PowerPoint Essentials

Accessibility

A11y

Mac
Creating Accessible PowerPoint Topics

• Readability
• Slide Layouts
• Slide Reading Order
• Outline View
• Alternative Text
• Captioning Videos

• Link Text
• Color
• Tables
• Accessibility Tips
• Accessibility Checker
• Converting to PDF
What is Assistive Technology?

Assistive Technology (AT) are “products, equipment, and systems that enhance learning, working, and daily living for persons with disabilities.”

Screen Readers
Magnification Software
Speech Recognition
Trackball Mouse
Keyboard

Zoom Text
Braille Computer Keyboard
Captions/Subtitles
Captioned Telephone
Video Relay Services
Captioning Videos

Per federal and state law, and CSU policy, instructional media (e.g., videos, captured lectures, recorded presentations) must have captions. This includes instructional media used in classrooms, posted on websites or shared in Canvas.

- All students who are enrolled in a course must be able to access the content in the course.
- **Faculty:** Funding is available to help faculty generate captions and transcripts for instructional media. Materials should be submitted **at least six weeks** in advance of their use in instruction.
- **Staff:** For CSUN staff who do not provide classroom material, there is a cost through chargeback. For information on the chargeback, email [ncod@csun.edu](mailto:ncod@csun.edu).

[www.csun.edu/captioning](http://www.csun.edu/captioning)
What are Screen Readers

Screen readers are a form of assistive technology (AT) software that enables access to a computer, and all the things a computer does, by attempting to identify and interpret what is being displayed on the computer screen using text-to-speech. Screen readers can only access and process live text (fully editable or selectable text).

- Provides access to someone who is visually impaired, mobility or has a learning disability to access text on the screen.
- Offers same level of independence and privacy as anyone else.
Screen reader program for Microsoft Windows that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. **NVDA screen reader** can be downloaded free of charge by anyone.

Provides auditory descriptions of each onscreen element using gestures, a keyboard, or a braille display.

Adds spoken, audible, and vibration feedback to your device.

Screen magnifier for Microsoft Windows that allows you to see and hear everything on the computer.
How Do Screen Readers Work?

• Screen readers read line-by-line from left-to-right and top-to-bottom.

• Screen readers start at the top of a document or website and read any text including alternative text for images, graphics or charts.

• Screen readers navigate a document or website using the keyboard without a mouse. **Tab** key: jump from link to link, **Enter**: select a link, **arrow** keys: navigate a document or website.

• Reading order is important for users with visual challenges. The users can become confused if the document (content, tables, images or charts) is poorly organized or out of order.
Screen readers and physical or mobility limitation users navigate a document or website using the keyboard **without** a mouse. The word “Click” is not inclusive of people who can’t use the mouse. Use the word “Select” to write step-by-step instructions.

**“Click” or “Click on” Example**
- Go to YouTube video player
- Click on Settings gear icon
- Click on Subtitles/CC
- Click on Options to Customize
- Click on Caption Style

**Use “Select” Example (Recommend)**
- Go to YouTube video player
- Select Settings gear icon
- Select Subtitles/CC
- Select Options to Customize
- Select Caption Style
Readability

• Slide Titles are meaningful and unique
• Maximum 6 – 8 lines of text per slide
• Minimum font size 24 points or above
• Tables, Charts and Graphs on own slide
• Avoid Transitions and Animations

Sans-Serif fonts are more suited to electronic formats (Arial, Calibri, Verdana or Franklin Gothic Book)
Slide Layouts

- Simple themes, pre-defined slide layout templates
- Slides with unique titles
- Default bulleted and numbered lists
- Avoid themes with drop shadows on design, colors or text
- Avoid text boxes (inaccessible)

Accessibility Tips
The themes come with default background and foreground colors and fonts may be difficult for some viewers to see. The Accessibility Checker in PowerPoint does not check for color contrast. Use simple and light background with dark text or dark background with white text is the best approach.
Microsoft – Accessible Template Showcase
(Check color contrast, etc.)

