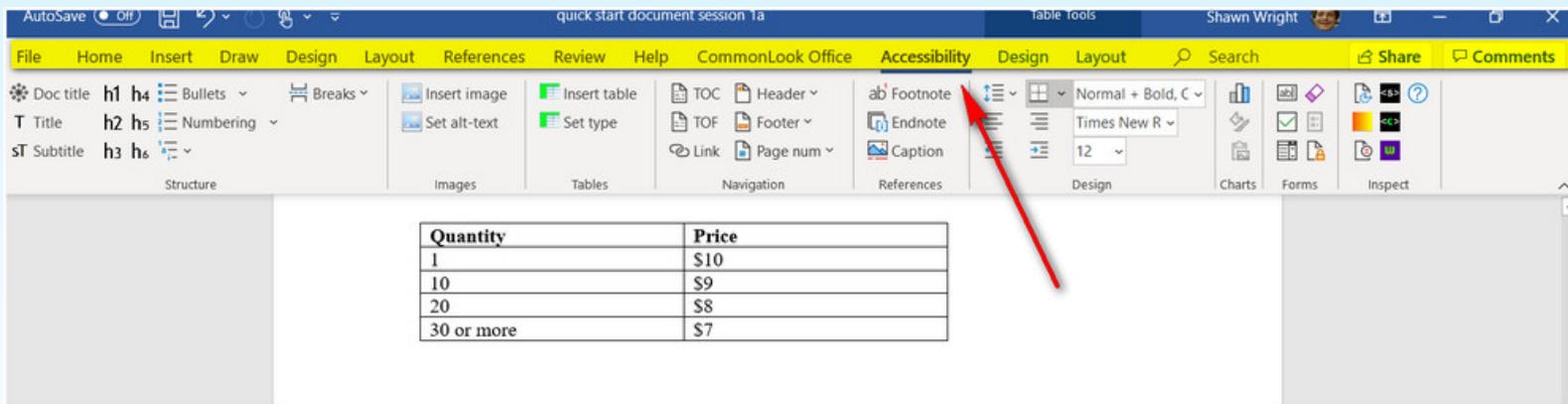


Introduction to Creating Accessible Documents – Session 2 of 3

[Accessible PowerPoint Template Sampler](#)

A Follow Up to Word Accessibility Session 1

- Evaluation numbers and comments
- A follow up to tables, headers and Tab check
- [DAT Accessibility Toolbar](#) and how to get it !



The screenshot shows the Microsoft Word interface with the 'Accessibility' tab selected in the ribbon. A red arrow points to the 'Accessibility' tab. Below the ribbon, a table is displayed with the following data:

Quantity	Price
1	\$10
10	\$9
20	\$8
30 or more	\$7



A Follow Up to Word Accessibility Session 1

- Evaluation numbers and comments
 - A follow up to tables, headers and Tab check
 - [DAT Accessibility Toolbar](#) and how to get it!
 - [NCDAE Cheatsheets](#)
- 
- 



A Follow Up to Word Accessibility Session 1:DAT

- [DAT Accessibility Toolbar](#) and how to get it!
- [NCDAE Cheatsheets](#)

Microsoft Office



Microsoft Word

Microsoft Word is currently the most common word processor on the market. Word files can also be the starting point for other files, such as PDF and HTML. Having the correct tools to create accessible Word documents is imperative to improving your institution's accessible content.

- [Word 2016 \(Windows\)](#), added January 2018
- [Word 2016 \(Mac\)](#), added January 2018
- [Word 2013 \(Windows\)](#), added June 2014
- [Word 2011 \(Mac\)](#), updated April 2014
- [Word 2007/2010 \(Windows\)](#), updated April 2014
- [PDF Conversion in Word 2007/2010 \(Windows\)](#), added June 2012

A Follow Up to Word Accessibility Session 1:NCDAE

- [DAT Accessibility Toolbar](#) and how to get it!
- [NCDAE Cheatsheets](#)



