

Making a PowerPoint Accessible

Purpose

The purpose of this document is to help you to create an accessible PowerPoint, or to take a non-accessible PowerPoint and make it accessible. You are probably reading this because someone told you that the PowerPoints that your publisher provides are not accessible, and therefore you can't use them. That is very frustrating.

We will be using Microsoft PowerPoint 2010 for this demonstration. You may have a different version of PowerPoint, but the general methodology remains the same for all versions. There are resources available that go into amazing detail on the steps you would take to make a PowerPoint accessible, so we won't go into that great of a detail here.

Let's get started.

Doing it Right

You will probably find yourself with one of two different types of PowerPoint files. The first type is one that you create yourself. The second type is one that you receive from someone else, usually from a publisher. Of the two types the one that you have the most control over, and the easiest to make accessible, is the one that you create yourself.

The first part of this guide will be all about creating your own accessible PowerPoint. Starting at the heading [Fixing Things](#) you will find guidance on making corrections to both your own PowerPoints and those from others.

Creating Your Own PowerPoint

Creating an accessible PowerPoint is as simple as using the PowerPoint Layout slides. There are nine Layout slides, and eight of them are accessibility friendly. The Layouts are pre-populated with fields to insert text, images, and other content. These pre-populated fields are accessible and ready for you to enter your content.

Let me explain why these Layout slides are accessible. Many users depend on a properly formatted PowerPoint to navigate each slide in the proper sequence. The Layout slides are already properly formatted. When you add your own text boxes the proper sequence is lost. That doesn't mean that you can't add a text box, but it will be more work for you to re-sequence your content.

Everything that you add to the Layout slides still need to be formatted properly. By that I mean you need to add ALT text where appropriate, format tables for accessibility, format charts for accessibility, etc. We will walk through creating an accessible PowerPoint.

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For our practice PowerPoint I'll use the Composite Theme (Figure 1). It has a high contrast, which is important for many users with limited eyesight. You can see that the Title Slide has a field for a title and another one for a subtitle.

