# Guide to Accessible Presentations

Creating an Accessible Presentation in MS PowerPoint 2016

# Fleming College

Accessible formats or communication supports for this document are available upon request.

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# Background

# The AODA is the Accessibility for Ontarians with Disabilities Act, enacted in 2005.

**Accessibility for Ontarians with Disabilities Act (AODA)**
The AODA is no ordinary piece of legislation. It is an ambitious means to ensure the inclusion of people with disabilities. Ontario is the first province in Canada and one of the first jurisdictions in the world to have legislation with a goal and deadline to make a province more accessible. Ontario is also the first jurisdiction to make accessibility reporting the law and has standards so people living with disabilities can enjoy increased participation in their communities.

**Integrated Accessibility Standards Regulation (IASR)**
The IASR is a broad regulation. The requirements range from limiting the amount of flashing on a website to requiring organizations to consult with people with disabilities on the design and placement of benches along walkways. The IASR has a major impact on making information accessible.

**Goal of this guide**
Microsoft PowerPoint is one of the most popular tools for creating slide show presentations. It is often used to organize thoughts for a meeting or lesson, to present key points in a live presentation, and even to create handouts. This guide outlines how to can make PowerPoint files more accessible in the classroom.

# Accessibility Standards
## There are various standards for Accessible Presentations.

**Offline information (information not posted to the College website**) The College will provide offline information in an accessible format upon request, in a timely manner, and at a cost no more than the regular price. Offline information produced by the College will meet the checkpoints listed in this Guide to Accessible Presentations.

**Online information (information posted to the College website)** Online information will generally be available on the College website in HTML format. Where online information is more suitable in a document format, the information will be available as a PDF.

Online PDF documents will meet the checkpoints listed in this guide and the Web Content Accessibility Guidelines, also known as WCAG 2.0. They will include features such as tags, correct tab and reading order, bookmarks, advanced table attributes and document metadata such as document title, subject and author.

## Font Family
# Use sans-serif fonts.

A sans-serif font is easier to read than a serif font. Upper case, lower case and numerical characters of a sans-serif font are easy to recognize. Popular sans serif fonts include Arial, Calibri, Helvetica, Futura and Verdana.
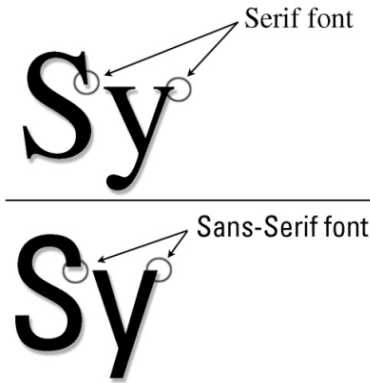


## Font Size
# Make text large enough.

The size of the font, measured in points (pt), is a fundamental factor in legibility. Font size 12, based on the Arial font sizing, is the College standard font size for main body text in a document. A minimum font size 16 is the College standard for information communicated on large format screens. Avoid font size 11 and smaller where possible.

Font Size 11       11 pt or less is not accessible
Font Size 12       12 pt is accessible
Font Size 16   16 pt or more for presentations

# Templates and Themes

The first step in creating a PowerPoint presentation is choosing a slide theme or template. The Design tab contains many built-in Themes and color Variants that can be used to change the look of a presentation, as well as the ability to create custom themes
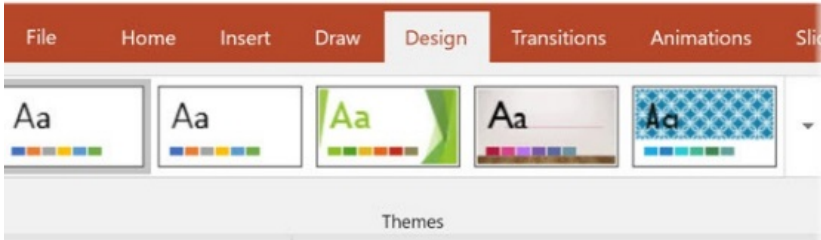


Some of these templates have low contrast between slide text and the slide background, and a few may also have busy backgrounds that can make text even more difficult to read. Be sure to choose a theme with good contrast and with simple backgrounds. If the presentation will be viewed on a projector, the contrast and readability may need to be even more pronounced.

**Tip:** In addition to built-in and custom themes, there are thousands of templates available for download. You can search for a template by selecting File > New, and then describing the template in the Search field.

