

508 Accessible PowerPoint Basic Requirements and Tips

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TO ADVANCE HEALTH SERVICES

Why is Accessibility so Important?

- 1 out of 5 people in the United States have a type of disability.¹
- 13.2 million people have a 508 compliant-related disability in the U.S.²
- Worldwide, 645 million people have a visual or hearing impairment.^{3,4}

Learning Objectives

- Identify key steps and strategies in designing an accessible PowerPoint presentation.
- Utilize best practices for making a PowerPoint presentation accessible.



Most Important Tip – Plan Ahead

Plan for accessibility at the beginning of the project.



Naming Your File

- Unique and descriptive
- 20-30 characters
- International standard date notation (YYYY-MM-DD or YYYYMMDD)
- No special characters %, #, !
- No spaces

Examples:

1. PowerPointBasic20180728.pptx
2. PowerPoint_Basic_Requirements.pptx
3. PowerPoint-Basic-Requirements.pptx

Document Properties

PPBasicRequirementsandTips20171107.pptx Properties

General Summary Statistics Contents Custom

Title: Accessibility Webinette PowerPoint

Subject: How to make PowerPoints accessible.

Author: CRC

Manager:

Company: CRC

Category: Accessibility

Keywords: accessibility, 508 compliant

Comments: This presentation will provide tips on how to make a PowerPoint presentation 508 compliant

Hyperlink base:

Template: Office Theme

Save preview picture

OK Cancel

PowerPoint_Basic_Requirements_and_Tips.pptx Prop...

General Summary Statistics Contents Custom

Name:

Checked by
Client
Date completed
Department
Destination
Disposition

Add

Delete

Type: Text

Value: Link to content

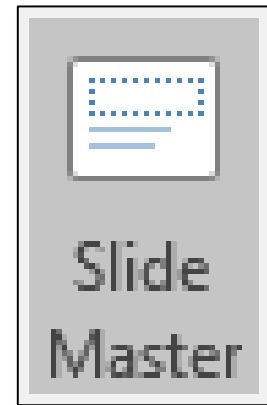
Properties:

Name	Value	Type
Copyright	11/1/17	Text

OK Cancel

Templates

- Make the development process easier and quicker.
- Template alone – does not mean automatically 508 compliant.



Using a Template

- Home
 - New slide
 - Pick layout



- Home
 - Layout
 - Pick layout

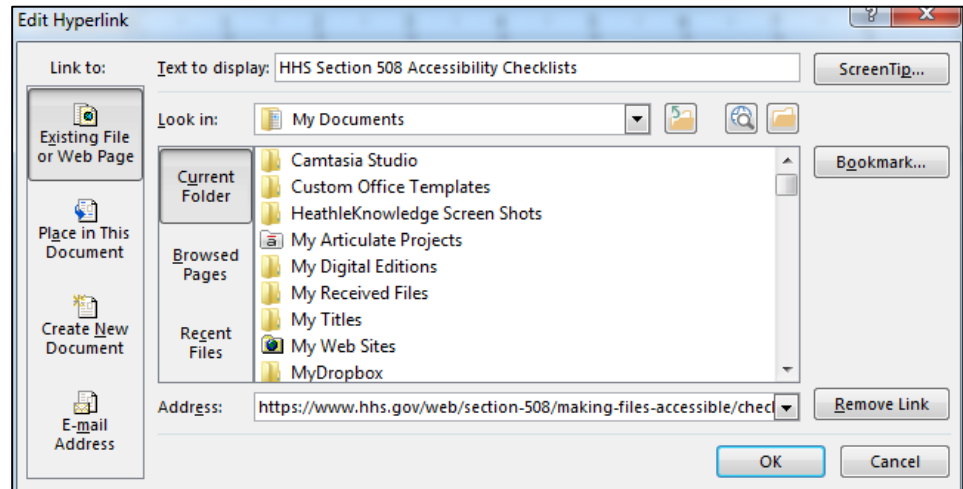
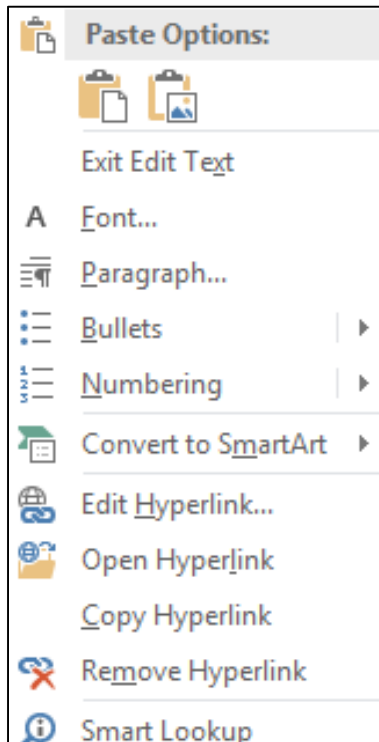


