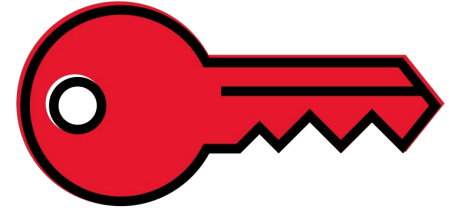


Digital Accessibility Series

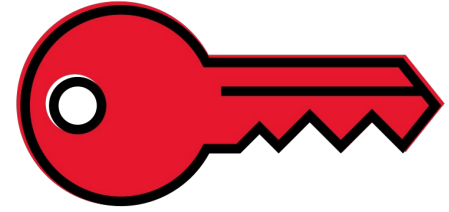
Part 6: PowerPoint

Today's Objectives



- Familiarity with WCAG 2.1 AA requirements
- Understanding common accessibility issues and ways to prevent them in PowerPoint
- Leveraging built in tools for accessibility in PowerPoint: what they mean and how to fix them
- Best practices to avoid accessibility missteps when crafting your next PowerPoint

WCAG 2.1 AA Refresher



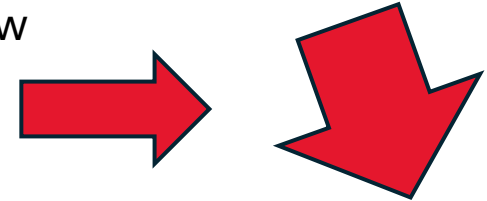
- Applies to digital content produced, hosted, or shared by public universities
- Including but not limited to Blackboard Content
- P.O.U.R. -- Perceivable, Operable, Understandable, Robust
- “Make content more accessible to a wider range of people with disabilities, including accommodations for blindness and low vision, deafness and hearing loss, limited movement, speech disabilities, photosensitivity, and combinations of these, and some accommodation for learning disabilities and cognitive limitations”







The #1 Issue in PowerPoint Decks

- **Alt Text/Image Descriptions**
- On every content-containing image
- Context is king!
- Best practices in alt-text
 - Informative
 - Brief
 - Relevant
 - Non-redundant
- Never use images of text

This arrow used to draw the attention to the content-containing image does not

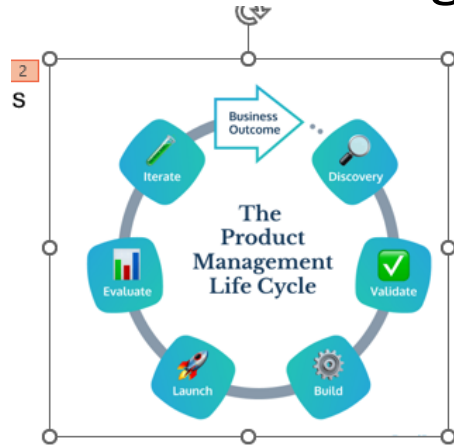
This descriptive image does need alt text



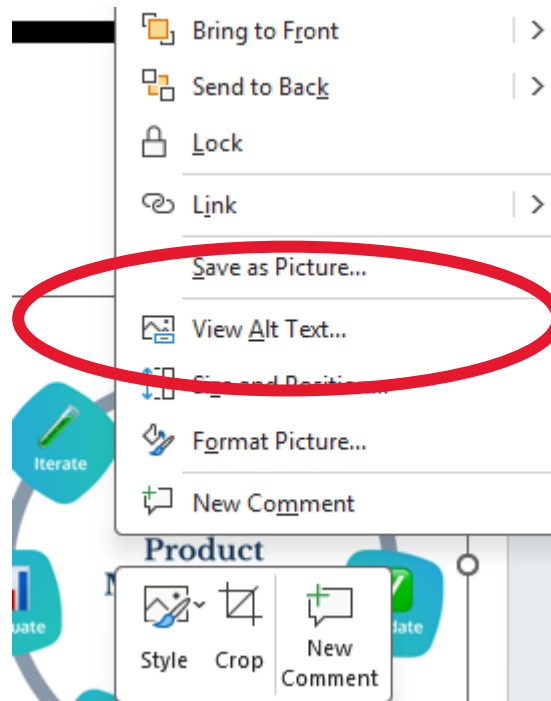
 Without Alt Text	 With Alt Text
	
 Img_1234	 Airplane landing

How do you add alt text in Power Point?