Microsoft Accessible Template Website
If you encounter [Compatibility Mode] and unable to use PowerPoint Accessibility Checker, that’s because older version like Presentation 97-2003 don’t have Accessibility Checker features available.

- **For Mac**: Review tab, Check Accessibility

Go to File Tab, select Save As, File Format: Select PowerPoint Presentation (.pptx) Presentation 2016 or Office 365 has Accessibility Checker features. Run Accessibility Checker again.

All CSUN faculty, staff, and students can install the Microsoft Office 365 on up to five personal devices for FREE.

- Faculty and staff [https://www.csun.edu/it/download-office](https://www.csun.edu/it/download-office)
- Students: [https://www.csun.edu/it/students](https://www.csun.edu/it/students)
Built-in slide layouts (unique title)

- PowerPoint does not use headings instead using slide title. Every slide should have a unique title. Assistive technology users such as screen readers navigate by slide title.

- Using the default slide layouts is the first step making your presentation accessible. Screen readers may ignore items like text boxes that are added to the pages and will not appear in Outline View. It is important to use default slide layouts.

  1. Go to “Home” tab
  2. “New Slide”
  3. “Office Theme”
Same Slide Titles

If the same slide title spreads in multiple slides, use this method

• Title, 1 of 3, Title, 2 of 3, Title, 3 of 3
• Title – Part I, Title – Part II
• Title – 1, Title – 2

Accessibility Checker will indicate “Duplicate Slide Title” and recommend to fix duplicate slide titles. “Every slide should have a unique title so those who cannot view the slide can still easily navigate to information.”
Slide Master Layouts aka Templates

• Master slides control the look of your entire presentation, including colors, fonts, backgrounds, effects, and just about everything else.

• If you need to add another box of text that is not in Slide Layout, use Slide Master to **Insert Placeholder** options.

• You can insert a shape or a logo on a slide master, and it will show up on all your slides automatically.

• Add Alt Text to describe an image or logo.

• Verify **Slide Reading Order**.
Slide Reading Order, 1 of 2

The order of slides content determines how the content will be presented to screen reader users, and other users of assistive technology. Verify reading order in the Slide Master layouts.

Slide with **Incorrect** Read Order

1. Content
2. Title
3. Content/Image
4. Content/Image

Slide with **Correct** Read Order

1. Title
2. Content/Image
3. Content/Image
4. Content
Verify in the **Slide Master layouts**.

To check or fixing reading order of a slide, select *Home > Arrange > Selection Pane*.

Reading order is shown in reverse, **bottom to top**. Click and drag or use the arrow buttons to change reading order.

*When the screen reader reads this slide, it reads the objects in the reverse order listed in the **Selection pane**.*

**Important:** The **Title** should always be read first as heading title. Assistive technology users such as screen readers navigate by slide title.
Text boxes inaccessible

• Screen readers **may ignore** items like text in text boxes that are added to the pages.
• Text in text boxes **do not** show up in Outline View.
• Best approach is to use built-in slide layouts.
Outline View, 1 of 2

Use Outline View for a quick check of text accessibility and the read order in an entire slideshow.

View tab > Outline View
Outline View, 2 of 2

Outline provides text accessibility when someone needs an alternate format such as **braille or large print** of the presentation. When save the presentation as an Outline/Rich Text Format (RTF), the outline content will export to Word Document with accessible text structure. Using the built-in slide layouts will **save you time**.
Outline View tips

• Use Outline View for a quick check of text accessibility and the read order.
• To ensure that the Title and body text are identified correctly in each slide, choose the Outline view. In this Outline View the text and the order in which it will be read by a screen reader can be seen.
• Text can also be changed directly in the Outline view. Notice that tables, graphics and pictures will not show in Outline view.

• Any text not in pre-existing Slide Layouts (text placed in text boxes that are manually added to the slide) or in the ‘notes’ section will not appear in the Outline view.
• Screen readers may ignore items like text in text boxes that are added to the pages.
What’s the best way to make images accessible to everyone?
The purpose of **Alt Text** is to allow low vision or blind users who use text-to-speech assistive technologies (AT), such as screen readers, to understand the purpose of graphic images. Sighted users usually don’t see alt text unless they use AT.