Add the word "accessible" to the search for templates that are tagged as "accessible" by the creator. While this doesn't guarantee accessibility, it increases the likelihood of finding a good template. If in doubt, Microsoft has identified several templates that are optimized for accessibility.

# Slide Layouts

The most important part of PowerPoint accessibility is the use of slide "layouts." Used correctly, these will ensure information on the slides have the correct heading structure and reading order.

Most slide layouts include a slide "title," usually at the top of the slide. They also typically contain one or more "placeholder" areas where you add content like lists, images, and tables to each slide. The title will be presented as a heading to screen reader users, and will be the first thing read on each slide. If each slide has a descriptive title, this will make it much easier for screen reader users to read and navigate the presentation.

The new layout will be applied to the selected slide and PowerPoint will try to move the slide contents to the correct place in the new layout. If you're moving from one pre-built layout to another, this usually works fairly well. But if you apply a layout to a slide that wasn't structured correctly in the first place (e.g., pictures and text boxes added to a blank slide), it may take some work like cutting, pasting, and deleting unnecessary boxes to apply the correct layout.

**Create a new slide**

Although you can change the layout of a slide at any time, it is usually easiest to choose your layout when creating a new slide. You can add a new slide from the Home or Insert tab. If you choose the New Slide icon, PowerPoint will usually create a new slide with the same layout as the currently-selected slide.

You can also select the slide layout while creating a new slide. In Windows, select either the small arrow or the text "New Slide" right below the icon, and a menu will drop down with all the available slide layouts. Select one of these options to create a new slide with this layout.
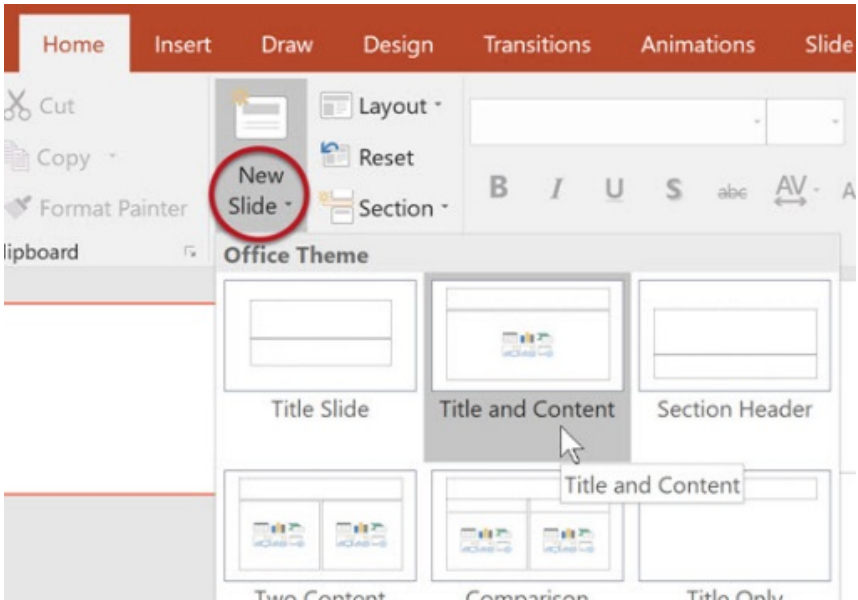
## Slide Master

It is possible to make changes to all slides within a presentation, like changing the text size of all slide titles. You can also make changes to a specific slide layout, or even create new custom layouts. All of these changes are possible in the Slide Master view. This view allows you to create accessible layouts that meet the needs of the presentation while maintaining a proper heading structure and reading order.

To open Slide Master, select the View tab > Slide Master.
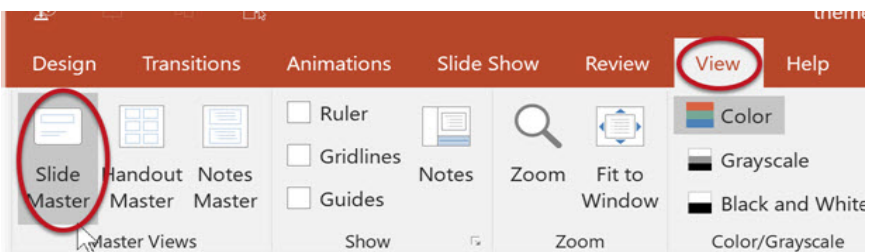


The different layouts that are available in the presentation will be displayed in the left-hand sidebar. The first slide in this sidebar is the Master Layout. Changes made to the