Hyperlinks and Rules

- **Consistency** – in naming and behavior
- **Descriptive** – purpose of the link is clear based on text alone
 - <https://www.w3.org/WAI/WCAG20/quickref/> (incorrect)
 - [How to Meet WCAG 2.0](#) (correct)
- **No Non-Descriptive** – purpose of link is unclear based on text alone
 - [Click here](#) to learn more about WCAG 2.0 (Web Content Accessibility Guidelines)
 - [Learn more](#) about accessibility

Creating Hyperlinks

Original hyperlink: <https://www.hhs.gov/web/section-508/making-files-accessible/index.html>



New hyperlink:

[HHS Accessibility Checklist](https://www.hhs.gov/web/section-508/making-files-accessible/check)

Alt Tags



Creating Alt Tags

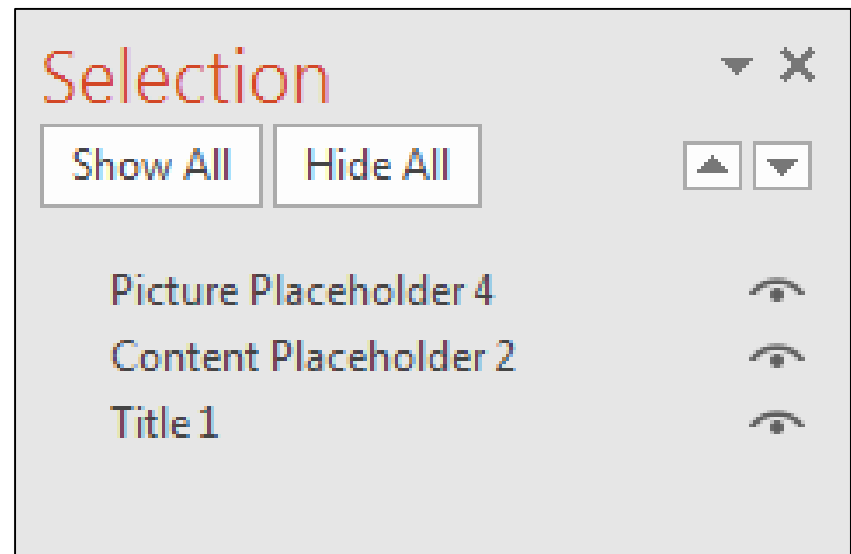


Reading Order

- Click on slide, not placeholder.
- Tab through the slide

Or

- Home
 - Arrange
 - Selection pane



Color Contrast

- Check:

- Foreground
- Background
- Font color with images



January
2018



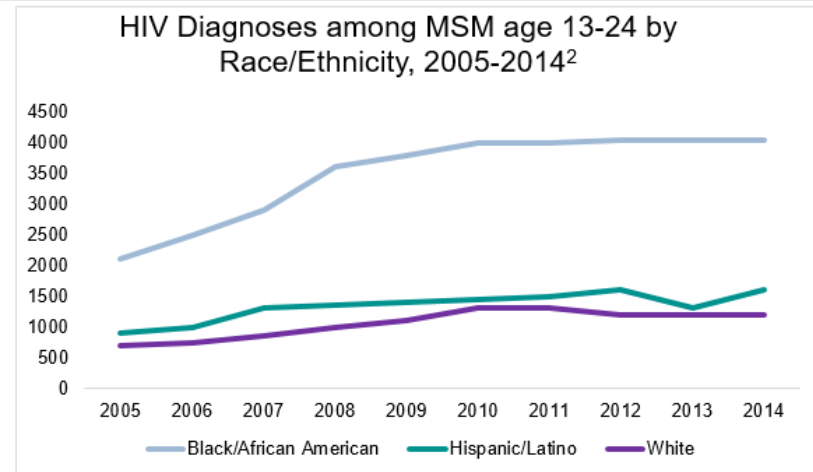
January
2017

- Color contrast checkers:

- [The Paciello Group Colour Contrast Analyzer](#)
- [WebAim: Color Contrast Checker](#)

Tips

- Unique title
- Avoid orange, red, and green
- Texture, line and point styles, and color in graphs and charts



This chart shows the HIV diagnoses among MSM age 13-24 by race/ethnicity for 2005-2014. The light blue line for Black/African American shows the largest increase from 2,000 to 4,000 during the timeframe. Hispanic/Latino, shown with the teal line, starts out a little under 1,000 in 2005, and gradually increases to reach 1,600 in 2012 before ending at 1,500 in 2014. The purple line indicates white men and has the lowest numbers on this chart. In 2005, there were 700 HIV diagnoses. This increases to 1,300 in 2010 and finally steadies around 1,200 in 2012.

Source [CDC Fact Sheet: Trends in U.S. HIV Diagnoses, 2005-2014](#)

Tips: Continued I

- Circle, bold, italicize, or underline important information
- Keep contrast high
- No flashing/blinking objects
- Avoid transitions and animations

“What I hear, I forget. What I see, I remember.

What I do, I understand.”

~Author Unknown

Tips: Continued II

- Lists

- Tables

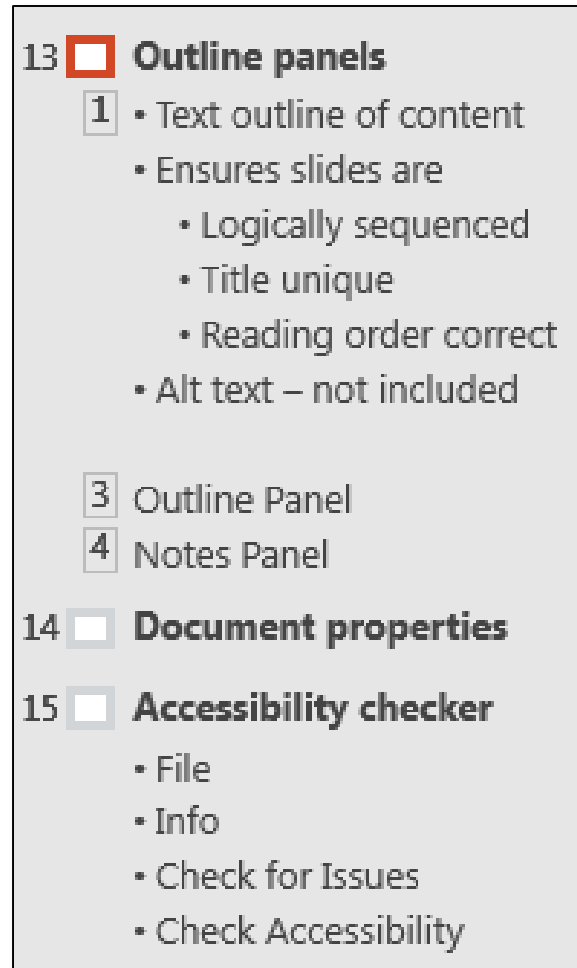
Date	Low Temperature	High Temperature
10/5/17	62	70
10/6/17	60	67
10/7/17	65	72

- No SmartArt

- Grayscale – View tab

Outline Panel

- Text outline of content
- Ensures slides are:
 - Logically sequenced
 - Uniquely titled
 - Reading order correct
- Not everything will show



13 **Outline panels**

- 1 • Text outline of content
 - Ensures slides are
 - Logically sequenced
 - Title unique
 - Reading order correct
 - Alt text – not included
- 3 Outline Panel
- 4 Notes Panel