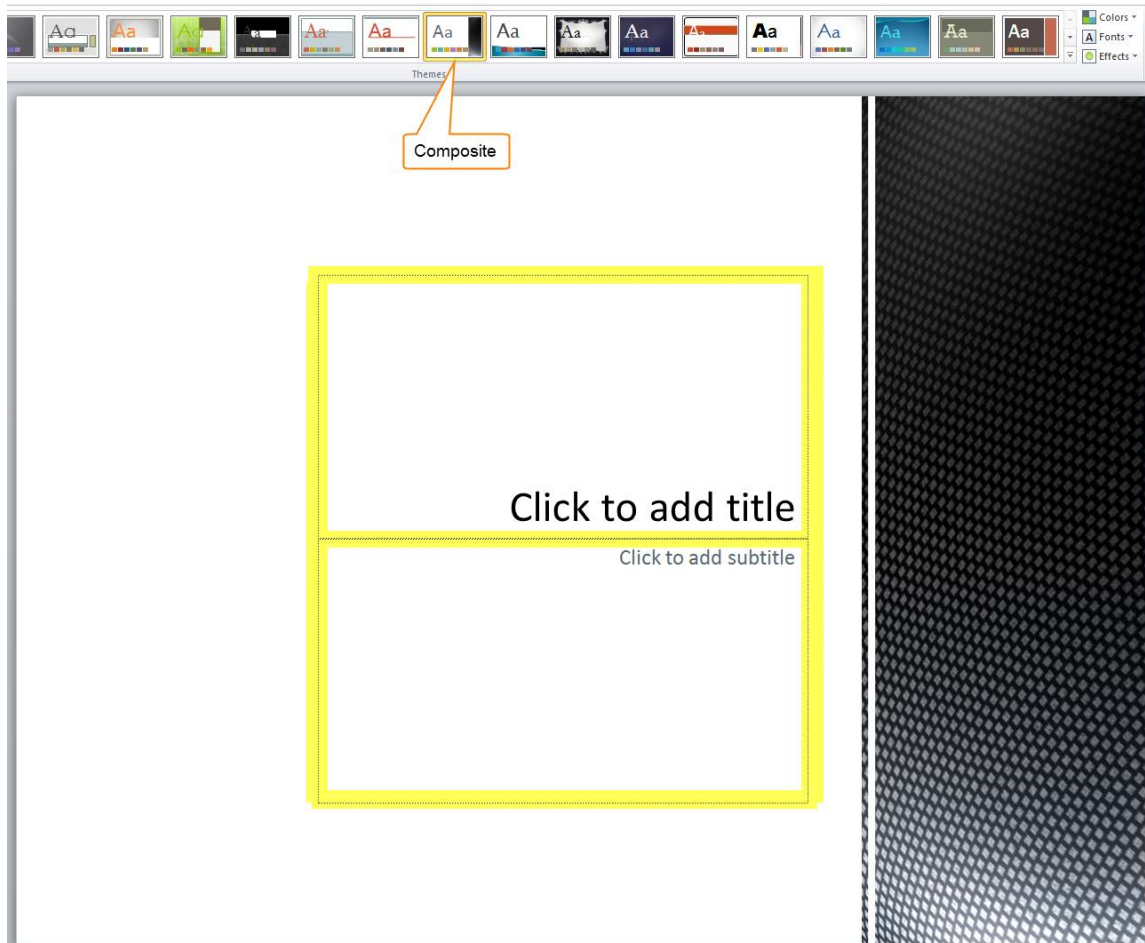


Figure 1

Every slide should have a title and you will fail an accessibility test if there are missing titles.

Text

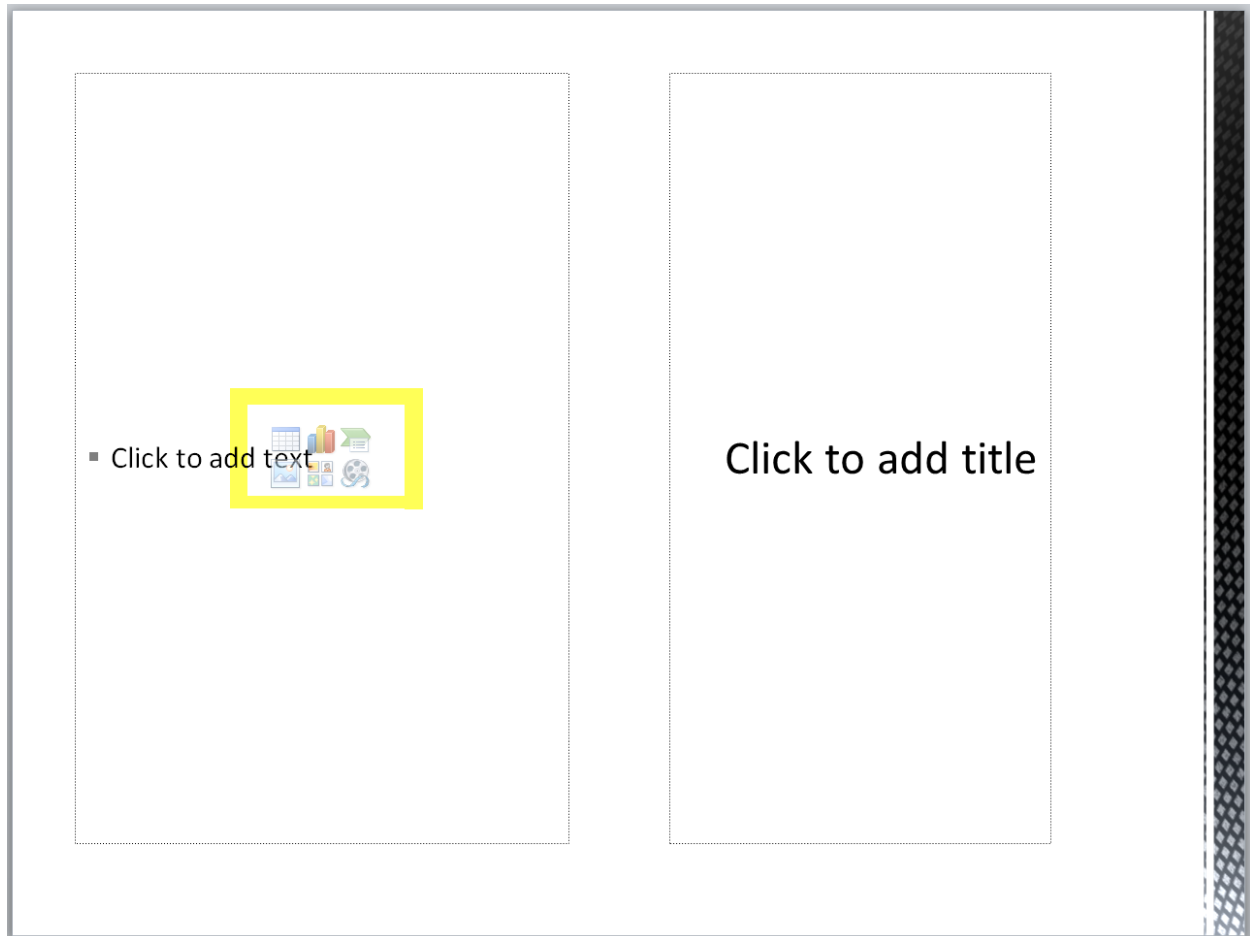


Figure 2

My next slide (Figure 2) has a field to enter the title and another one for text. You can see that I can also select a table, chart, SmartArt, image, Clip Art, or media. We will look at each of these, but for this slide I will just enter text. This is literally as simple as clicking where it reads "Click to add text" and type your information.

