

Making Accessible **MEDIA**

Power Point Tutorial

Making Accessible Media:

How to Make an Accessible Power Point Presentation



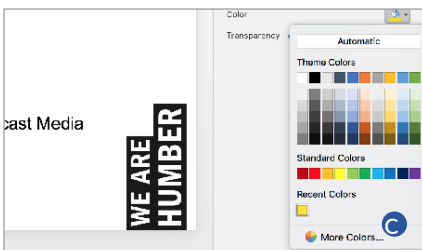
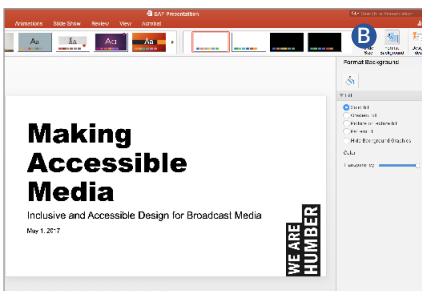
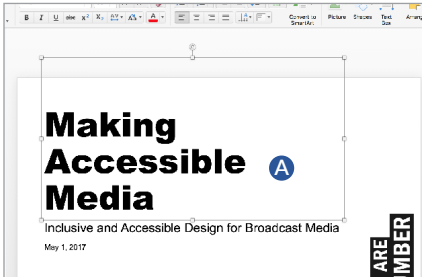
In this tutorial, we will examine some best practices for creating an accessible and inclusive PowerPoint presentation. When you create a PowerPoint presentation, consider accessibility right from the beginning. Working with the accessibility checker, using accessible slide design, adding alt text to all images, using tool tips on hyperlinks, and making sure that the reading order is in a logical and correct order will help make the presentation accessible for everyone.

We will look at:

- Ideal slide design
- Adding alt text to your visuals
- Reading order
- Optimizing hyperlinks
- Working with the built-in accessibility checker

Slide Design:

1. Open up a blank presentation and add the title. Our title is: Making Accessible Media. There is also a subtitle, Inclusive and Accessible Design for Broadcast Media.
2. Now that the structure is created, we want to style it. Highlight the title and make a font choice, keeping legibility in mind. The fonts should be sans serif in order to facilitate easy reading. For this example, we are going to use Arial Bold.
3. The font size will be changed for accessibility. It is best practice to use a minimum font size of 18 points. On the title slide, the font size is 80 points so that it is large and clear. To adjust the subtitle, highlight the text and chose Arial Regular. The font size is 24 points.
4. Next, the date will be added. The font size is 18 points, which is the smallest recommended size for visibility in a presentation. There is quite a bit of white space on this title slide. When designing PowerPoint slides, make sure that the text isn't crowded making it easy to read. (see A)
5. To choose an interesting background colour for the slides, select Format Background (see B) and open up the Colour Picker. (see C) Select More Colours so the entire colour spectrum is visible. Make



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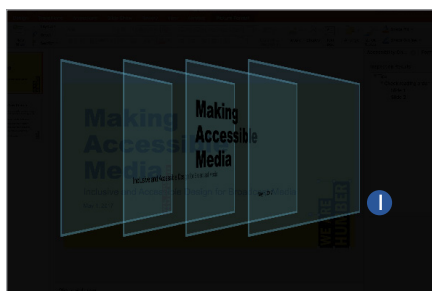
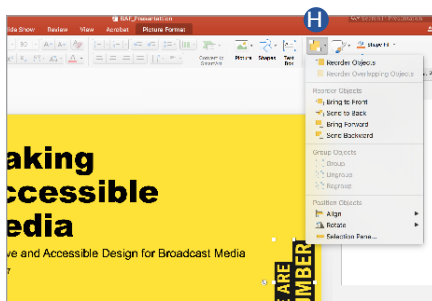
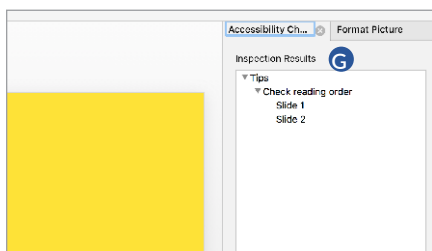
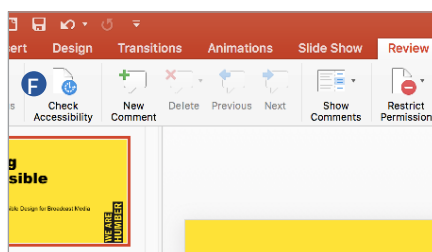
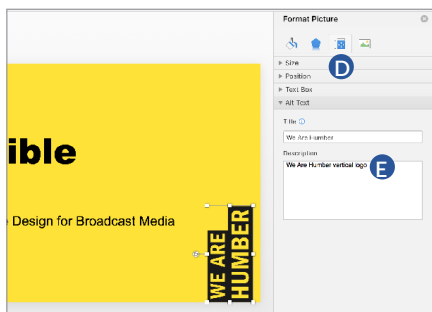
sure to maximize the contrast, so everything is easy to see for those who may have low vision, colour vision deficiency or might be sitting at the back of the room. Choosing colours that are on opposite ends of the colour wheel is a good way to ensure enough contrast.