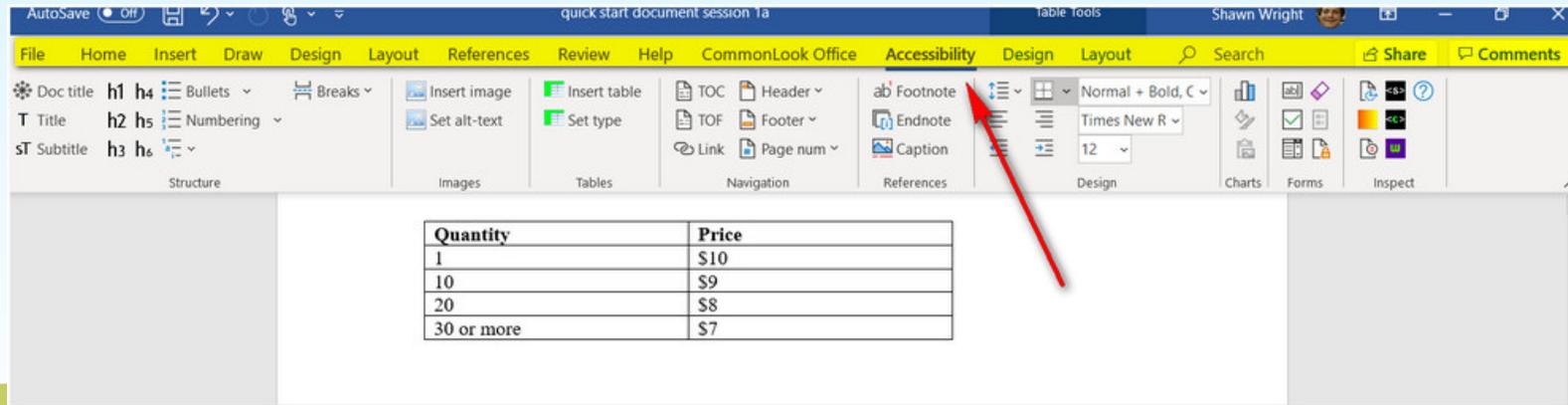
Microsoft PowerPoint

Microsoft PowerPoint is presentation software typically used to display slides during face-to-face meetings. However, PowerPoint is also often used on the web and with distance education technologies so files must be accessible to users with disabilities.

- [PowerPoint 2016 \(Windows\)](#), added January 2018
- [PowerPoint 2016 \(Mac\)](#), added January 2018
- [PowerPoint 2013 \(Windows\)](#), added June 2014
- [PowerPoint 2011 \(Mac\)](#), updated April 2014
- [PowerPoint 2007/2010 \(Windows\)](#), updated April 2014

Table Headers and Accessibility Checker

- Simple Table Demo
- Complex Table Demo
- [Accessibility Checker](#)



The screenshot shows the Microsoft Word interface with the Accessibility checker ribbon selected. The ribbon includes options for checking accessibility, such as 'Check for accessibility issues' and 'Check for accessibility issues (table)'. A red arrow points to the 'Check for accessibility issues (table)' button. Below the ribbon, a table is displayed with the following data:

Quantity	Price
1	\$10
10	\$9
20	\$8
30 or more	\$7

Table Headers and Accessibility Checker

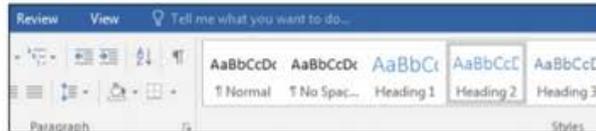
- Simple Table Demo
- Complex Table Demo
- Accessibility Checker

CREATING ACCESSIBLE MICROSOFT WORD 2016 DOCUMENTS (WINDOWS)

Heading Styles

Create a uniform heading structure through use of *styles in Word*. This allows screen readers to navigate a document and improves accessibility for everyone.

1. Start a new line to create a heading, or select text to change to a heading.
2. Open the **Home** tab, and choose the appropriate heading in the **Styles** panel.
3. Headings 1, 2, or 3 can also be assigned using **Ctrl + Alt + 1, 2, or 3**, respectively.



Alternative Text

Images can be given appropriate alternative text in *Word*. Alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

1. Right-click on the image and select **Format Picture**. A dialog will appear.



Lists

Use *true numbered and bulleted lists* to emphasize a point or a sequence of steps.

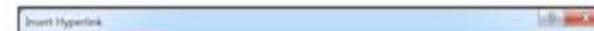
1. Select the **Home** tab on the ribbon.
2. Choose the **Numbered List** or **Bulleted List** option from the **Paragraph** group.



Hyperlinks

Word *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so make sure the link text is unique.

1. Select a hyperlink, right click, and select **Hyperlink** or hit **Ctrl + k**.
2. Change the text in the **Text to Display** field to a more meaningful description.



Data Tables

Accessible tables need a *clear table structure* and *table headers* to help guide a screen reader user.

1. Select the **Insert** tab on the ribbon, then select **Table > Insert Table**.
2. To add table headers to the first row, select **Table Tools > Layout** on the ribbon, then choose the **Repeat Header Rows** option in the **Data** section.



Options in the **Design** tab may be used to change appearance but will not provide the necessary accessibility information.

Accessibility Checker

Word includes an accessibility resource that *identifies accessibility issues*.