Tables

In my third slide I have added a table and a chart related to the table (Figure 3). First let's look at the table. I set the top row and the left column to headers. Also, in the settings I select the Alt Text option and enter Alt Text information. I give the table a Title and describe the table clearly, so anyone would understand what the table shows.

Charts

The chart is formatted in a similar way to the table. While there are no headers to format, there is Alt Text and you will enter a title and description.

The slide displays a weather comparison table and a line graph. The table shows that yesterday was 80% sunny and 20% cloudy, while today was 20% sunny and 80% cloudy. The line graph plots these percentages for 'Sunny' and 'Cloudy' conditions over the two days. A 'Format Shape' dialog box is open over the table, with the 'Alt Text' tab selected. The title is 'Weather table' and the description is 'Table showing that Yesterday was 80% sunny and 20% cloudy, while Today was 20% sunny and 80% cloudy.'

Weather	Sunny	Cloudy
Yesterday	80%	20%
Today	20%	80%

Slide Two

Figure 3

Images

Just like we did for all of the other graphical elements, we add Alt Text to the properties of an image (Figure 4). Sometimes the default Alt text is the file name. You should always change this to something that makes sense to a non-sighted viewer.

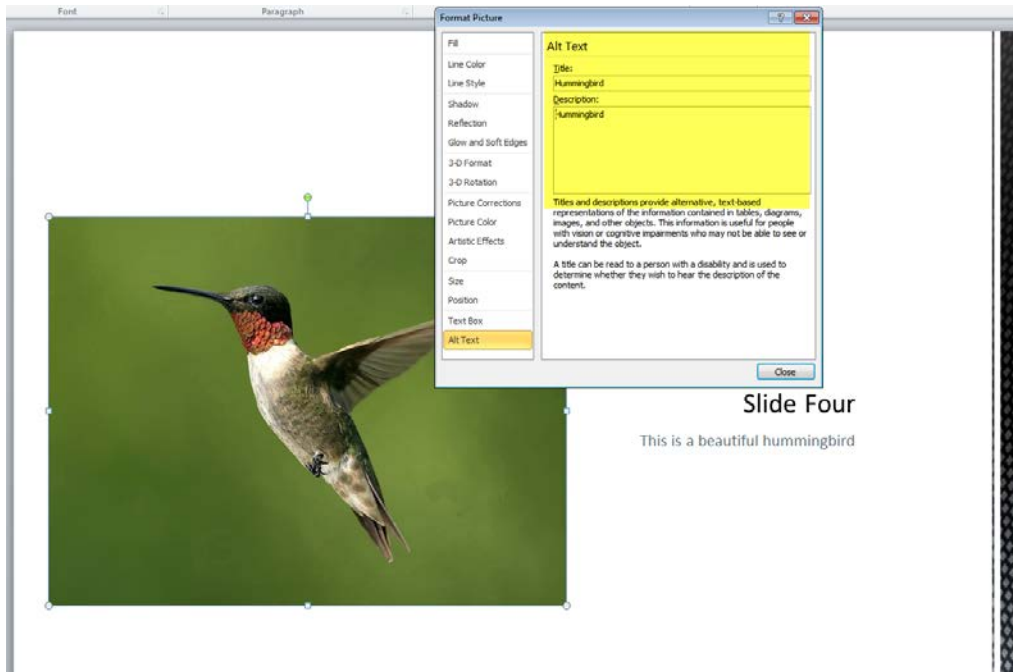


Figure 4

SmartArt

SmartArt is simply a graphic. It is no different than inserting a photograph. As you can see in Figure 5, you enter Alt Text just like you do for images, tables, and charts. Do you notice a pattern?

