


Partners
for Inclusive Communities

Quick Tips for Accessible MS PowerPoint Slide Decks



Melanie Thornton



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Housekeeping

- Captions
- Questions
- Handouts:
 - exploreaccess.org/handouts
- Recording

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About Partners

We collaborate with community partners to promote disability access and inclusion through training, technical assistance, resource development and dissemination, and research.




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Thanks to...



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What we'll cover:

- Providing good contrast
- Choosing slide layouts
- Choosing fonts and font size
- Adding alt text
- Creating meaningful links



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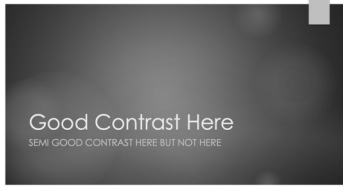
Providing Good Contrast

- 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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Choosing Design Templates



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Checking Color Contrast

WebAIM: Contrast Checker

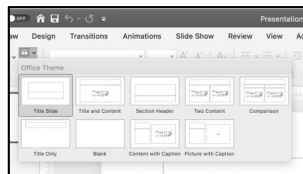
Foreground Color #993238 Lightness	Background Color #287494 Lightness	Contrast Ratio 2.84:1 permalink
Normal Text		
WCAG AA: Fail	The five boxing wizards jump quickly.	
WCAG AAA: Fail		
Large Text		
WCAG AA: Fail	The five boxing wizards jump quickly.	
WCAG AAA: Fail		
Graphical Objects and User Interface Components		
WCAG AA: Fail	Text Input	



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Choosing Slide Layouts

- 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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Choosing Fonts and Font Size

- Choose fonts that are clear and easy to read
 - Sans Serif or Times New Roman
 - Avoid very decorative or thin fonts
- Avoid putting too much text on slide and making fonts too small
 - 28+ for in person presentations
 - 24+ for webinars



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What is Alt Text

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

Also called:
alternative text, image description



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Why Use Alt Text

- 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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Sample Alt Text

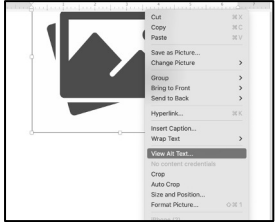
A Pomeranian wearing glasses looks down at an open book.



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How to Add Alt Text

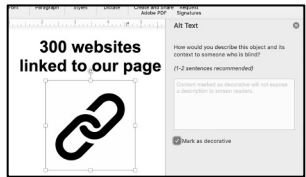
- Right click on the image
- Choose Edit Alt Text
- Write the description in the box that appears to the right of the document.
- Describe what is in the image.
- No need to say "image of" or "picture of"



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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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Complex Image

- Complex images require longer descriptions
- Make sure text on page or in alt description provides all information in image.



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More Complex Images

- For charts and graphs, make sure to select the outside edge when adding alt text
- Option 1: Place full description in alt text
- Option 2: Include brief description and summarize the rest of the data in the slide content



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Chart Sample

- 45% have 6 to 10 errors on page
- 30% have more than 10 errors on page
- 20% have 3 to 5 errors on page
- 5% have fewer than 2 errors on page.



• Alt text: Pie chart title: Website Accessibility Assessment of All Organizational Sites. Data summarized on slide.



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Common Hyperlink Errors

Next week is Accessibility Awareness Week!
 Click Here for the schedule of events!
 The keynote presenter will be Joe the Accessibility Guy... more
 Learn more here:
<https://news.edu/articles/48227434526/accessawarenessweek>
 Accessibility Awareness Week Flyer [DOC](#) | [PDE](#)
 Share this video announcement on your social media channels!
<https://www.youtube.com/watch?v=20sfh2falaihflws>



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The Screen Reader User Experience

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A Better Option with Meaningful Links

Accessibility Awareness Week
 Next week is Accessibility Awareness Week! Below you will find all of the resources you need to learn more about the week's activities and to advertise the event with others.

- [Schedule of Events](#)
- [Keynote Speaker - Joe the Accessibility Guy](#)
- [News Article: Accessibility Awareness Week at Anytown University](#)
- [Accessibility Awareness Week Flyer \(DOC\)](#)
- [Accessibility Awareness Week Flyer \(PDE\)](#)
- [Accessibility Week Announcement \(YouTube\)](#)



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Using the Accessibility Checker

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



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Save as PDF

- Always "Save As" PDF
- Don't choose Print to PDF



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Upcoming Webinars!

Check our [upcoming events page](#) for more!



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Contact Me

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Let's Stay Connected!



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