Designing an Accessible Presentation

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What We’ll Cover

• Preparing and submitting your materials
• Considerations during your session
• Additional resources

Submission and Sharing for Conference

• Please submit using online form:
  • 2022 Conference Materials Submission form
  • By: June 17th
• We will:
  • Check materials for accessibility.
  • Fix simple issues.
  • Contact you if more significant issues are discovered.
  • Post materials to conference website.
Most Common Mistakes in Slide Decks

1. Too much text on slide
2. Alt text missing or inadequate
3. Text forced to fit on slide
   (AutoFit Text to placeholder selected)
4. Alt text too lengthy or interpretive
5. Alt text fails to capture relationships of items that go together

MS PowerPoint Accessibility Overview

• Choose designs with good contrast.
• Use unique headings for each slide.
• Use fonts of 24 point or greater.
• Choose best slide layout for your content.
• Add alt text for images.
• Provide meaningful links.
• Perform accessibility checks:
  • Check to see if your text appears in the “outline view.”
  • Run the accessibility checker and correct errors.

Choosing Slide Layouts

• Choose the layout that is closest to the content you are presenting
• Don’t use “blank” or “title only” and add text boxes
Providing Alternative (Alt) Text

- Alternative text is a text substitute for an image.
- Without it, screen reader users will just hear “graphic”
- Alt text should:
  - Describe the image
  - Be succinct
  - Not be redundant
  - Not include phrases like “image of” or “picture of”
  - No need to add alt text if your image is purely decorative

How to Add Alt Text

- Right click on the image
- Choose Edit Alt Text
- Write the description in the box that appears to the right
- If the image is purely decorative, check the “Mark as decorative” box

Alt Text Examples: Good or Bad?

- A person presenting at a conference.
- African American man presenting.
- A Black man in a suit stands in front a projector screen. Several people are seated in front of him.
- A man answers a question from a participant, holding his handout as if to make a point.
- A Black man wearing a grey suit, navy blue tie, white shirt and black shoes stands in front of a wall that has a screen hanging from it with a bar graph displaying. 5 women and 4 men sit in chairs in front of him. Some seem to be taking notes.
More Complex Images

- For charts and graphs, make sure to select the outside edge when adding alt text.
- Either:
  1. Place full description in alt text
  2. Include brief description as alt text and summarize the rest of the data in the slide content.

Complex Image Sample

- 45% have 6 to 10 errors on page
- 30% have more than 10 errors on page
- 20% have 3 to 5 errors on page
- 5% have fewer than 2 errors on page.

Alt text: Pie chart title: Website Accessibility Assessment of All Organizational Sites. Data summarized on slide.

Meaningful Links and Usability

- Do people need to access the link right away?
  - Give them the full URL on the slide
  - Download the handout at: exploreaccess.org/handouts
- Will everyone likely use a digital handout to access the resources?
  - Provide meaningful links
    - Creating Accessible Documents Toolkit
  - Will some people have the digital and some a print version?
    - Provide both
    - Create Accessible Documents Toolkit (exploreaccess.org/creating-accessible-documents)
Checking Outline View

- Choose View, then Outline View
- Check to see if all of the text is there

Using the Accessibility Checker

- Select Review Ribbon
- Select Accessibility Checker
- Panel opens to the right
- Work through errors one by one

Warning About Reading Order

- Reading order is a common error.
- It requires a manual check using selection panel.
- Reading order on selection panel goes from bottom to top!
Google Slides
- Slides can be made fairly accessible for online viewing.
- Converting them to PowerPoint or PDF results in inaccessible files.
- If you start with Google slides and export to MS PPT, check accessibility before submitting.

Questions About Slide Decks?

MS Word Accessibility
- Structure document with headings.
- Add alt text to all images.
- Instead of pasting URLs, provide meaningful links.
- Make sure tables are accessible.
- Run the accessibility checker and correct errors.
PDF Documents

• Where available, share the original PPT or Word files.
• If you do not have original, check the PDF for accessibility.

Printed Handouts

• Digital handouts are more accessible and also “green”.
• You may have activities where printed handouts might be better for some folks.
• If so:
  • Provide an accessible digital version.
  • Give people options to use digital or print.
  • Give folks the flexibility to make the activity accessible to the members of their group.

Videos – Access to Audio

• Use captioned videos.
• Automatic captions do not provide equivalent access.
Videos – Visual Access

- Audio description provides access to components of a video that are visual.
- Audio described videos are all too rare.
- Consider this: What information is missing if you can’t see the video?
- Be prepared to provide access

Questions About Materials?

Just Before and During Your Session
Check Communication Access

- Consult with access providers regarding the format of your session.
- Check that sight lines are good for anyone using CART or sign language interpreters.
- Make sure mics are working.
- See if there are ALDs to use.
- Ensure that you and/or the interpreters can be heard.

Amplification

- If there is a microphone available, make sure to use it.
- Don’t ask whether you need to use it or not.
- If you are using a video, work with the AV technician to ensure sound is connected to sound system.

Assistive Listening Devices

- If someone in the audience provides you with a personal assistive listening device (ALD), make sure to use it with care.
- Be careful not to bump it or take it on and off while the mic is turned on.
- If you leave the room during a break, turn the mic/transmitter off.
Presenting Your Slide Deck
• Give participants time to view content.
• Don’t assume that everyone in your audience can see or read your slides.
• Explain the content and describe images, charts and graphs in a natural way.
• When describing, use the same rule regarding decorative images or redundant images you would in adding alt text.
• Don’t point to slides and simply say “this” or “that”.

Showing Videos
• Turn on captions
• If there are portions of the video that are visual only or where critical visual information is missing, describe that content.

Handling Questions
• Repeat brief audience questions and comments using the microphone.
• Encourage audience members to use the microphone for long questions or comments.
• Your moderator or an attendee can assist with taking the mic around the room.
• People often say they don’t need the mic. Be prepared to remind them that they need to use it for access purposes.
• If you ask for a show of hands, give feedback about how many raised their hands.
Inclusive Language

Refer to:

- AHEAD’s Statement on Language
- National Center on Disability and Journalism’s Disability Language Style Guide
- American Psychological Association Inclusive Language Guidelines

Any Questions?
**Additional Resources**

- **Explore Access: Presenter’s Toolkit:**
  This toolkit provides you with link to tutorials that go into more details on all of the topics provided in this presentation.

- **AHEAD Information for Presenters:**
  This page provides you with all the information you need as a presenter, including checklists for accessibility, link to the form for uploading your materials, and (soon) the link to the recording of this session.

**Contact Me**

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