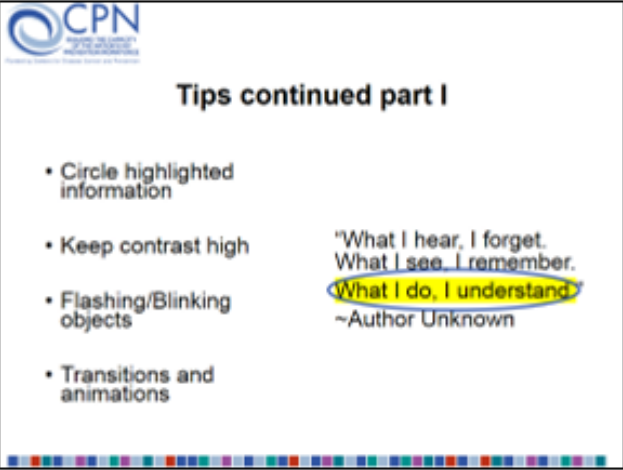
14 **Document properties**

15 **Accessibility checker**

- File
- Info
- Check for Issues
- Check Accessibility

Notes Panel

- Speaker notes and information
- Additional information
- No images or chart descriptions
- May not be accessible by screen reader

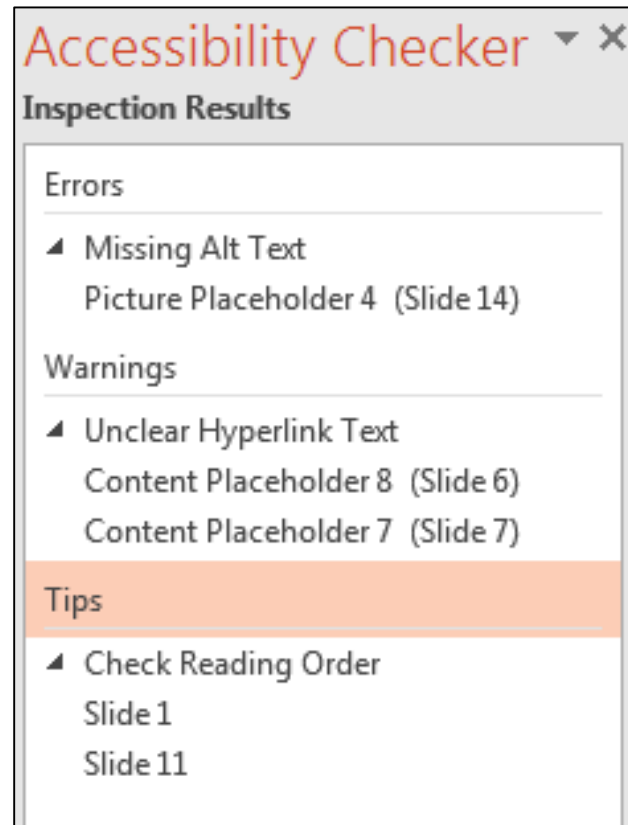


The image shows a presentation slide with the CPN logo in the top left corner. The title is "Tips continued part I". Below the title is a bulleted list of tips: "Circle highlighted information", "Keep contrast high", "Flashing/Blinking objects", and "Transitions and animations". To the right of the list is a quote: "What I hear, I forget. What I see, I remember. What I do, I understand." The last sentence is highlighted in yellow and circled in blue. Below the quote is the attribution "~Author Unknown". At the bottom of the slide is a decorative horizontal bar with a repeating pattern of small colored squares.

Some more visibility tips include circling highlighted information, so we are not relying on color along to convey meaning. Look at the example on the right. The important thing is the text "What I do, I understand." It is both highlighted and circled. Do not forget to add the alt text for the circle. In this case my alt text says: Blue circle around yellow highlighted words "What I do, I understand." In addition to alt text, you should also narrate this part. "Notice the phrase on the right-hand side. I have highlighted in yellow and also added a blue circle around the important sentence "What I do, I understand." Or you could just circle the important information and describe it in your narration and alt text.

Accessibility Checker

- File
 - Info
 - Check for Issues
 - Check Accessibility



Questions