Adding Alt Text:

1. To add an image, go to Insert > Pictures > Picture from File and insert the Humber logo. Although it is primarily text, it is also a jpg image, and this means that it requires alternative text. Any graphic elements, even if they have text in them, need to be identified for a screen reader with alt text.
2. To add alt text, go to Format Picture > Size and Properties menu. (see D) The alt text entered for this image reads “Vertical We are Humber logo”. For someone who is using a screen reader, the image will now be identified as Vertical We are Humber logo. (see E)
3. The opening slide is complete so this is an opportunity to use the accessibility checker that is built into PowerPoint. Click on Review > Check Accessibility. (see F)
4. Once selected, a panel will open up on the right-hand side of the screen where you can see the inspection results. (see G)

Reading Order:

1. If you are using a screen reader or an assistive device, it will read the different text boxes in a certain order. The opening slide was made with 4 elements: the title, subtitle, date and the image. A screen reader reads them in the order they were created which is not always the most logical way. Check the order by going to the Home menu > Arrange. (see H)
2. This will indicate the order in which the images are read. In this example, the first thing that will be read is the Humber logo (see I) and the last thing read is the title of the slide. We want to change the order by dragging the title to the front, followed by the subtitle, date and Humber logo.
3. The first slide is complete. To create the next slide, click Insert New Slide > Title > Content >. For the rest of the slides, which make up the majority of the PowerPoint presentation, the slides will be on a white background.



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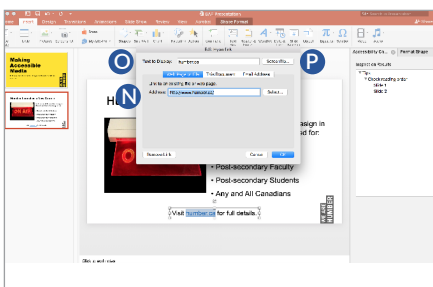
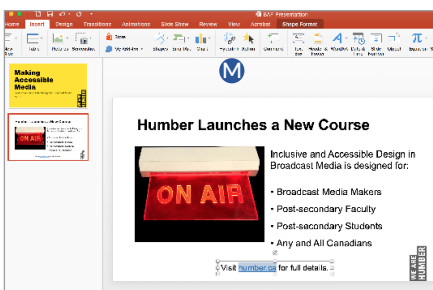
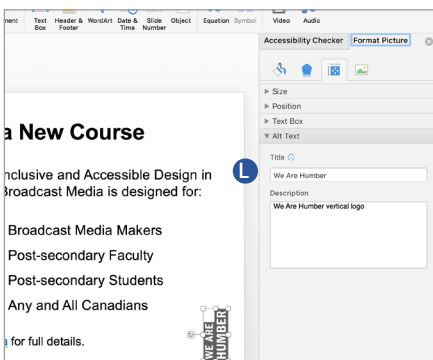
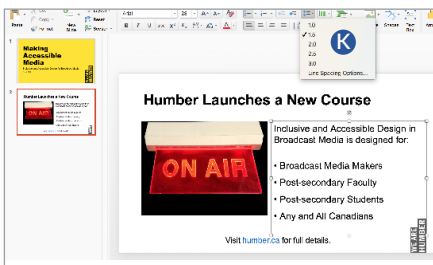
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- The accessibility checker is still running and when the new slide was added, an error was detected, Missing Slide Title. (see J) Every slide in the presentation needs to have a unique title.

Legibility:

- Add the title, Humber Launches New Course. If you check the accessibility checker on the right-hand side, the error is gone. Note that the accessibility checker, in both Microsoft Office and PowerPoint, is always updating. As you build your document, the accessibility checker is checking and you can correct any errors as you go along.
- For the rest of the slides, maintain consistency with your fonts and visual patterns. For the titles, choose Arial Bold. And keep the information on the slides concise. This slide has four bullet points and one sentence. The ideal number of bullet points per slide is six or less. This helps with legibility.
- To make the words more legible and easy to read, increase the line spacing. To do this, highlight the four bullet points, go to the Styling Panel and increase the line spacing to one and a half. (see K) There is a little bit more white space and it is much easier to read.
- To complete the presentation, the Humber logo will be added to the other slides. This means copying from slide one and pasting into slide two. Note that there is no error in the accessibility checker because once the alt text is added to an image, it can be used again and is already tagged with the information. (see L)



Hyperlink:

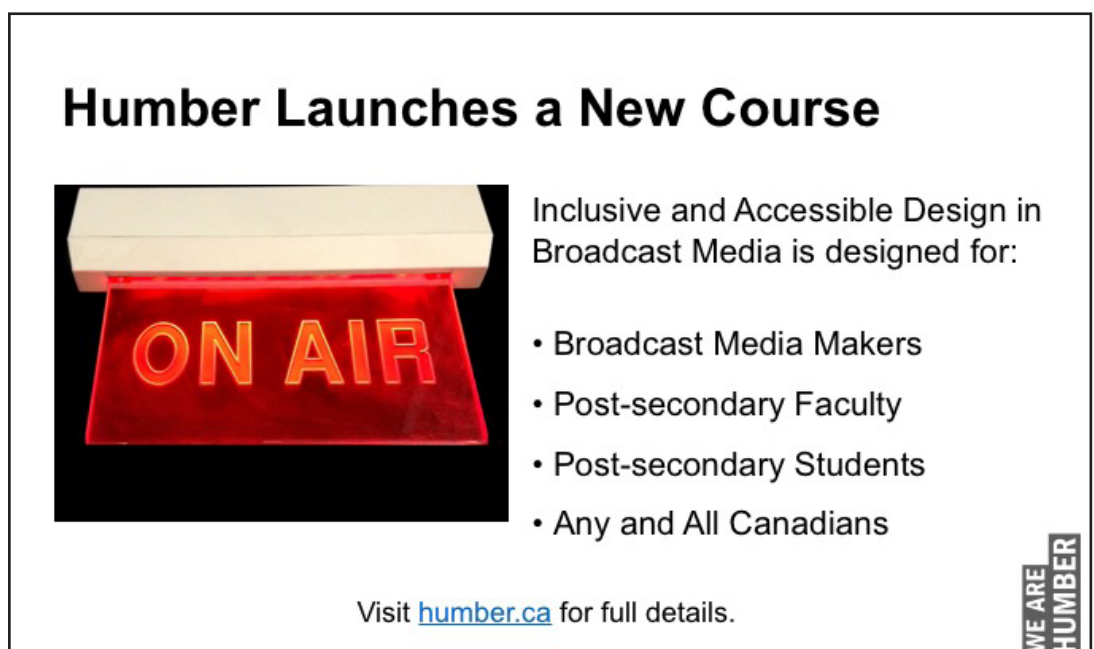
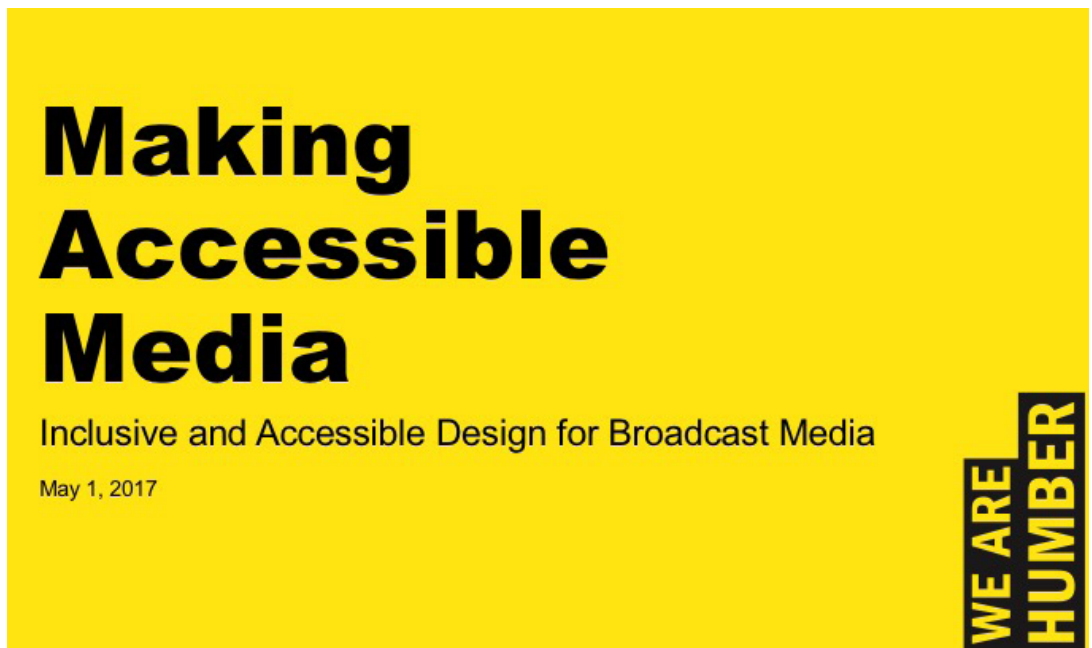
- When we add the hyperlink to the final slide, always making sure that a screen reader can read the link as a website address. Click Insert > Hyperlink. (see M)
- Highlight humber.ca, go to the Insert menu, select hyperlink and web page. This is where we enter the URL, "http://www.humber.ca." goes. (see N) This is going to be the destination for the link. The Text to Display is "humber.ca". (see O)
- Next, add a Screen Tip. When the mouse hovers over the hyperlink, a screen reader will read this tip, making the navigation inclusive. The screen tip is Visit Humber.ca. (see P) Click OK.
- Hyperlinks have automatic styling and the underline is an important

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part of the hyperlink styling. If the hyperlink is only identified by the colour blue, it may be challenging to see for someone with low vision or someone who has a colour vision deficiency (colour blind). The underline is really useful in indicating that something is clickable.

Presentation Slide Examples:



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HUMBER

School of Media Studies
& Information Technology