Screen readers and other AT **can’t** convert images into texts. So, when writing alt text, consider the following for images:

- What is its purpose?
- Is the image important enough to be there?
- If there is no description, what will the screen reader users miss?
- Be concise and eliminate unnecessary words.
- When completing the alt text, use proper punctuation such as periods to indicate the end of the alt text. Without proper punctuation, some screen readers will run the alt text into the body text that follows and cause confusion to the user.

“Image of...”, “Photo of...” is not needed because screen readers and other AT announce that it’s an “image” or “graphic”.

There is no limit to the number of characters, but keep alt text descriptions short around 200 characters or less.

Don’t insert hyperlinks in alt text because they are not clickable and can’t create descriptive link text.
How to Describe Images?

A stair chase leading up to an entryway is painted yellow with bold black text that reads "museums are now."

A hand reaches out of a computer screen giving the hand gesture for stop. The screen reads ‘access denied!’

On the left is the book cover for Haben: The Deafblind Woman Who Conquered Harvard Law, and on the right is the quote: “In the Tigrinya language of Eritrea and Ethiopia, Haben means ‘pride.’”

More examples of How to Describe Images

- **Document Learning Tools: Describing images**
- **How to Describe Images** (Art, Chemistry, Diagrams, Flow Charts, Formatting & Layout, Graphs, Maps, Mathematics, Page Layout, Tables, Text-only images)
- **Periodic Table of the Elements**
- **UDC Best Practices for Describing Images**

Michelle Obama claps and Barack waves.

Student holds a diploma hardcover up in the air during CSUN commencement. Caption text "and together, as Matadors, we will move mountains."
Image Captions

• Captions are universal and accessible for everyone.

• Captions are read and visible to all users whether they use assistive technologies (AT) or not.

• Captions and alt text have different purposes.
  • **Captions** convey what’s visible in the image.
  • **Alt text** describes the visual aspect of the image and should be brief.

• If captions and alt text are similar in their descriptions, alt text can say “Photo caption below.” For example, see caption example as shown on the right side.

• **Don't repeat** the image's caption as the alt text. People don't need to hear the same information twice.

**Caption Example**

**Caption:** People buying peanuts at the local farmer’s market.

**Alt Text:** Photo caption below. *(Indicate where image position above, below, left or right side.)*
What are Decorative Images?

• Conveys no information; does not provide meaningful information.
• Purely for visual effect.
• The horizontal line that divided the two sections.
• Line border image used as part of page design.
• Decorative images do not require a text alternative.
• Decorative images, lines, borders, or shapes ignore by assistive technologies, such as screen readers.
Select the image, Picture Format tab, select “Alt Text”
Alt Text for Office 2016

About Sunflowers

Option 1: Mouse right-click Format Picture

Option 2: Select a picture, Picture Format tab, Format Pane, Alt Text
CSUN Honors Four Exceptional Graduate Students for Thesis and Project Work

CSUN’s Division of Academic Affairs has selected four exceptional CSUN graduate students as the winners of the 2020 Distinguished Thesis/Graduate Project Competition, with each receiving a $1,000 award and recognition from the university. Learn more about CSUN’s Four Exceptional Graduate Students.

CSUN Team to Tap into Power of Inouye Telescope to Study Sun’s Atmosphere

With the aid of a telescope in Hawaii, a team of professors at California State University, Northridge hope to solve some of the mysteries found in the sun’s atmosphere, information that could help us better understand the impact of solar flares, as well as what is happening with other stars in our solar system. Continue reading about CSUN’s Astronomy Team.