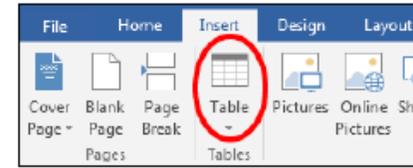
Table Headers and Accessibility Checker: Data Tables

- Simple Table Demo
- Complex Table Demo
- Accessibility Checker

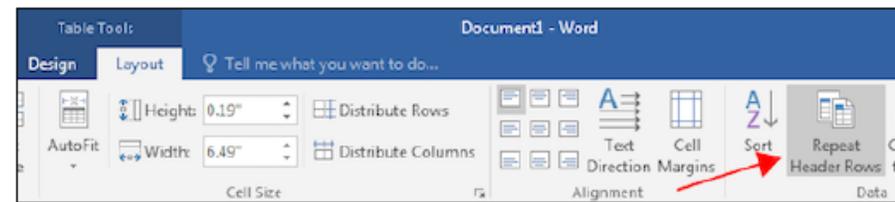
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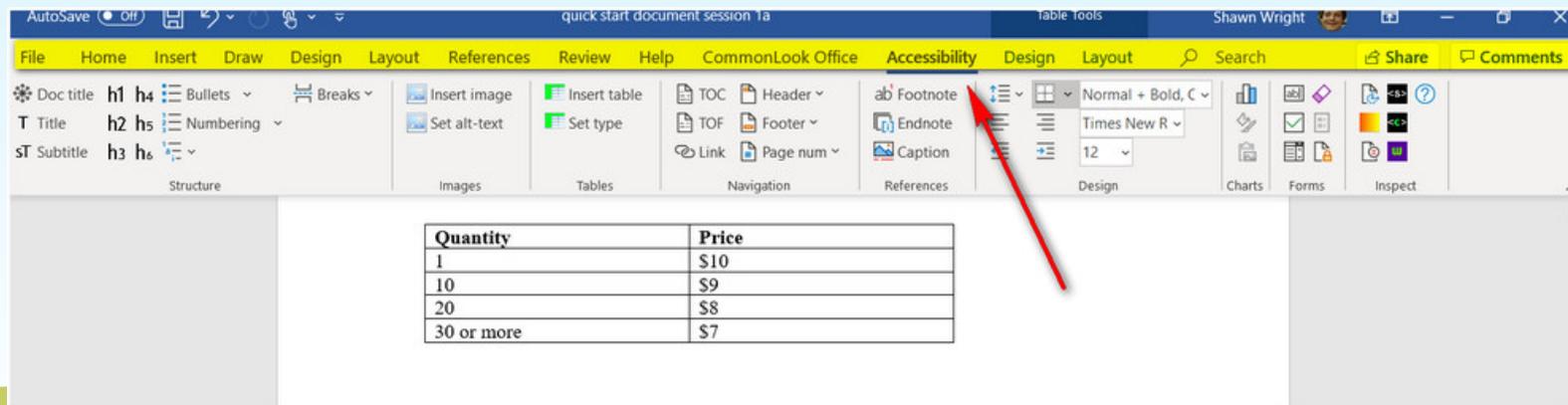
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Options in the *Design* tab may be used to change appearance but will not provide the necessary accessibility information.

Table Headers and Accessibility Checker: Accessibility Checker

- Simple Table Demo
- Complex Table Demo
- [Accessibility Checker](#)



The screenshot shows the Microsoft Word interface with the 'Accessibility Checker' pane open. A red arrow points to the 'Accessibility Checker' tab in the ribbon. The main document area displays a table with the following data:

Quantity	Price
1	\$10
10	\$9
20	\$8
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DAT Document Demo



CREATING ACCESSIBLE MICROSOFT WORD 2016 DOCUMENTS (WINDOWS)

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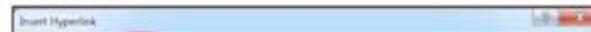
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Accessibility Checker

Word includes an accessibility resource that **identifies accessibility issues**.



Google Docs Demo

Let's make this a H2

Normal paragraph text

[A link to DAT](#)

Domino's Pizza was just dealt a Supreme Court blow that could reshape the ADA in the digital era



[Photo: Vishu Gowda/Unsplash]

- Bulleted List
- List item 2

Grackle Docs and Section 508

Applying Section 508 to PowerPoint





W3C's WCAG Priorities (World Wide Web Consortium) (Web Content Accessibility Group)

Each checkpoint has a priority level assigned by the Working Group based on the checkpoint's impact on accessibility.

A [Priority 1]

A Web content developer must satisfy this checkpoint. Otherwise, one or more groups will find it **impossible** to access information in the document. Satisfying this checkpoint is a basic requirement for some groups to be able to use Web documents.