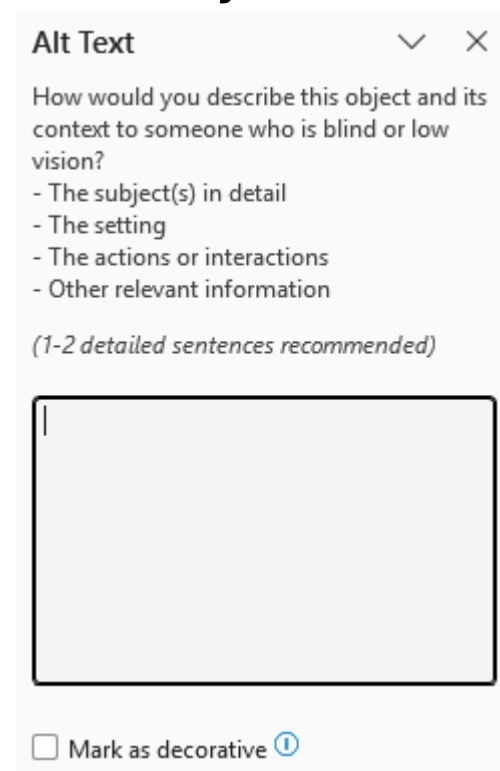
1. Select the image you want to add alt text to



2. Right-click



3. Type directly in the box & save



Video Captions

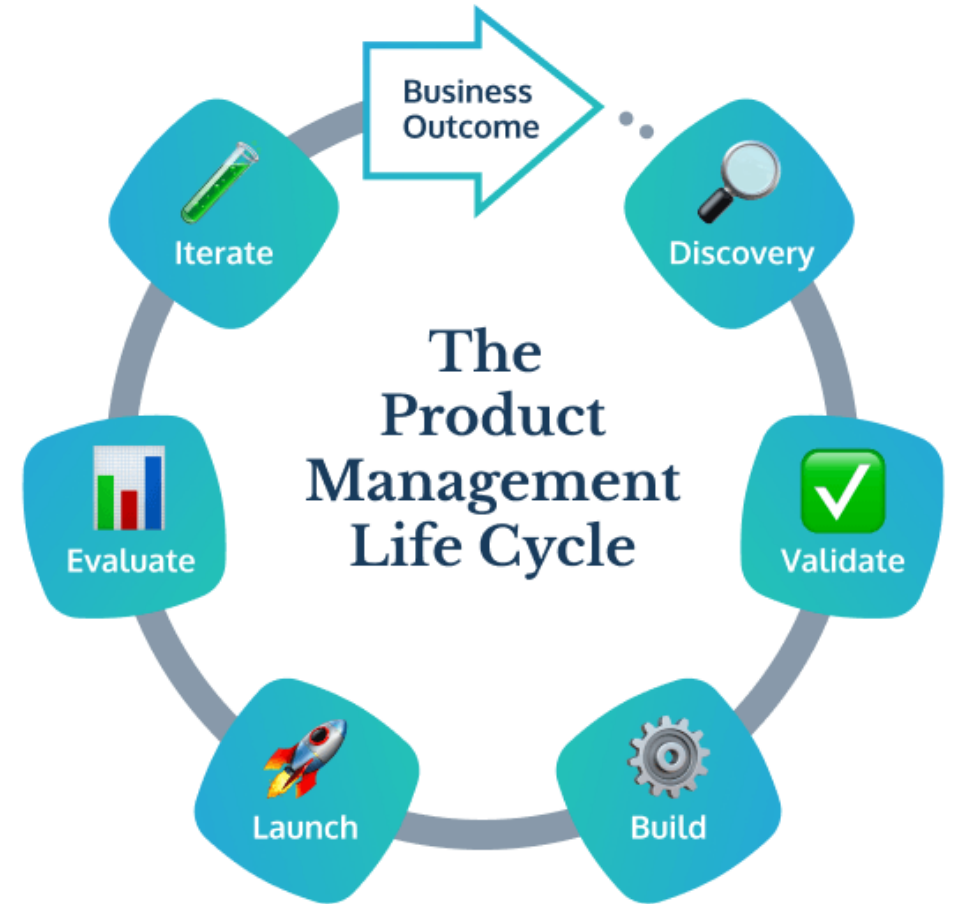
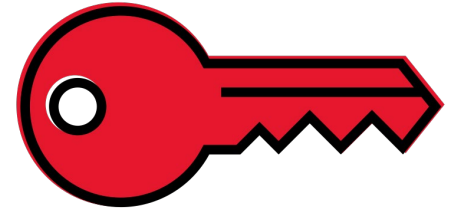
- If you embed a video in your slides you will likely get this issue