Master Layout will usually be applied to every slide in the presentation. Below this Master Layout are the different individual layouts. Changes made to one of these will be applied to every slide that uses this layout.
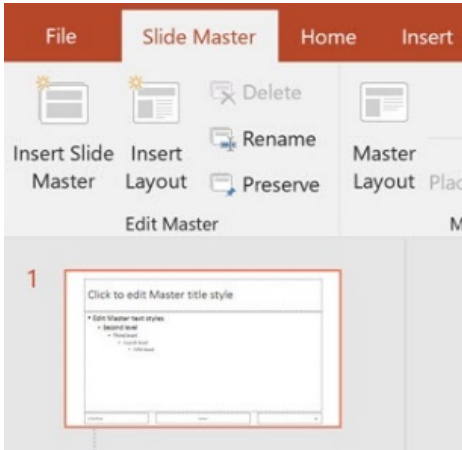


To create a new slide layout, select Insert Layout, and then Rename to give the new layout a descriptive name. You can then insert placeholder objects, change the size and position of objects on the slide, etc.
Once all the changes are complete, select Close Master View on Windows or Close Master on Mac. Changes made within this view will automatically be applied throughout the presentation.
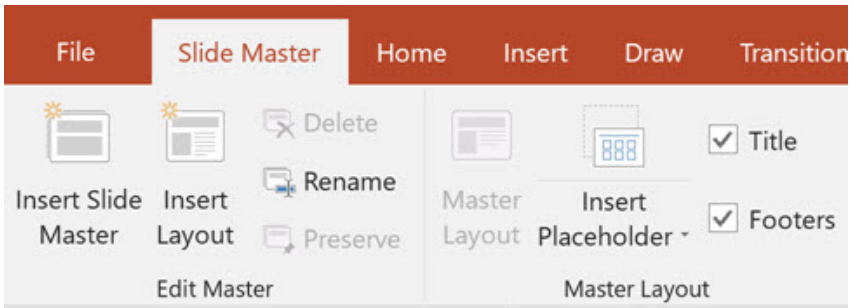
# Slide Reading Order

Although it is best to use slide layouts when possible, there may be times when you need to add content to a slide when it would be impractical to create a new slide layout. By default, a screen reader will read the slide title first, followed by other content in elements defined in the slide layout. Then it will read any additional content on the side in the order it was added to the slide. If you add content with this principle in mind, it should be presented to screen reader users in a logical order.

You can check or change this reading order by selecting Home > Arrange > Selection Pane. The Selection Pane will appear in the right-hand sidebar.

The pane will show every object on the slide. Highlighting an object in the pane will also highlight it in the slide. The reading order for the elements in this page is bottom to top. At first this may seem illogical, but it helps to think of these objects as layers on a slide. The first object on the slide will be read first. If another object is added to the page on top of this first object, it will be read next by a screen reader. To reorder an item, simply click and drag. PowerPoint for Windows also has up/down arrow buttons that can be used to reorder items.

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**Tip:** The **Arrange** dropdown menus also includes options to reorder a single object. This will change the visual position on the page as well as the reading order.
**Bring to Front** moves an item to the top layer, meaning it will be read last by a screen reader.
**Send to Back** moves an item to the bottom layer. It will be read first by a screen reader.
**Bring Forward** moves an item up one layer, or later in the reading order.
**Send Backward** moves an item down one layer, or earlier in the reading order.

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# Alternative Text for Images

## Presentations include images, and these images need equivalent <u>alternative text</u>.

To add alternative text to an image in PowerPoint 2016:

- Right-click on the image and choose Format Picture.
- In the Format Picture sidebar, Select the Size & Properties icon and choose Alt Text.
- Enter appropriate alternative text in the Description field only (not the Title field).
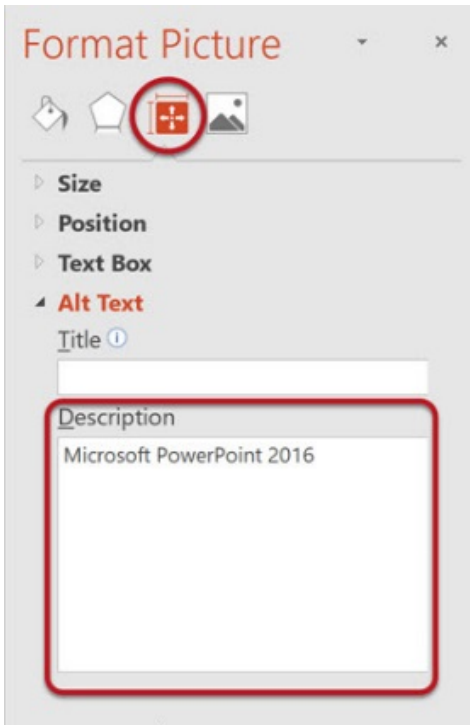
# Text and Image Alignment
## Align text to the left margin and avoid floating images.