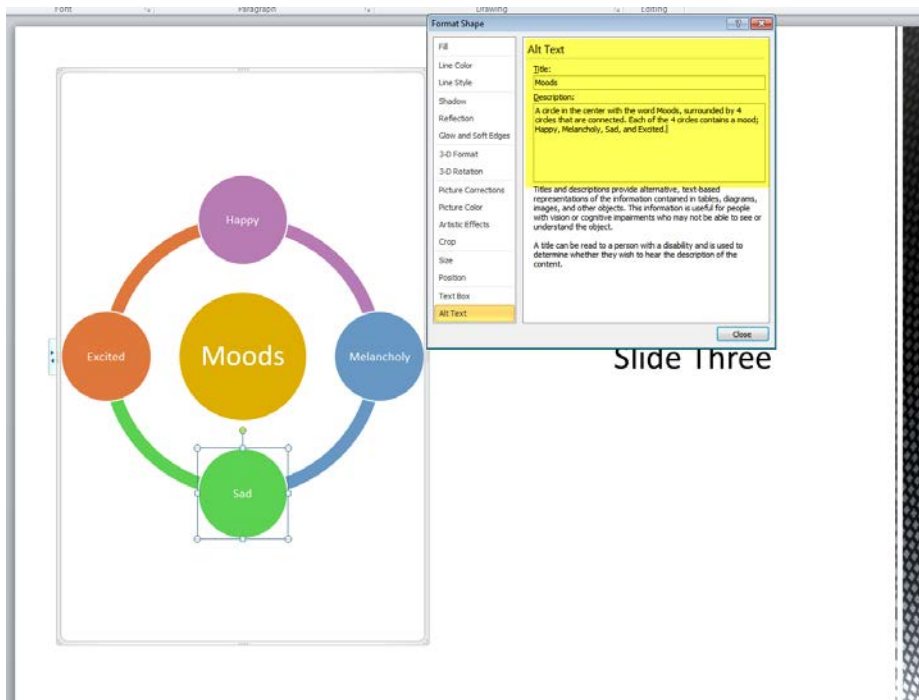


Figure 5

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ClipArt

ClipArt is another type of image and you'll never guess what we need to do. That's right, we add Alt Text.

Video

Embedded video should have Alt text that provides a title and brief description of the content. A video must have closed captioning that displays every word that is spoken. We won't talk about how to add closed captioning here, because it a much bigger topic and deserves its own guide.

Audio

All audio needs to include a transcript that provides the correct spoken words, and any sounds or noises that are pertinent to the topic.

Checking accessibility

Now that we've done everything right it's time to check accessibility. After you have saved your PowerPoint go to File, then Info, and then Check for Issues. In Figure 6 you can see the option to Check Accessibility.

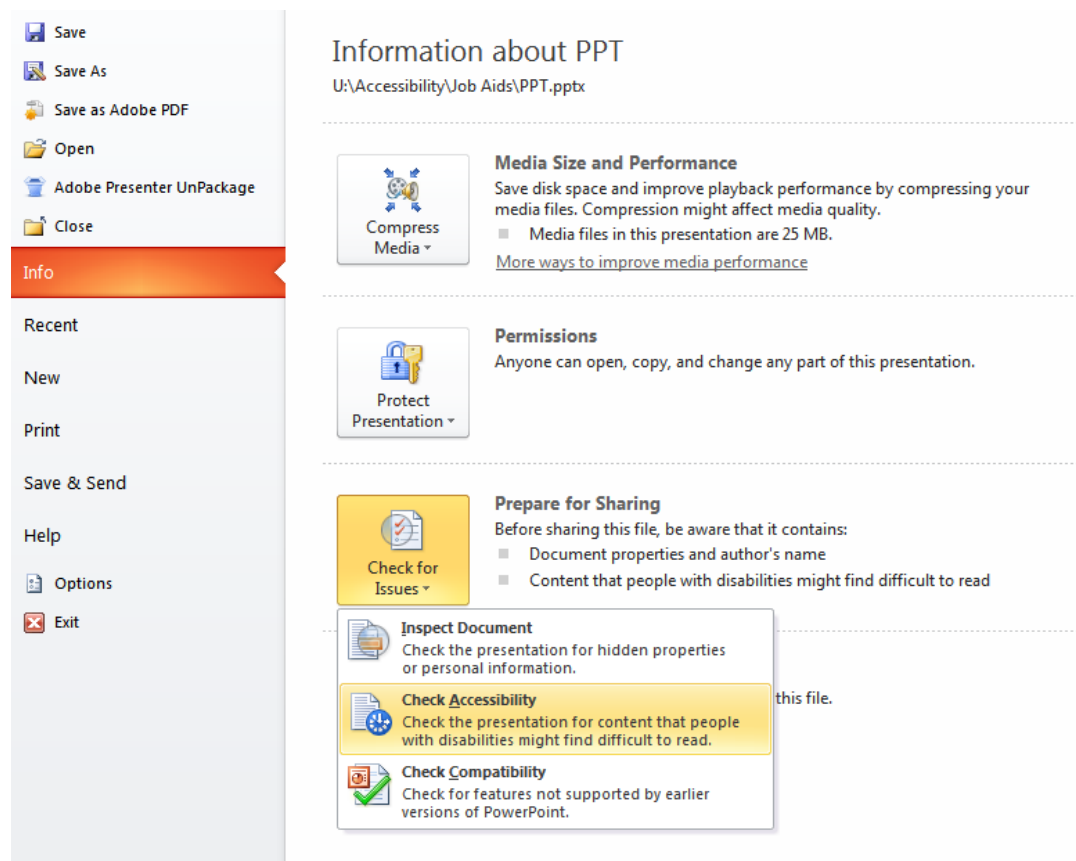


Figure 6

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Clicking on Check Accessibility gives us an accessibility report. I wanted to see a perfect report because we did everything right, but instead I see this (Figure 7). Don't be alarmed. There are four possible outcomes.