AA [Priority 2]

A Web content developer should satisfy this checkpoint. Otherwise, one or more groups will find it **difficult** to access information in the document. Satisfying this checkpoint will remove significant barriers to accessing Web documents.

AAA [Priority 3]

A Web content developer may address this checkpoint. Otherwise, one or more groups will find it **somewhat difficult** to access information in the document. Satisfying this checkpoint will improve access to Web documents.

Some checkpoints specify a priority level that may change under certain (indicated) conditions.





The Four Principles of Accessibility

(From WCAG for web pages but can be extended to other electronic content like PDF Documents)

Web Content must be:

Perceivable - Information and user interface components must be presentable to users in ways they can perceive.

This means that users must be able to perceive the information being presented (**it can't be invisible to all of their senses**)

Operable - User interface components and navigation must be operable.

This means that users must be able to operate the interface (**the interface cannot require interaction that a user cannot perform**)

Understandable - Information and the operation of user interface must be understandable.

This means that users must be able to understand the information as well as the operation of the user interface (**the content or operation cannot be beyond their understanding**)

Robust - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

This means that users must be able to access the content as technologies advance (**as technologies and user agents evolve, the content should remain accessible**)



Section 508

The Checkpoints

- (a) Text Tags
- (b) Multimedia Presentations
- (c) Color
- (d) Readability
- (e) Server-Side Image Maps
- (f) Client-Side Image Maps
- (g)&(h) Data Table
- (i) Frames

- (j) Flicker Rate
- (k) Text-Only Alternative
- (l) Scripts
- (m) Applets and Plug-Ins
- (n) Electronic Forms
- (o) Navigation Links
- (p) Time Delays

Initially created for HTML

A modified (reduced) version of W3C's WCAG 1.0 Priority 1 checkpoints

The Checkpoints and PowerPoint

Relevant Checkpoints

- (a) text tags
- (c) color
- (d) readability
- (g+h) data tables
- (p) timed response
 - Transitions/animations between slides

Not Applicable Checkpoints

- The other checkpoints (with some notes)
 - (b) Multimedia Presentations
 - (j) Flicker Rate
 - (k) Text Only Pages



Other Important Considerations

- Simple Slides
 - Multi-Object Slides
 - Reading Order (yes, it's a checkpoint)
 - Data Tables (this is 2 checkpoints!)
 - Drawn in PPT
 - Imported from Excel
 - Imported from Word
 - Imported as an Image
 - Lists (including Nested and Long Lists)
 - Images, charts, clip art, smart art, and shapes
 - Hyperlinks
 - Text Boxes
- 
- 
- 
- 

Fonts

Recommended Fonts –

- Times New Roman
- Verdana
- Arial
- Tahoma
- Helvetica
- Calibri



Slide Layouts

Introduction to Creating Accessible Documents - Session 1 of 3



Reading Order

My Interest in Document and Content Accessibility Stems From the Need to:

- Build an Accessible Learning Management System (LMS)
- Offer Accessible Course Content (Videos/Documents and Quizzes)
- Train on Designing Accessible Documents and Course Content

- U of I technology training instructor since 1997
- Joined CDHD/ITC project in 2003
- Developed ITC LMS Project w/ emphasis on accessibility
- Designed content accessibility training program 4 years ago
- ITC has been recognized nationally for accessibility implementation



My Interest in Document and Content Accessibility Stems From the Need to:

- Build an Accessible Learning Management System (LMS)
- Offer Accessible Course Content (Videos/Documents and Quizzes)
- Train on Designing Accessible Documents and Course Content
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My Interest in Document and Content Accessibility Stems From the Need to:

- Build an Accessible Learning Management System (LMS)
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- Build an Accessible Learning Management System (LMS)
- Offer Accessible Course Content (Videos/Documents and Quizzes)
- Train on Designing Accessible Documents and Course Content



