

Designing with Accessibility in Mind: Microsoft PowerPoint – Training Outline

Step-by-Step Training Outline for Designing with Accessibility in Mind: Microsoft PowerPoint June 19, 2007

- Note: There is no single solution to make PowerPoint presentations accessible. However, using a combination of the following information should assist you in making your documents more accessible.

Getting Started

1. Once you have opened Microsoft PowerPoint, select the **Office Button** and choose **Blank and Recent > Blank Presentation**.
2. A new blank presentation should appear in your working window.
3. It is very important that when you are making accessible PowerPoint presentations you work in the Normal view. Select on the *View tab* and choose *Normal*.
4. In the title area add ***“My First Attempt at Accessible PowerPoint Presentations.”***
5. In the subtitle area add your name.
6. Notice that if you select on the outline view you see the same text in the same hierarchical order that you entered on the title slide. This is how an accessible PowerPoint slide should look. You should be able to see all text in both areas.

Online Tutorials for Creating a New Presentation:

Creating a New Presentation

<http://office.microsoft.com/training/training.aspx?AssetID=RC101865831033>)

Working in Normal View

<http://office.microsoft.com/en-us/powerpoint/HP100670431033.aspx?pid=CH100668131033>)

Designing with Accessibility in Mind: Microsoft PowerPoint

Training Outline for Presentation Presented June 19, 2007

Center for the Application of Information Technologies

College of Education and Human Services

Western Illinois University ©2007.

Using Auto Layout to Insert a New Slide

Always use Auto Layout when starting a new slideshow, inserting a new slide, or modifying the layout type of a slide. This automatically creates an outline of the slide, and any text you place on the slide will automatically appear in the outline of the slide. This is necessary to ensure that screen readers will be able to read all of the text included in our presentation.

1. Select on the **Home slide** and then select the **New Slide** icon.
2. When the *Office Theme* drop-down box appears, choose **title and content**.
3. When the slide appears in your work window you will see that you have the ability to add a title and either textual or object based content.
4. In the title box enter **My Text Slide**.
5. In the slide body where it says **select here to add text**, type **Slide Item 1**.
6. Press **Return** and type **Slide Item 2**. Press **Return** and type **Slide Item 3**. Press **Return** and type **Slide Item 4**.
7. Notice that once again, the text you typed in the slide area appears exactly the same and in the correct hierarchical order in the outline window.

Online Tutorials about Using Auto Layout when creating New Slides:

Applying a Layout

(<http://office.microsoft.com/en-us/powerpoint/HA100780001033.aspx>)

Overview of Layout Types

(<http://office.microsoft.com/en-us/powerpoint/HA100799071033.aspx?pid=CH100668191033>)

Working with Images, Shapes, Objects, and Charts

As with Microsoft Word documents, when you include images, graphics, logos, and charts on a slide, those items are not accessible for people with disabilities using assistive technology such as screen readers. All non-text elements cannot be seen by the reader, and will not be read aloud. Graphical information appears as a “blank space” for these types of readers. To prevent information that is provided via these graphical elements, being skipped over by screen readers, provide descriptions of the images or graphics using alternate text tags, and or descriptions in the Speaker’s Notes Pane. It is advised that you use the Alternate text windows for short descriptions and the speaker’s notes pane for more in-

Designing with Accessibility in Mind: Microsoft PowerPoint – Training Outline

depth descriptions such as when you are trying to describe information portrayed in a organization chart, or data chart, or if you are trying to portray a sequence of steps or processes visually.

Another new possibility that Microsoft Word 2007 offers for this is to insert an object, graphic, etc. with a caption. Here are some of the different approaches.

Tip! Before you even get started. Remember, never cut/copy and paste an image into a PowerPoint or Word document from another application. Always insert it via the correct procedure in the application you are using.

Using Alt Text

Probably the simplest form of making an image accessible is using an alternative text description. However, alternative text descriptions by nature are short and concise. Some graphical representations and charts are going to require more information. Decide whether or not alt text alone will fit your purpose and the needs of your audience as you are designing your presentation.

