format Picture
- Give a description that would be understood without seeing the picture



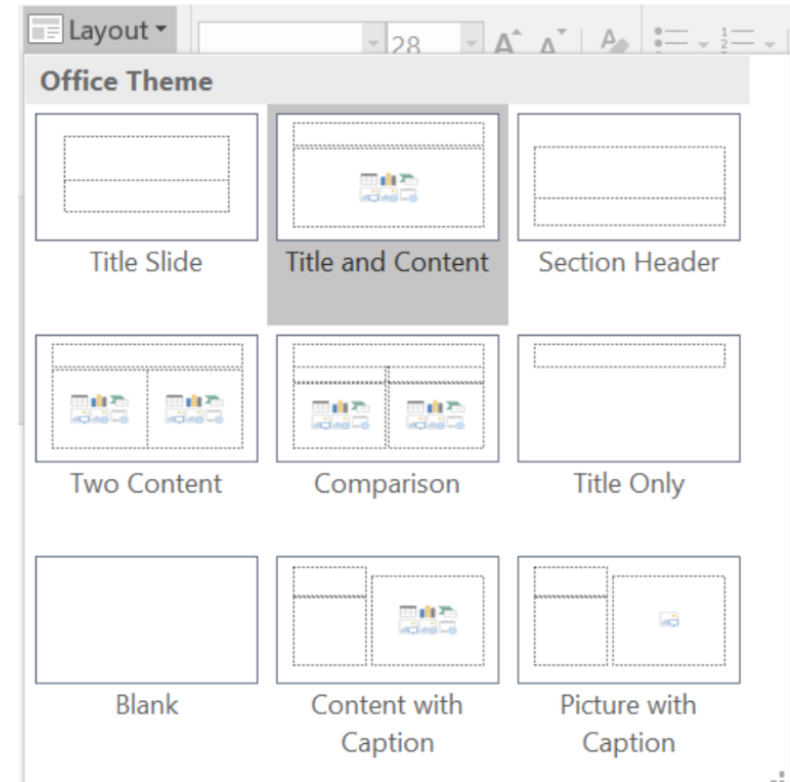
Tables

- Do not use to setup a Page Layout
- Avoid Blank Rows or Cells
- Avoid Merging and Splitting Cells
- Establish a Table Header Row (properties)
- Do not use Draw Table option
- Adding cells can put the cells out of order
- Keep Tables Simple for Screen Readers



Layout Tool

- Use Slide Templates
- Be Careful on creating on your own.

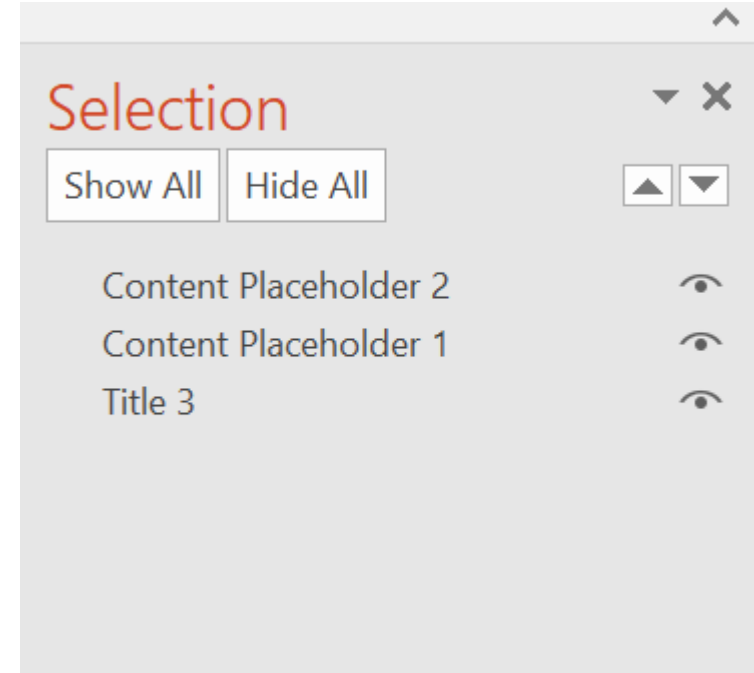
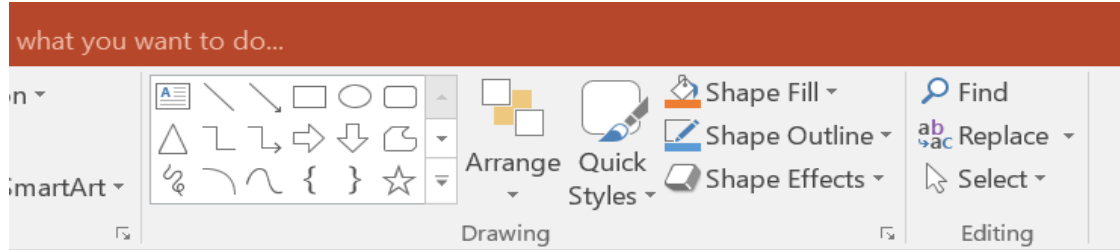


Readability

- When using PowerPoint, in a classroom, make sure your text is large enough for the back of the room.
- Recommended for a 20 foot room is 2 inches. Add one inch for every 10 feet.
- Easy way to measure room is by ceiling tiles (either 2x2 or 2x4).



Reading Order



Example of NVDA Screen Reader



Quality Matters

- Learner Support (7)
 - 7.2 Course instructions articulate or link to the institution's accessibility policies and services.
- Accessibility and Usability (8)
 - 8.3 The course provides accessible text and images in files, documents, LMS pages, and web pages to meet the needs of diverse learners.
 - 8.4 The course provides alternative means of access to multimedia content in formats that meet the needs of diverse learners.



Bb Exemplary Course Rubric

- Course materials use standard formats to ensure accessibility
- Design factors such as color, text size manipulations, audio and video controls, and alt text reflect universal accessibility considerations



Final Thoughts

Remember the student

Not all need the accessibility, but it can help all

Do not rely on only an accessibility checker in Microsoft, Ally, or UDOIT

Readability

Clean backgrounds and contrast



Any Questions

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