Two Content Layout with Table

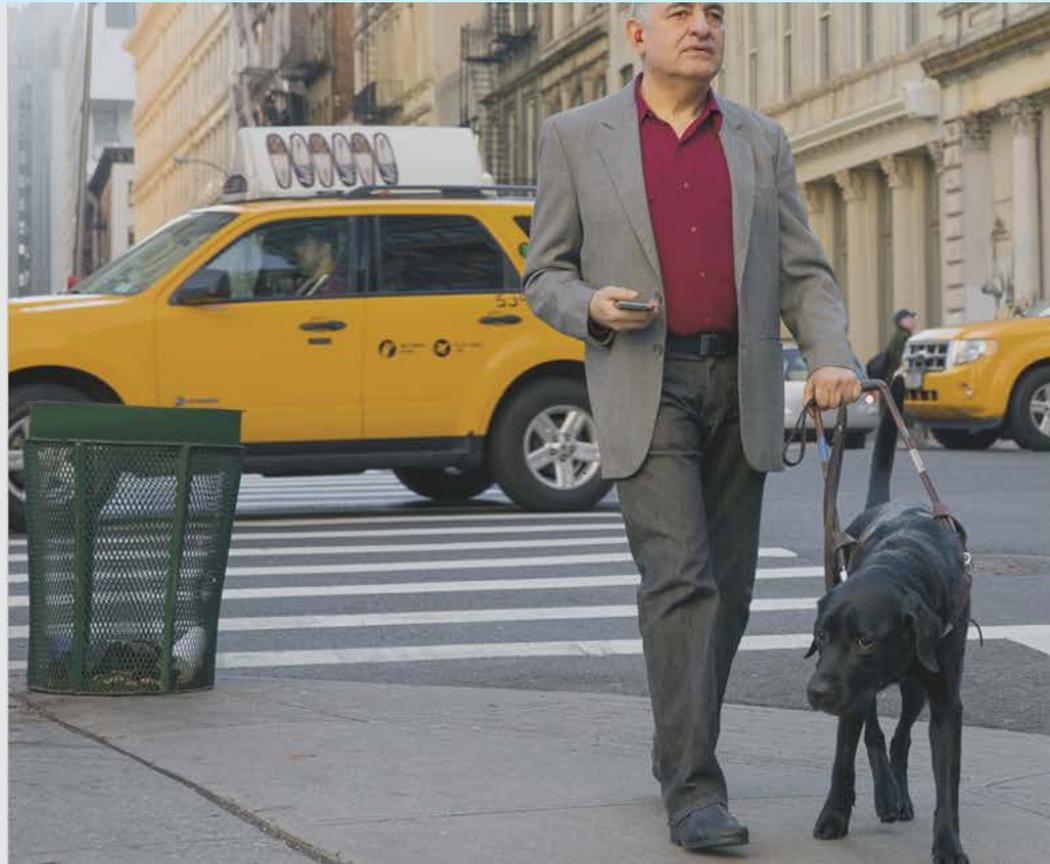
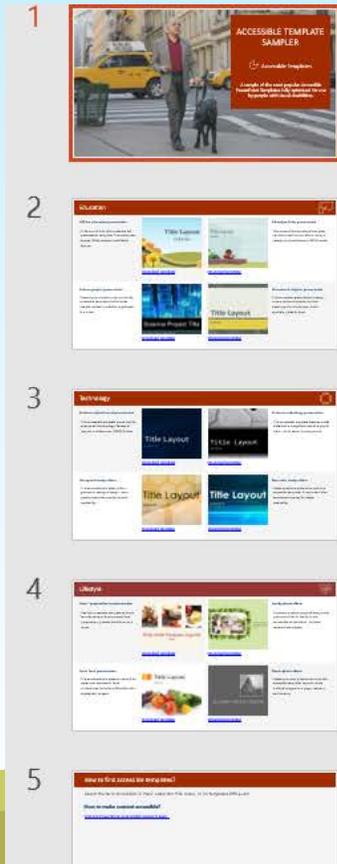
- First bullet point here
- Second bullet point here
- Third bullet point here

Class	Group 1	Group 2
Class 1	82	95
Class 2	76	88
Class 3	84	90

[Accessible PowerPoint Templates](#)

Accessible PowerPoint Templates

Accessible PowerPoint Templates



ACCESSIBLE TEMPLATE SAMPLER

 Accessible Templates

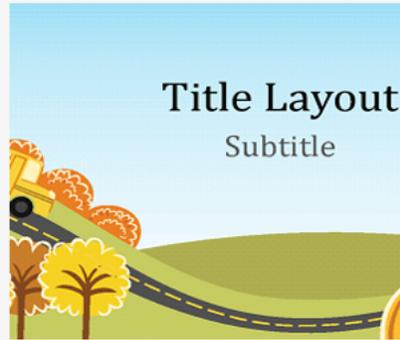
A sample of the most popular Accessible PowerPoint Templates fully optimized for use by people with visual disabilities.

Accessible PowerPoint Templates: Educational

Accessible PowerPoint Templates

Fall fun education presentation

Children will love this accessible fall presentation template. The widescreen format (16:9) contains modifiable layouts.



[Download template](#)

Schoolyard kids presentation

This accessible educational template can be turned into an album using a variety of photo frames (16X9 format).