**Text aligned to the left margin** makes it easier to find the start of the next line and keeps spacing between the words even.

**Centre text alignment** is not accessible. A person with low vision may set up their device to zoom in at five times the normal display. They would rely on left alignment to find the starting point of a line and may unintentionally skip content in the middle of a page.

**Justified text alignment** is not accessible. It causes uneven spaces between words and is more difficult to read.

**Image alignment:**
Avoid floating images. When inserting images and other non-text content, align to the left of the page. Place images and non-text content above or below text with the MS Word In Line with Text wrap text option.

**Tip:** When it is desirable to align an image to the right, try using the MS Word Columns tool. The screen shot to the right shows the MS Word wrap text options. The image is In Line with Text on column 2 but appears as floating. With this method, a screen reader will read the image's alt text in the order intended.
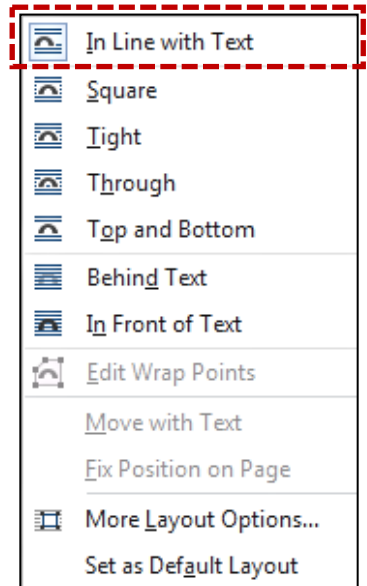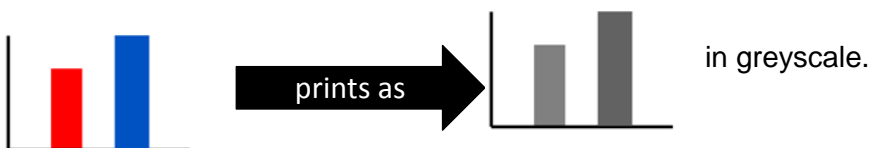
# Colour
# Ensure colour is not the only means of conveying information.

Pay attention to the use of colour in a document to ensure the information makes sense for people who are colour blind and people with low vision. Good use of colour means a document printed in black and white is as meaningful as the colour version.

| Tips for using colour | Sample |
|---|---|
| Design in greyscale. | Good |
| Add shapes or symbols when colour is used to compare information. | ☐ |
| Include text with colour-coded icons. | Good |
| Print in black and white and check if coloured content is legible and meaning is conveyed. | ☐ |
| **Do not** use colour alone to make a comparison of information, especially in charts and graphs. | |

**Poor use of colour**



prints as

in greyscale.

**Good use of colour**



prints as

in greyscale.
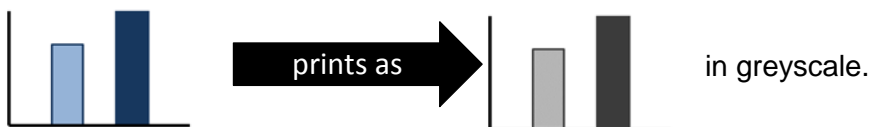
# Contrast
# Use good contrast between the background and foreground.

Use minimum 4.5:1 contrast ratio for text smaller than 18pt. Use minimum 3:1 contrast ratio for text 18pt or larger, bold text 14pt or larger, and non-text information that has meaning.

**What does good contrast look like?**

| Test Number | Font Size | Contrast Ratio | Result |
|---|---|---|---|
| Test 1 | 12pt regular | 21:1 | Pass |
| Test 2 | 12pt regular | 21:1 | Pass |
| Test 3 | 12pt regular | 19.5:1 | Pass |
| Test 4 | 12pt regular | 15.3:1 | Pass |
| Test 5 | 12pt regular | 14.9:1 | Pass |
| Test 6 | 12pt regular | 10.4:1 | Pass |
| Test 7 | 12pt regular | 7:1 | Pass |
| Test 8 | 12pt regular | 6.5:1 | Pass |
| Test 9 | 12pt regular | 4:1 | Fail |
| Test 10 | 12pt bold | 4:1 | Fail |
| Test 11 | 14pt bold | 4:1 | Pass |
| Test 12 | 18pt regular | 4:1 | Pass |
| Test 13 | 12pt bold | 3.04:1 | Fail |
| Test 14 | 12pt bold | 2.18:1 | Fail |
| Test 15 | 12pt bold | 1.43:1 | Fail |