Minimizing the COVID Slide During the Summer

In response to the COVID-19 pandemic, schools across the nation transitioned to meeting online. Given the abruptness of the transition and lack of preparation parents had in becoming in-home teachers’ aides, many parents and educators are worried about a “COVID slide” or “COVID slowdown,” where students fail to retain any new information learned before and during the pandemic — as well as over the summer, when students are not in school. Learn more about the "COVID Slide".
Best Practices for Accessible Links

**DESCRIPTION**
- Link text must always properly **describe the purpose** of the link and tell a user **where** the link will take them.
- Do not use text such as “**click here**” or “**read more,**” nor web addresses (URLs).

**PRESENTATION**
- Each link on the page should be **visually different** from regular text on the website.
- Can be differentiated by **color**, **bold**, **underline**, or **italics**.
- Using color alone **does not** make it accessible.

**FUNCTIONALITY**
- Link functionality is about ensuring a link functions the way the user expects.
- Links must always enhance the accessibility of a webpage.
- Users must be able to access links using a mouse, keyboard, or speech recognition commands.

**LINKED IMAGES**
- A linked image is an image (with or without text) that is linked to another resource or webpage.
- Linked images need link descriptions as well as image descriptions (alt text).
- If the link description is different than the alt text, enter the link description in the HTML Title field.
- Visit [Linked Images](#) on the Best Practices for Accessible Images page for more information.
Why Color Coding is Not Accessible?
Pattern Fill – Format Data Series, Fill & Line

• Select 1 of 3 bars
• Option 1: Mouse right-click to select **Format Data Series**
• Option 2: **Format** tab, select **Format Selection**
• **Fill & Line** icon
• **Pattern Fill & Select Pattern type**
• Repeat for each bar with a different pattern type
• Select 1 of 3 bars
• Option 1: Mouse right-click to select **Add Data Labels**, **Add Data Labels**
  • Right-click again to select **Format Data Labels**
  • On right pane, select **Series Name**
• Option 2: **Design** tab, select **Add Chart Element**, **Data Labels**
  • Under **Data Labels**, select **More Data Label Options**
  • On right pane, select **Series Name**
• Repeat for each bar
Accessible - Pattern Fill & Data Labels

Fruit Preferences

<table>
<thead>
<tr>
<th></th>
<th>Like</th>
<th>Neutral</th>
<th>Dislike</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple</td>
<td>25</td>
<td>13</td>
<td>18</td>
</tr>
<tr>
<td>Orange</td>
<td>25</td>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>Strawberry</td>
<td>23</td>
<td>20</td>
<td>13</td>
</tr>
<tr>
<td>Watermelon</td>
<td>15</td>
<td>30</td>
<td>11</td>
</tr>
</tbody>
</table>

Charts & Accessibility by Penn State
Inaccessible Line Chart

This is an inaccessible line chart based on the data in the table comparing percentage of Mac and Windows users in 1990 and 2003. In grayscale, these colors are virtually identical may not be recognized by colorblind users.

Accessible Line Chart

This chart replaces three solid lines with one solid line and two dotted lines, with labels for each. For line charts, changing the style of the graph lines and adding labels increases usability. [Charts & Accessibility by Penn State](https://www.psu.edu).
Provide descriptions if using color to convey meaning

Example 1: Inaccessible color highlights in red
May 11-17, 2019

Example 1: Accessible with a description
May 11-17, 2019* (final exams)

Example 2: Inaccessible table

<table>
<thead>
<tr>
<th>Assignments (overdue in red)</th>
<th>Introduction</th>
<th>Chapter 1</th>
</tr>
</thead>
</table>

Example 2: Accessible table

| Assignments | Overdue | Introduction | Yes | Chapter 1 | No |

Example 3: Inaccessible color shape

Color identical may not be recognized by colorblind users

Example 3: Accessible color and number
People who have low vision or colorblind could encounter some difficulty distinguishing text color from a background color if the contrast is insufficient contrast ratio 1.5:1.

This example has a great color contrast ratio of 8.7:1. The contrast is sufficient for those who have color deficiencies.

- Download Colour Contrast Analyser onto your computer (PC/Mac) to ensure accessible contrast or use an online contrast checker from WebAIM.

- WCAG Level AA requires a contrast ratio of at least 4.5:1 for regular sized text (12 or 14 pt. font) and 3:1 for large text (18 pt. font).