- You might receive a report with Accessibility Errors. These are definitely a problem and must be corrected.
- You could receive Warnings. The accessibility check found something of concern and it could be a problem. Check it out and fix if necessary.
- Often you'll receive a report that gives you Tips. In our accessibility check in Figure 7 it was observed that we have a video. The Tip simply reminds us to verify the captioning on the video.
- The fourth possible scenario is a perfect report with no corrections. You can feel good for a moment, but don't get comfortable. Even with a perfect report you should check your PowerPoint for several things, including:
 - adequate font size
 - adequate contrast
 - manual slide transitions
 - proper use of color

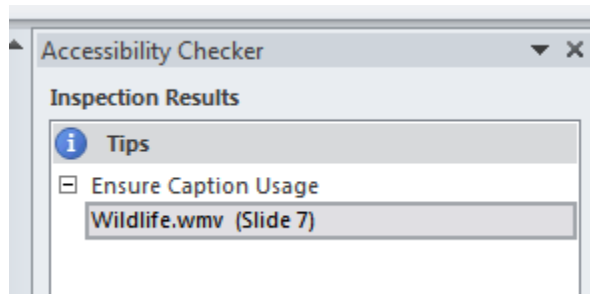


Figure 7

Fixing Things

While every accessibility check is going to turn out differently, we will attempt to walk through a “typical” accessibility check to demonstrate how to make corrections. While your accessibility checks will differ from this one, the basic steps remain the same. Note that all Microsoft Office products have a similar process for correcting accessibility issues. What you learn to do here will carry over to other Office products.

For our check I will use a publisher's PowerPoint. Many are worse than this, but this does have many of the usual errors that you'll typically find.

Accessibility Checker

The results of our accessibility check show 19 Errors, 1 Warnings, and 67 Tips (Figure 8). That almost seems insurmountable to correct, but you'll see that it's easier than it looks.

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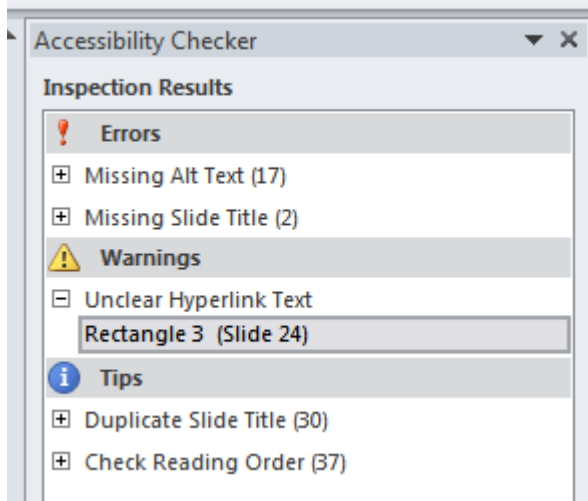


Figure 8

Errors

There are 17 instances of Missing Alt Text. The first one on the list is a picture of a man’s hand inserting an ATM card into an ATM (Figure 9). The default Alt Text is the image location. I replace that with more appropriate text. I’ll repeat that for each image. However, there is one image that is a little different from the others (Figure 10).

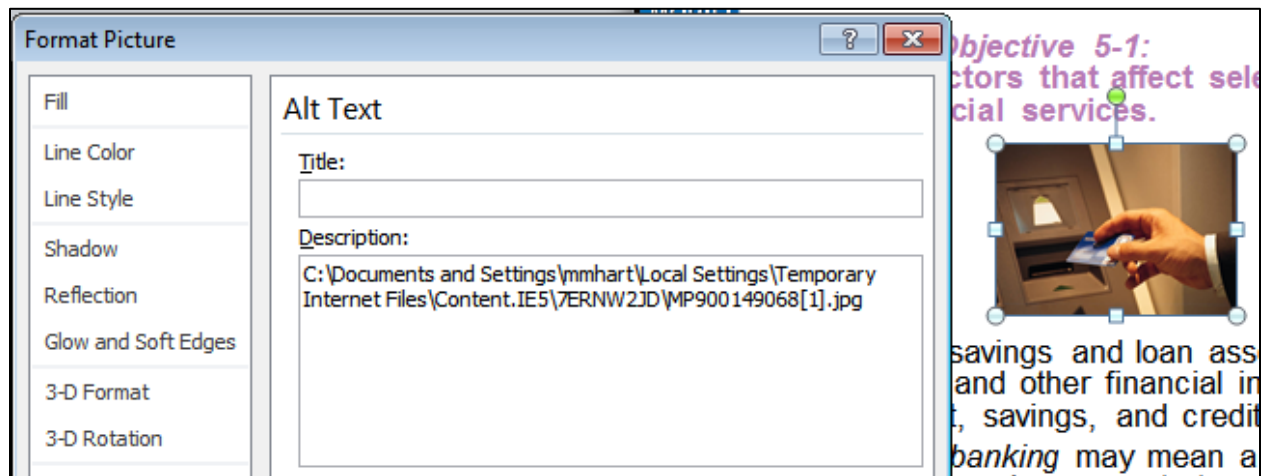


Figure 9

The accessibility checker describes this as Rectangle 4 and its missing Alt Text. What the accessibility checker doesn’t show us is that this rectangle is missing a purpose. When the PowerPoint was being created someone left a random rectangle just off of the page. To correct this I just delete it.