Use a contrast test tool such as Snook Contrast Checker to test colour combinations and determine the exact contrast ratio.
[www.snook.ca/technical/colour_contrast/colour.html]

# Tables and Charts
# Keep tables and charts simple.

Tables and charts can make a large amount of information clear to readers. Use the checkpoints in this guide to help make tables and charts accessible, such as use minimum font size 12.

### How to create accessible tables in MS PowerPoint 2016

- Click inside the table. The Table Tools options should become visible, and the Design tab should be open.
- If the top row of the table contains headers for each column (most tables do), make sure the Header Row checkbox is checked.
- If the first column of the table contains headers for each row, make sure the First Column checkbox is checked.
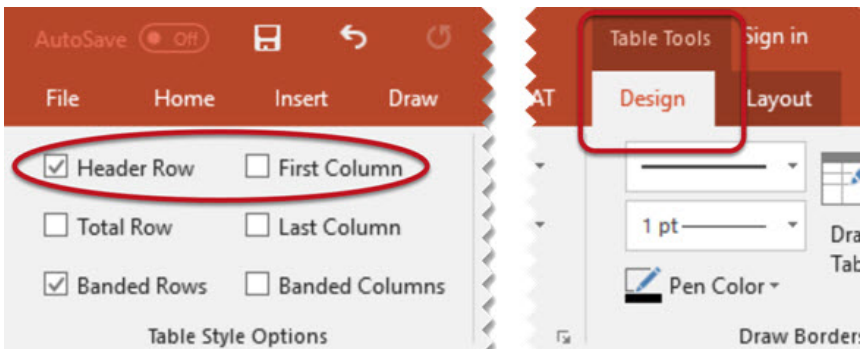
In the Table Styles section, select a style where the table headers are clearly identified visually. Make sure the style has good contrast.
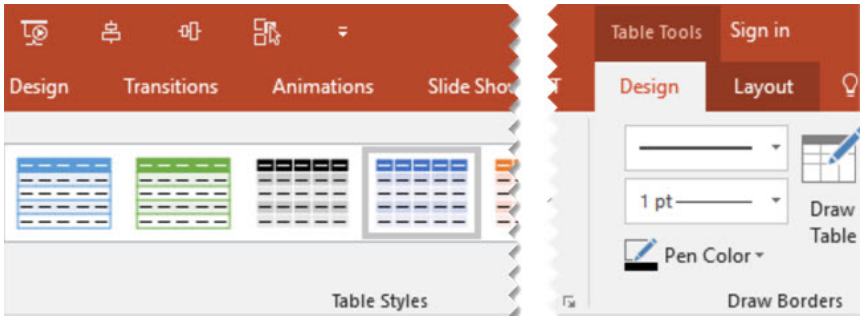


Most screen readers will not identify table headers in PowerPoint, but we still recommend going through this process. It is important to identify headers visually, and support for table headers in Microsoft Office is improving constantly. Plus, these headers will identified when saving to PDF in the most up-to-date versions of PowerPoint.

# Links

## Use descriptive words for links, add a screen tip and provide the full URL

**Use descriptive words for links**

Screen reader users often scan or search for hyperlinks, so it is important to make sure these links make sense without their surrounding content. Links are more accessible when the link text briefly describes the destination. Avoid non-descriptive link phrases such as "here", "click here", "read more" or "learn more".

**Provide the full URL for links**

Documents with the potential to be printed should include the full URL in a footnote, appendix or in brackets after the live link. The standard visual representation for a link is:

- Underlined text.
- Blue for a link not visited (HEX #0000FF, RGB 0-0-255).
- Purple for a visited link (HEX #800080, RGB 128-0-128).

# Document Properties

# Set the document title, subject, author, keywords and language.

Document properties, also known as metadata, are details about a file that describe and identify it before opening the file. Search engines and screen readers use the document properties to find the title, subject, author, keywords and language of a document.

**Set document properties in MS PowerPoint 2016:**
1. Select File tab to open the backstage view of the document.
2. Open the Info section.
3. Select the Properties drop-down menu.
4. Select the Advanced Properties command.
5. Select the Summary tab and enter text in the empty fields.