- Coblis Color Blindness Simulator
How to View Grayscale Document?

- Information and charts should never be conveyed through color alone.
- Color may not be recognized by colorblind users.
- Provide text descriptions for charts and graphics.
- **Charts & Accessibility by Penn State**

To use color filters on **Windows**:
- Select Start > Settings > Ease of Access > Color filters.
- Switch on the toggle under **Turn on color filters**.

To use color filters on **Mac**:
- On your Mac, choose Apple menu > System Preferences, select Accessibility, select Display, select “Use grayscale”.

**Image courtesy of Accessible Syllabus**
Complex Images/Graphics/Charts

PowerPoint does not have Insert Caption feature like in MS Word, use one of built-in slide layouts to provide a longer description.

Some images, such as graphs, charts or informative illustrations require fairly lengthy explanations to make them accessible.

Provide a brief alt text description of the image and a longer description within the slide. This may be helpful for others as well since some people have difficulty understanding charts and graphs. Credit to Explore Access

Example of Option 1

Chart 1. Website Accessibility Assessment of All Organizational Charts. Findings from the assessment indicate the following: 5% of organizational websites had fewer than 2 errors on the home page; 20% had 3 to 5 errors; 45% had 6 to 10 errors; and 30% had more than 10 errors on the home page.
Art or SmartArt Shapes

Often shapes are used behind text to create emphasis. Most screen readers **will not** identify shapes, and you will often split up your text in awkward ways to make it fit within the shape.

The example below exemplifies what **not** to do (notice how the reading order is impacted when a shape is moved to the background in order for the text to show on top)

What not to do

Shapes rain on My parade.
Art or SmartArt Shapes Workaround

**Step 1:** Create stand-alone PowerPoint file for all Art Shapes (editable).

**Step 2:** Use Snagit to capture Art Shapes (step 1) then copy an image into final slides (step 3)

**Step 3:** Create another PowerPoint file for final slides.

**Step 4:** Add Alt Text for an image (step 3)
Use PowerPoint’s built-in functionality to create Tables

• Tables are read from left to right, top to bottom.
• Simple Data Tables only.
• Provide Title (i.e. Caption) and Summary before the Table.
• Specify Header Row

Not Accessible

• Do not create table using the Draw Table Tool.
• Never use for layout.
• Avoid merged, split, or blank cells.
• The complex a table (merging cells, nesting multiple headings under one, adding blank lines, etc.) the worse it will be for accessibility.
• Sample of Simple Tables vs. Complex Tables by Penn State.
Table – Insert Table

Click to add title

- Click to add text

1. 2

Insert Table

Number of columns: 4
Number of rows: 5

Cancel  Insert
Default Color Scheme NOT Accessible

Click to add title

---

Universal Design Center
Select Table, Design to Expand Table Styles
Select Accessible Color Scheme
Select Table – Design, Header Row

- Header Row means column headers
- First Column means row headers

**Header Row (Column Headers)**

<table>
<thead>
<tr>
<th>Fruit</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange</td>
<td>$1,900</td>
<td>$2,400</td>
<td>$1,500</td>
</tr>
<tr>
<td>Strawberry</td>
<td>$800</td>
<td>$600</td>
<td>$1,000</td>
</tr>
<tr>
<td>Avocado</td>
<td>$2,000</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**Header Row and First Column**

<table>
<thead>
<tr>
<th>Fruit</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange</td>
<td>$1,900</td>
<td>$2,400</td>
<td>$1,500</td>
</tr>
<tr>
<td>Strawberry</td>
<td>$800</td>
<td>$600</td>
<td>$1,000</td>
</tr>
<tr>
<td>Avocado</td>
<td>$2,000</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
Table Color

Avoid using color as the only means to convey information. For example, in the table below, the complete and incomplete items may appear the same to someone who is color blind:

<table>
<thead>
<tr>
<th>Project</th>
<th>Due Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>March 15, 2020</td>
<td>X</td>
</tr>
<tr>
<td>Project 2</td>
<td>April 15, 2020</td>
<td>X</td>
</tr>
<tr>
<td>Project 3</td>
<td>May 15, 2020</td>
<td>X</td>
</tr>
</tbody>
</table>

A better option would be to provide another way of conveying information not just color alone:

<table>
<thead>
<tr>
<th>Project</th>
<th>Due Date</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>March 15, 2020</td>
<td>N or No</td>
</tr>
<tr>
<td>Project 2</td>
<td>April 15, 2020</td>
<td>Y or Yes</td>
</tr>
<tr>
<td>Project 3</td>
<td>May 15, 2020</td>
<td>Y or Yes</td>
</tr>
</tbody>
</table>
Videos embedded in PowerPoint are currently inaccessible; consider adding a link to the video on YouTube™/Vimeo.
Animations and Transitions

Avoid animation and automatic slide transitions:

- Can be distracting
- Can cause screen readers to re-read slides
- Can read parts of the slide out of order, and/or
- May not give users enough time to read the slide content

It's recommended that any transitions you add to your slides are done using the "on click" option, versus timing the animations and transitions. This allows the user/viewer to control the speed at which they view the content and progress through the slides.
PowerPoint Accessibility Checker

The accessibility checker will identify certain accessibility issues:

- Duplicate slide titles
- Headings that are not in logical order
- Images with no alt text
- Tables have the header box checked
- Tables that have merged cells or with empty cells
Check for Issues, Check Accessibility
Always use PowerPoint’s built-in Accessibility Checker
Repair Errors, Warnings and Tips
Accessibility Tips

- Use simple language.
- Ensure font size sufficient.
- Provide sufficient contrast between the text and the background.
- Do not use color as the only way to convey meaning or communicating information.
- Avoid automatic slide transitions
- Use simple slide transitions when possible.

- Do not put accessibility information like alternative text in the Notes Pane.
- Ensure video files have captions and audio descriptions.
- Ensure audio files have transcripts.
- Player controls for videos embedded in PowerPoint are currently inaccessible; consider adding a link to the video on YouTube™/Vimeo.
Unfortunately, Mac PowerPoint Save As PDF doesn’t import PDF tags structure. There are alternative ways to tag it.

**Option 1**: If you have Adobe Acrobat Pro, you can use **Accessibility** tool, select **Autotag Document or Action Wizard** tool. Tags may be inaccurate so need to verify it. Conduct an accessibility “Full Check” to fix accessibility errors.

**Option 2**: Upload your PowerPoint in Canvas Ally, select dark gray arrow down, select **Alternative Formats**, and select **Tagged PDF** to download it. Use Adobe Acrobat Pro to add PDF title and language. Go to **File, Properties**:  
- **Description** tab to enter Title  
- **Advanced** tab, Reading Options to select Language

Tags may be inaccurate so need to verify it. Conduct an accessibility “Full Check” to fix accessibility errors.

Check PDF Accessibility page for more information [www.csun.edu/udc/pdf](http://www.csun.edu/udc/pdf)
Never choose a "Print" to PDF option in Office, or in any other program. A screen reader user may still be able to access the text of a PDF created in this way, but heading structure, alternative text, a logical reading order, and any other tag structure will be lost.

Use either Save As PDF or Export to PDF.
Adobe Creative Cloud for Faculty & Staff

- Adobe Creative Cloud software is now available for use (at no additional charge) on all faculty and staff university-owned computers, labs and classroom devices, and for all students.
- Please note that this deployment of Adobe software is not available for use on personally-owned faculty and staff devices at this time.
- Learn more about [Adobe Creative Cloud for Faculty & Staff](#)

- **Adobe Reader** is for viewing, printing, signing, sharing, and annotating PDFs. Adobe Reader doesn’t have Accessibility checking tool.
How can we help you make a **difference**?

**Universal Design Center Offers**
- Online, self-paced training
- In-person training each semester
- Consultations
- Tools and Services

*Universal Design means design for **everyone***