Financial Institutions

- OTHER FINANCIAL INSTITUTIONS
 - **Life Insurance Companies**
 - Offer insurance plus savings and investment features; recently expanded to offer investment and retirement planning
 - **Investment Companies**
 - Are also referred to as *Mutual Funds*
 - Offer a money market fund on which you can write a limited number of checks
 - Accounts are not covered by federal deposit insurance

5-18

Figure 10

Sometimes you'll find that an image is loaded with text. Rather than try to create Alt Text that duplicates everything in the image, you might want to type all of the text on the slide.

Now that I've corrected all of the Alt Text issues I have 2 slides with Missing Slide Titles. The first slide actually has a title, but it's in the wrong box. To correct that I cut the text that was meant for the title, go into Outline view and paste it into the appropriate location in the slide (Figure 11).

1 Chapter 05

Financial Services:
Savings Plans and
Payment Accounts

2 Chapter 5
Learning Objectives

LO5-1 Analyze factors that affect the selection and use of financial services.	
LO5-2 Compare the types of financial institutions.	
LO5-3 Compare the costs and benefits of various savings plans.	savings plans.
LO5-4 Identify the factors used to evaluate different savings plans.	savings plans.
LO5-5 Compare the costs and benefits of different types of payment accounts.	types of payment accounts.

3 Financial Services
for Financial Planning

Learning Objective 5-1:
Analyze factors that affect selection and use of financial services.

Chapter 05

Financial Services:
Savings Plans and
Payment Accounts

Figure 11

The second Missing Slide Title is slightly more complicated. The slide has an elaborate image on the page and no title (Figure 12). The first thing that I will do is give the slide a title.

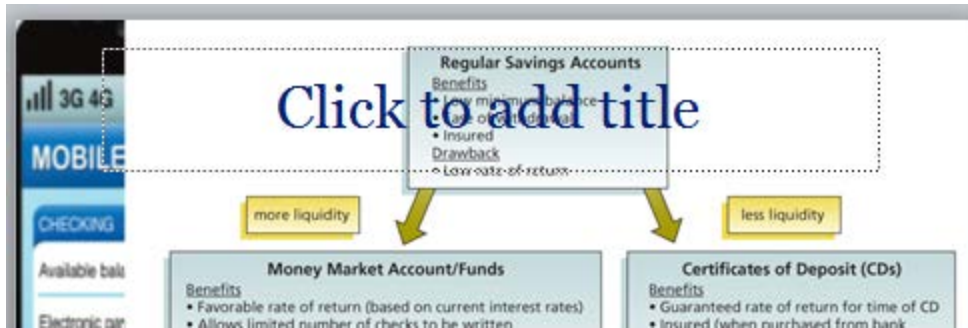


Figure 12

From the ribbon (toolbar) I will select Arrange and then select Selection Pane. In Figure 13 you can see the Selection Pane and the hide selection icon. Since we want a title, but we don't want to see it, we will click the hide selection icon. Now the slide has a title, so it can be used for navigation, but it isn't visible.

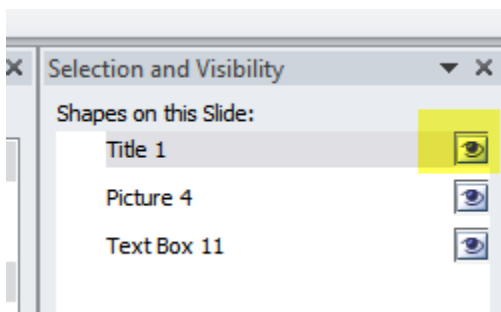


Figure 13

Warnings

Now I have a Warning that reads "Unclear Hyperlink Text". On this slide there is a link that needs clarification (Figure 14). Rather than have the URL as a link you want to have a clear description as the link. In this situation I changed www.bankrate.com to read Bankrate.