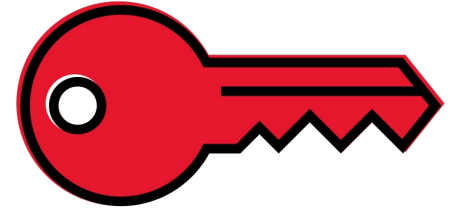
- Ensure the linked video has captions and that they are accurate
- Videos of demonstrations will also need audio description
 - A narrative audio large describing what's happening in the video

Reading Order in PPT

- The order you build the slide in **MATTERS!**
- Using a default “layout” solves this 9 of 10 times
- Left to right, top to bottom
 - Exceptions*

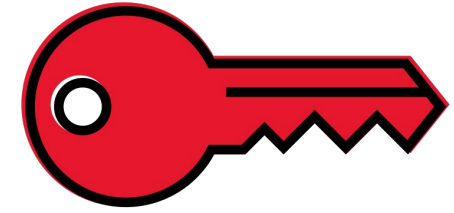


Slides Must have Titles



- Titles must be labelled as the title – Large centered text is not a title!
- Think about this like skipping tracks on an album without titles, folks using screen readers can't find the slide they're looking for!
- They must be non-redundant
 - Lots of examples? Number them
 - Multiple slides to describe a concept, consider subtitles
 - At a loss?

Contrast – beyond just text!



- Text on background, choose something high contrast
 - Black on white
 - **Yellow on black**
 - **White on navy**
- Your bullets matter too!
 - Small, light colors, or thin lines may all give you a “contrast” issue
- Text over images/background
 - Gradients and designs cause issues

Like this

- Or this

The background is a dense, intricate fractal pattern. It features a variety of swirling, spiral, and lace-like structures. The color palette is primarily shades of blue, ranging from deep navy to light sky blue, with accents of white and pale purple. The overall effect is one of organic complexity and depth.

Designer will Betray you!

Canva and Accessibility

BIOL 140
SI

CHAPTER 1: HUMANS IN THE WORLD OF BIOLOGY

1 ★

ATTENDANCE



2 ★

Introductions!

- **Name:** Aubrey Harris
- **Hometown:** DuQuoin, Illinois
- **Major:** Speech-Language Pathology
- **Minors:** Psychology and Public Health
- **Fun Fact:** I have over 50 house plants!

Now Your Turn!

3 ★

POLL TIME!!

Would you rather be able to move objects with your mind or have the ability to temporarily mute annoying people in real life?

This  Or  That

4 ★

AGENDA!



- 01 INTRODUCTIONS
Already Done!
- 02 QUIZLET LIVE
My Quizlet username is aharris140. Use the QR code to join my classroom and access my Quizlets
- 03 WORKSHEET
Just a short worksheet
- 04 BLOOKET
If we have time!
- 05 Questions??
Feel free to ask any questions!
- 06 Bye!
Next session is Monday at 5:00 in SE 2262

5 ★

Attendance
Just in case:)



Supplemental Instruction

Reminders!

- Office Hour
- Friday 9:00
- SE 2232 (or on Zoom)

Next Session

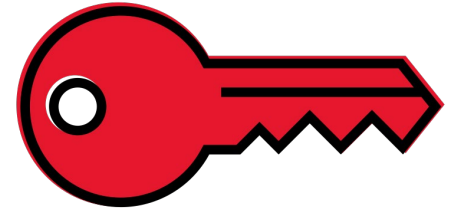
- Monday 5:00
- SE 2262

6 ★

Tables & Headers

Column 1	Column B	Avoid Merged Cells!		Last Column
1	2	3	4	5

A note about handwriting



- You may like to write on your slides during lecture
 - This can be a great choice to help students engage and follow along
- Handwriting as a rule is not accessible
- Please consider using lasso & ink to text
- For more complicated equation-based handwriting, consider MathPix
 - Training April 9 @ 10am