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**Metadata Tips**
Title – use the same text as the title in the document
Subject – use maximum 25 words to summarize the content Author
Keywords – words that describe document audience and purpose

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**Set document language to English in MS PowerPoint 2016:**
Set the language so a screen reader correctly enunciates content.
1. Follow steps 1 to 4 above.
2. Select the Custom tab.
3. Enter "English" in the Value field and select Add.

**Tip:** Proofing language is not the same as document language. Proofing language is set for each word. To set proofing language, select Review tab and Language.

# Accessibility Checker

# Use the accessibility checker tool to find and repair accessibility issues.

The MS PowerPoint Check Accessibility tool inspects the presentation for accessibility issues. Choose an item listed in the "Inspection Results" panel and MS PowerPoint will navigate to that part of the document and highlight the issue. The checker explains why and how to fix the issue. Accessibility issues fall into three categories:

**Errors**
The most serious issues are errors. An error means content is unavailable for a person who uses assistive technology, especially if they rely on screen reading programs.

**Warnings**
These are less serious but still make it difficult for a person with a disability to read a document.
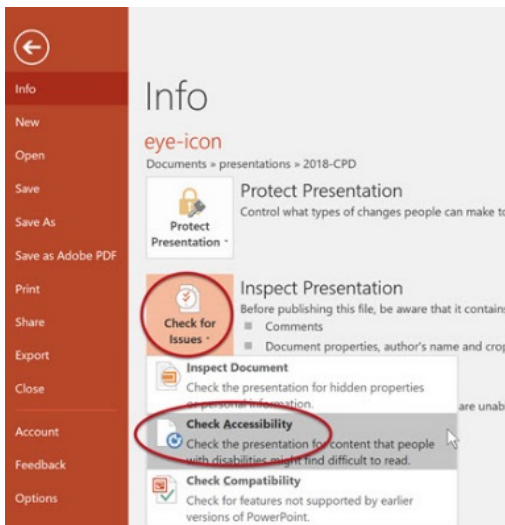
# Tagged PDF
# Tag all content in a PDF document.

Tagging is an important part of making an accessible PDF document for people who use screen readers. All content in a PDF requires a tag. Even elements of a page that are decorative or in the background require a tag called an "artifact".

**Save an MS PowerPoint 2016 document as a tagged PDF**
1. Select the File tab and select Save As.
2. Choose where you want to save the file.
3. Change the Save as type drop-down to PDF.
4. Select the Options button to open the Options menu.
5. Select the Document structure tags for accessibility, the Document properties
6. Select OK and select Save.
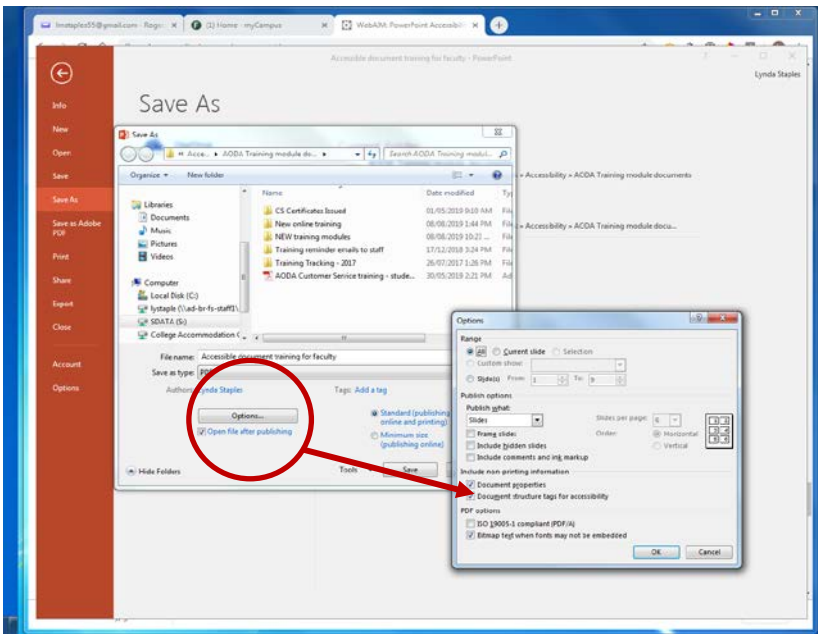
# Notes

# Notes

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# Our **Fleming.**
# **Our** Future.

*"The role of genius is not to complicate the simple, but to simplify the complicated."*

*Accessibility is Simple!*