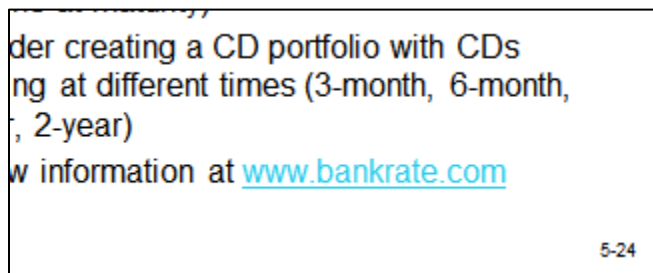


Figure 14

Tips

We are making excellent progress. We have two sets of Tips left. First we have 18 Duplicate Slide Titles. Since each slide must have its own unique title, we must change some of the slide titles. This is very simple. In Figure 15 below you can see that I have opened it in Outline view. I'm going to add a number to each of the slide titles, so that I have "Financial Institutions 1", "Financial Institutions 2", etc. In Outline view that will literally take me a few seconds. I can correct all 18 Duplicate Slide Titles in under a minute.

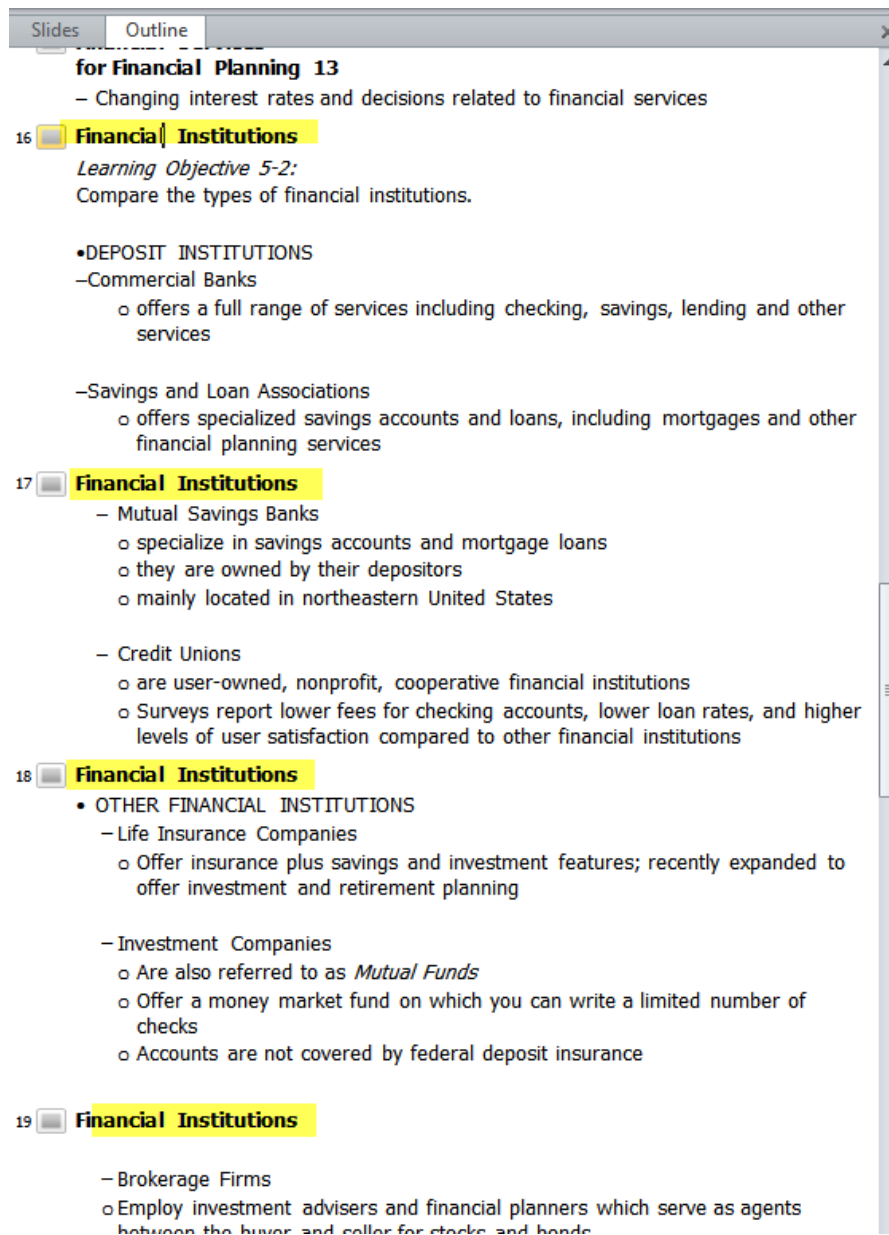


Figure 15

Finally, we have 37 instances of Check Reading Order. Each slide is made up of several parts. There is a title, then some text and/or pictures, etc. You may read this slide from the top to the bottom. If there are items that are side by side you might read them from left to right. This is intuitive, if you can see the page. A screenreader is going to read your slide in the order that the individual parts were placed on the page, unless you change the order. Let's take a look at one of our slides in Figure 16 below. You can see that the Selection and Visibility pane lists the content on the page. This list is in reverse order, so the bottom item is read first by a screenreader. The item labeled Rectangle 2 is the title, which makes sense. The item labeled Rectangle 3 contains the body text, which again makes sense. Picture 6 is the bundles of money, Picture 7 is the hand writing a check, and Picture 9 is the credit card being handed to another. You can see that this order is not intuitive. To correct this I select Picture 9 in the Selection and Visibility pane and then click twice on the down arrow at the bottom of this pane. You can see in Figure 17 below that the reading order has now changed.