[Download template](#)

Science project presentation

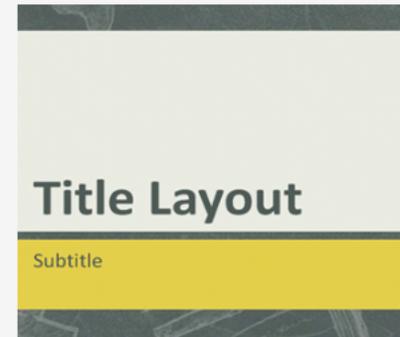
Present your science project with this accessible template that includes sample content, variables, hypothesis & a chart.



[Download template](#)

Educational subjects presentation

This accessible presentation's design covers various subjects via chalk drawings of a microscope, math symbols, globe & book.



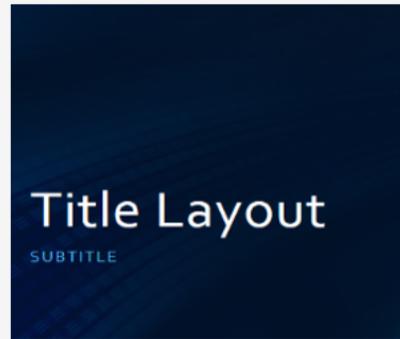
[Download template](#)

Accessible PowerPoint Templates: Business

Accessible PowerPoint Templates

Business digital tunnel presentation

This accessible template works well for science and technology. Variety of layouts in widescreen (16X9) format.



[Download template](#)

Business technology presentation

This accessible template features a title slide with a magnified view of a gray & black circuit board in background.



[Download template](#)

Hexagonal design slides

This accessible template, with a geometric hexagon design, has a translucent white overlay for text readability.



[Download template](#)

Blue atom design slides

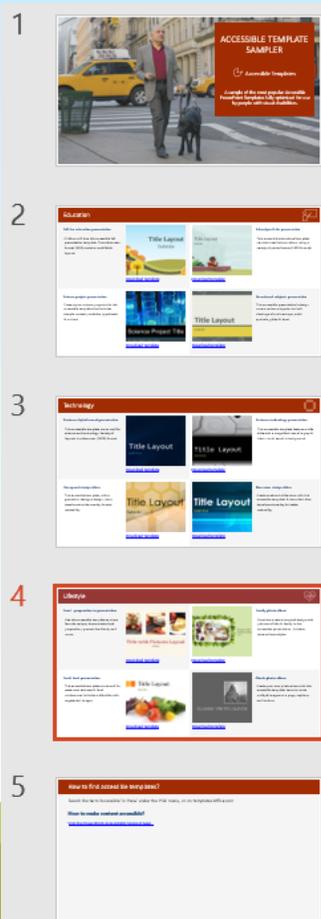
Create academic slide show with this accessible template. It has a dark blue translucent overlay for better readability.



[Download template](#)

Accessible PowerPoint Templates: Photo Templates

Accessible PowerPoint Templates



Food - preparation to presentation

Use this accessible template to share favorite recipes, demonstrate food preparation, present food facts, and more.



[Download template](#)

Fresh food presentation

This accessible template works well for restaurant business & food conferences. Includes a title slide with vegetables' images.



[Download template](#)

Family photo album

Combine a nature-inspired design with pictures of kids & family in this accessible photo album. Includes various frame styles.



[Download template](#)

Classic photo album

Create your own photo show with this accessible template. Learn to make multiple images on a page, captions, and borders.



[Download template](#)

Pre-Configured Layouts

- First bullet point here
- Second bullet point here
- Third bullet point here

Class	Group 1	Group 2
Class 1	82	95
Class 2	76	88
Class 3	84	90

[Accessible PowerPoint Templates](#)



Easy Bulleted Lists (Two Column Layout)

Easy Bulleted Lists (Two Column Layout):Demo

The Why of Accessibility



- INTRODUCTION
For the majority of us maneuvering through websites, reading attachments to emails, completing applications, and requesting online information seems to be a relatively easy task.
- But for the 3 out of every 100 individuals that either due to low vision or blindness, uses a screen reader, tasks like these can be daunting.
- An estimated 48.9 million people, or 19.4% of the non-institutionalized civilians, have a disability. An estimated 24.1 million people have a severe disability. An estimated 34.2 million people, or 17.5%, have a functional limitation.