1. Select on the **Home slide** and then select the **New Slide** icon.
2. When the *Office drop-down* box appears, choose **title and content**.
3. In the title box type, **My First Accessible Graphic**.
4. In the portion of the box that says select to add text, you will see a set of icons in the middle of the screen. The first depicts a table, the second a chart, the third a SmartArt graphic, the fourth an image from file (something you might have downloaded or taken with a digital camera), the fifth clipart, and, the sixth media clip. Select fourth option **Insert Picture from file**.
5. When the **Insert>Picture Dialogue** box appears, make sure that *Desktop* is selected. Locate and open the PowerPoint folder that was placed on the computer desktop by your trainer.
6. Double-click on the image labeled **weblogo-1g.gif**.
7. Once the Western Illinois University logo appears on your slide, **right-select** on it, and, choose **Size and Position**.
8. Select the **Alt Text** tab.
9. You may see an image path in the Alt Text Window. You can delete that.
10. In it's place, type: **Official Western Illinois University Logo**.
11. Select the **Close** button.
12. Look over to the left in outline view. Notice that the content for the slide includes the title and the word graphic. If you had not chosen to use alternate text, this is all the screen reader would have interpreted. However, since you added the alternate text, when the presentation is

Designing with Accessibility in Mind: Microsoft PowerPoint – Training Outline

converted to a web page in the end the alternate text description will be read by the screen reader.

Adding Alternate Text to Images, Shapes, and Objects

(<http://office.microsoft.com/en-us/word/HA101778411033.aspx>)

Using Alt Text with Speaker Note Extended Description

1. Select the **Home slide** and then select the **New Slide** icon.
2. When the *Office* drop-down box appears, choose: **title and content** layout.
3. In the title box type, **My First Accessible Org. Chart**
4. Select the **Insert SmartArt Graphic** icon.
5. When the Choose a SmartArt Graphic dialogue box appears select the *Hierarchy* category. Select the first option, which is organization chart.
6. Select **OK**.
7. Enter job functions into the boxes provided top down, left to right. For example, we entered **Director, Assistant Director, Clerk I, Secretary I, Accountant I**.
8. For this particular slide we are going to give the graphic both Alt text and an extended description in the Speaker Notes area.
9. Right-select.
10. Type a detailed description of the organizational chart in the speaker notes area.
11. Notice that the text in the outline view shows the slide title and that there is a chart in the slide.

Note: The speaker note description will not appear until the presentation is saved out to HTML format.

Online Tutorials for Working with Images:

Adding Alternate Text to the Speaker Note Area

(<http://office.microsoft.com/en-us/powerpoint/HA100312851033.aspx?pid=CH100668231033>)

Using the Image with Caption Slide Layout

1. Select on the **Home slide** and then select the **New Slide** icon.
2. When the *Office drop-down* box appears, choose the **Content with Caption** layout.
3. In the title box type, **My First Accessible Org. Chart**
4. Select the **Insert Chart icon** located in the middle of pane.
5. Choose a basic design. For our purposes we chose the basic column chart. The basic designs are easier to explain to users. Only use complex designs if they are absolutely necessary.
6. Select **OK**.
7. At this point it is assumed that you already know how to enter your data in the data table. Don't worry about entering anything new at this point. Just leave the default data.
8. Close the chart window by pressing the **X** in the upper right-hand corner of the chart window.
9. You should always try to include your data table with your chart. To do this, choose the **Layout Tab > Show Data Table with Legend Keys**.
10. Go ahead type a description for the chart in the caption area provided to the left of your screen. We recommend starting the description out with something like the chart to the right, the image to the right, this chart (if it is the only element on the page) etc. so the user knows the type of graphic and location of the item they are learning about.
11. Notice, if you look in the outline view to the left, you see the title of the slide and the text that you placed in the caption slide. Notice that this time there is no notification as in the previous slide that this is a graphical element. This is why we must specify the graphic type in the caption area.

No Online Tutorials were available for this series of steps.

Saving your Presentation for the Web

1. Select the **Office** button and choose **Save As > Other Documents**.
2. In the Save As Type: field, choose *Web Page (*.htm; *.html)*
3. Select **Save**.

Online Tutorials for Saving PowerPoint as Filtered HTML:

Saving PowerPoint as other file formats

<http://office.microsoft.com/en-us/powerpoint/HA100809671033.aspx?pid=CH101956351033>

Designing with Accessibility in Mind: Microsoft PowerPoint

Training Outline for Presentation Presented June 19, 2007
Center for the Application of Information Technologies
College of Education and Human Services
Western Illinois University ©2007.