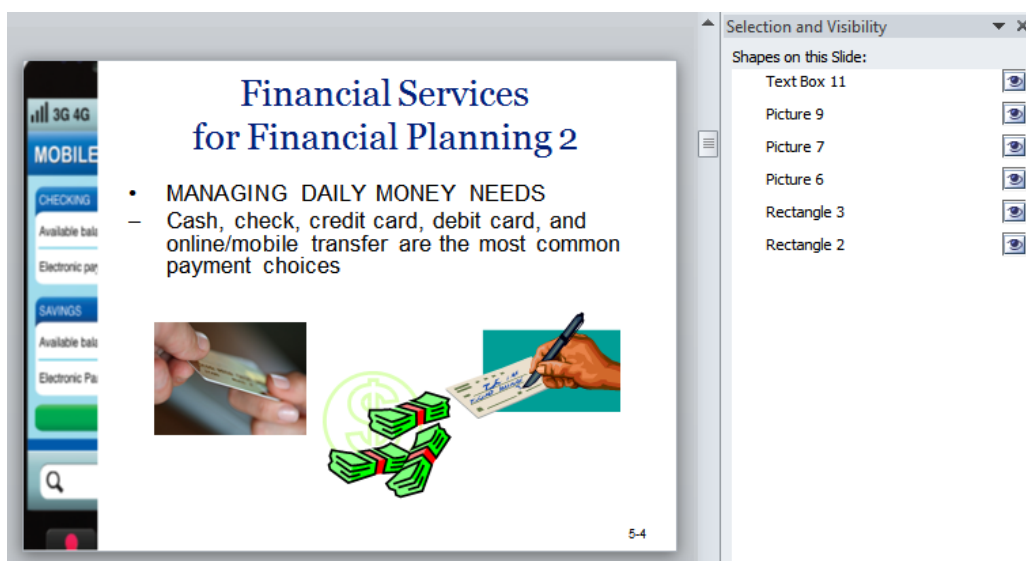


Figure 16

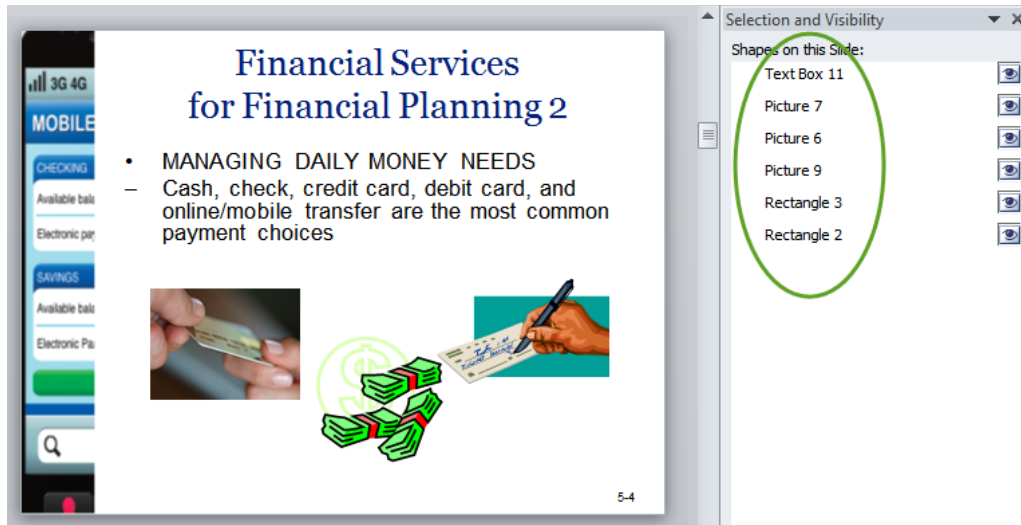


Figure 17

Final Verification

We have corrected all accessibility issues. To verify this we can run another accessibility check. But wait, what happened? I ran another accessibility check and I still have 37 instances of Check Reading Order. Remember we talked about Errors, Warnings, and Tips? The accessibility check can detect Errors and Warnings, so we don't see those anymore. Tips however are different. A Tip is letting you know that there are some things in your PowerPoint that are frequently problematic, but the accessibility checker can't detect them, so you should look at them. We know that we corrected this issue so we can ignore the Tips, and we are done!

Conclusion

You don't need to know how to fix every issue. The accessibility checker will explain most issues pretty clearly. You do however need to know how to use the accessibility checker and how to create basic accessible documents.

Information

If you have any questions you should contact your college's Accessibility Compliance Officer or your Office of DSPS.



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