The Why of Accessibility



- **INTRODUCTION**
For the majority of us maneuvering through websites, reading attachments to emails, completing applications, and requesting online information seems to be a relatively easy task.
- But for the 3 out of every 100 individuals that either due to low vision or blindness, uses a screen reader, tasks like these can be daunting.
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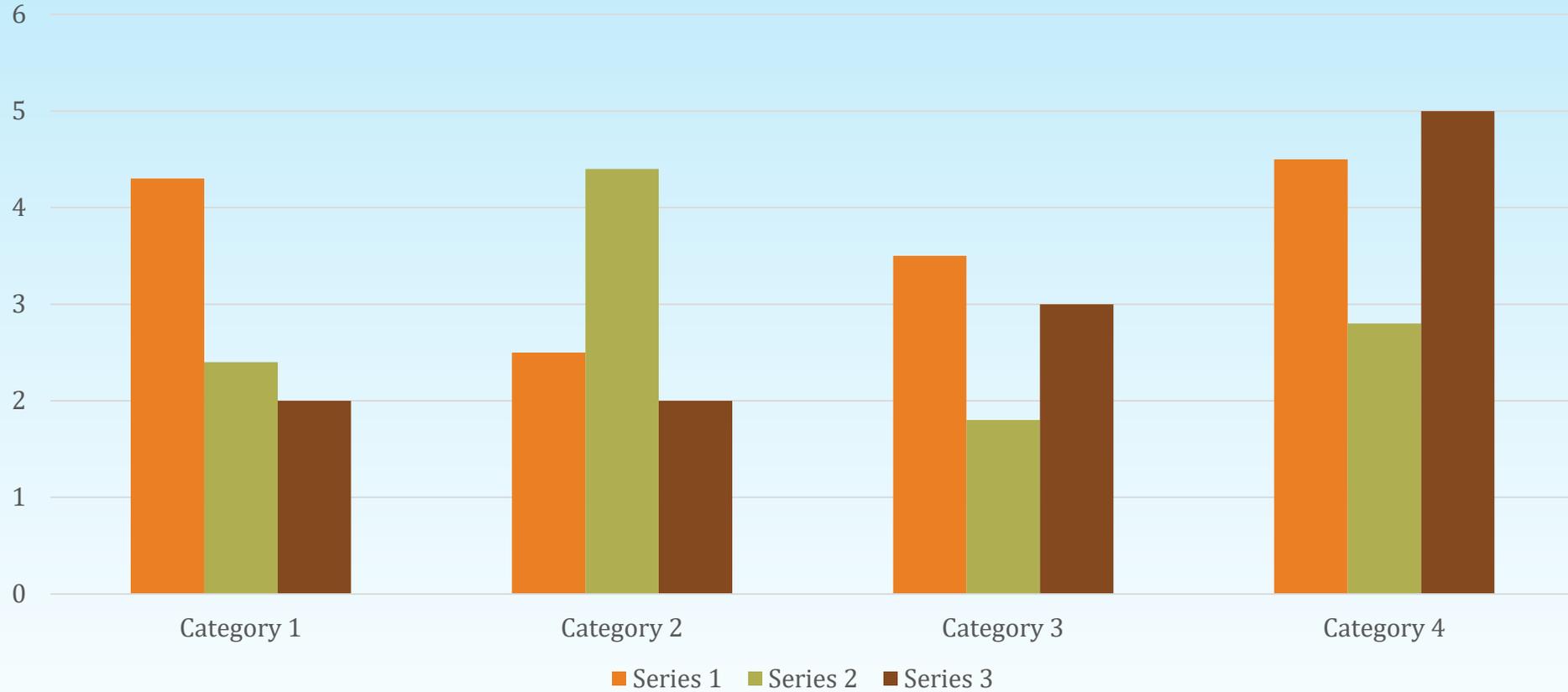
Link Descriptions and Overlapping Objects Demo

- Tab through
- Fix overlap
- Discuss Link description

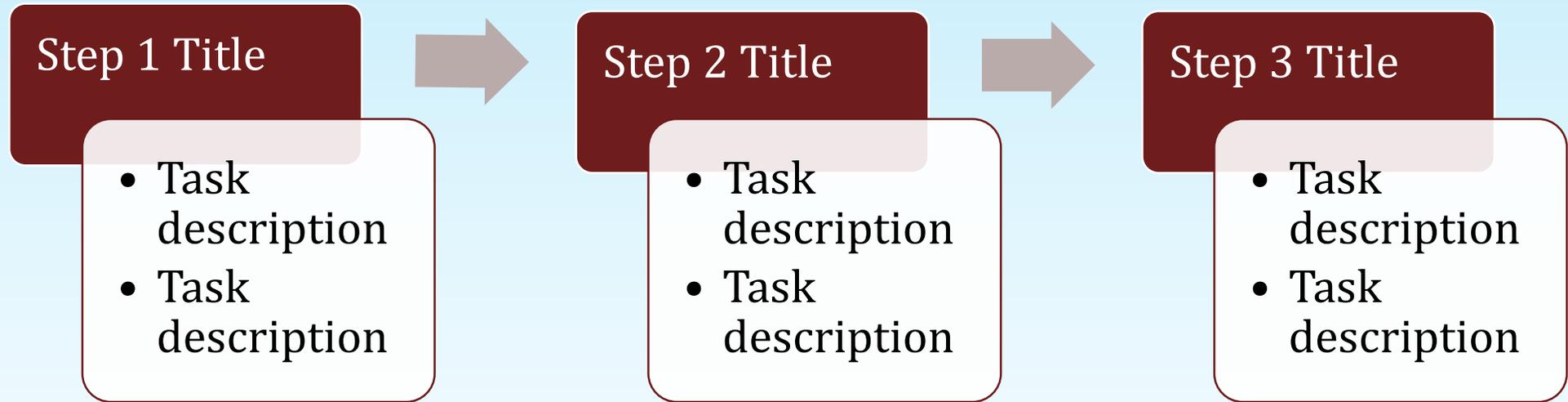
Class	Group 1	Group 2
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Class 3	84	90

[Accessible PowerPoint Templates](#)

Title and Content Layout with Chart



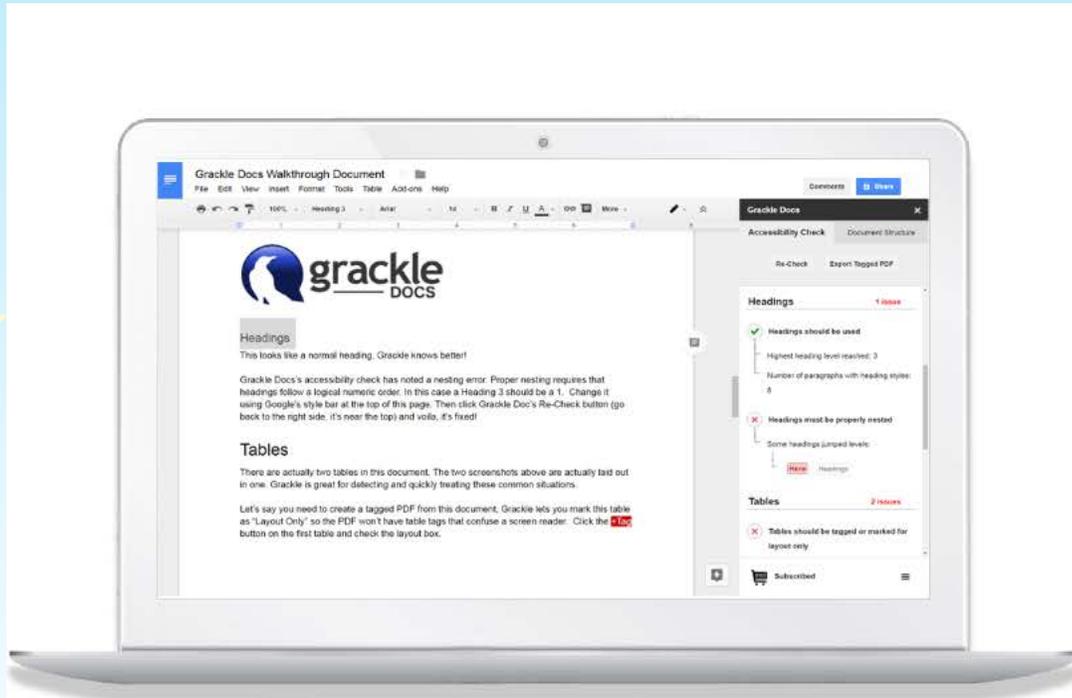
Title and Content Layout with SmartArt



Other Considerations

- Ensure font size is sufficient. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide sufficient contrast. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color as the only way to convey meaning.
- Avoid automatic slide transitions.
- Use simple slide transitions when possible.
- Do not put accessibility information like alternative text in the Notes pane.
- If you have embedded video, ensure it is captioned.
- If you have embedded audio, include a transcript.
- If your slides contain animations, ensure they are brief and do not distract from the most important content on the page.
- Use simple language.

Google Docs Demo and Grackle Slides



Click-and-Fix Interface

- Guided, step-by-step changes
- Tables can be tagged visually
- Decorative images can be marked as artifacts
- Small problem in a big document? Grackle zips you there instantly

Grackle Docs teaches accessibility as it corrects.

Please Note!

Due to the nature of Google Docs, some accessibility features such as tables are only fully accessible when exporting the document as a PDF. This is due to the fact that a Google Doc uses a simple grid mechanism for layout purposes and has no notion of a 'data' table.



Add a Slide Title - 1

Add a Slide Title - 2



Add a Slide Title - 3





Add a Slide
Title - 4



Add a Slide
Title - 5

