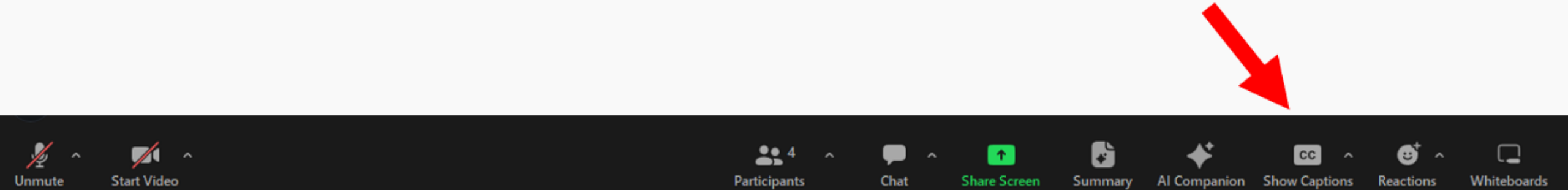
Welcome! We will begin shortly.

- This presentation will be recorded.
- Microphones and cameras will be disabled upon entry.
- Feel free to use the chat function to share questions and comments. We also encourage the use of the built-in Zoom reactions!
- We will be launching Zoom Polls and using prompts throughout this presentation to get your feedback and insights.
- We will close with general Q&A.

Live captions provided.

Two options:

1. Access the StreamText link available in the Zoom Chat
2. Access the “Closed Captions” option in the Zoom Toolbar



Introduction to PowerPoint Accessibility

Exploring Best Practices and New Tools

03/20/2025



RHONDA WEISS CENTER
FOR ACCESSIBLE IDEA DATA

IDEAs that Work
Office of Special Education Programs

aem

Today's Presenters

Valerie Morrison is the Document Accessibility Lead for the Weiss Center, and manages the E-Text Unit at Georgia Tech's CIDI. Valerie provides accessible materials for students in higher ed who have print-related disabilities.



Norah Sinclair is a Technical Assistance Provider for the Weiss Center, and an instructional designer and content developer at Georgia Tech's CIDI. Norah develops training and resources on document accessibility, universal design, plain language, and assistive technology.



Today's Agenda

#1: Breaking the Ice with a Poll

Getting a sense of your familiarity creating accessible PowerPoint presentations

#2: 'Doing' PowerPoint with Accessibility in Mind

Key accessibility strategies and best practices in PowerPoint

#3: Screen Reader meets PowerPoint

Brief video demonstration of a screen reader interacting with PowerPoint content

#4: Using Bulit-in Accessibility Tools

A deeper look into Microsoft's updated accessibility features

#5: Wrapping Up

Q&A, evaluation, available resources and support

Poll: Creating Accessible PowerPoints

Question: How familiar are you with creating accessible PowerPoint presentations?

1. **Not familiar.** “I usually create presentations by repurposing old decks and am unaware if these are fully accessible.”
2. **Somewhat familiar.** “I apply alternative text to images and ensure good color contrast. Is there more?”
3. **Very familiar.** “I regularly investigate and resolve accessibility issues in PowerPoint and always ensure the content is accessible to all.”

Key Strategies for Creating Accessible PowerPoint Content

Valerie Morrison



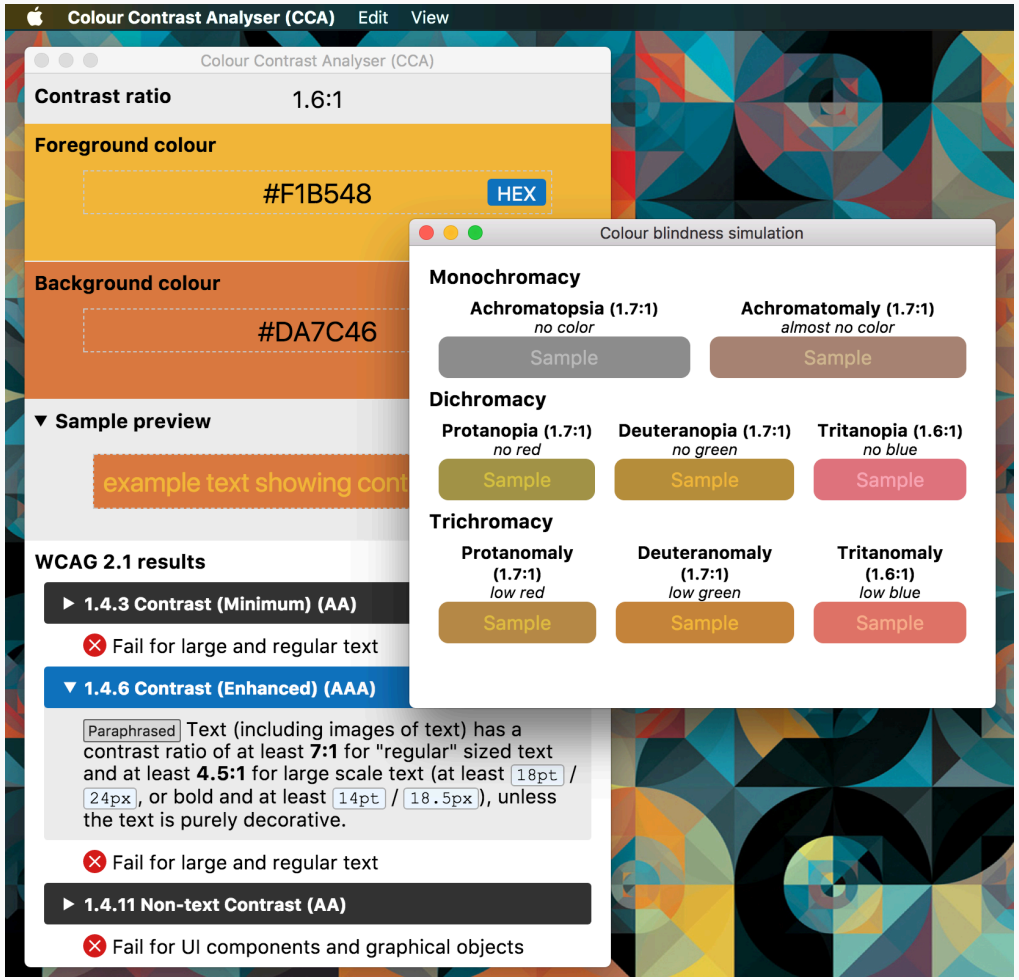
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Top 10 Common Barriers to Accessibility

- Missing or vague slide titles
- Images with no alt text description
- Confusing reading order
- Too much content on one slide
- Poor color contrast or resolution
- Distracting backgrounds
- Flashing images or animations
- Embedded videos without captions
- Links that are unclear or just a URL
- High language complexity

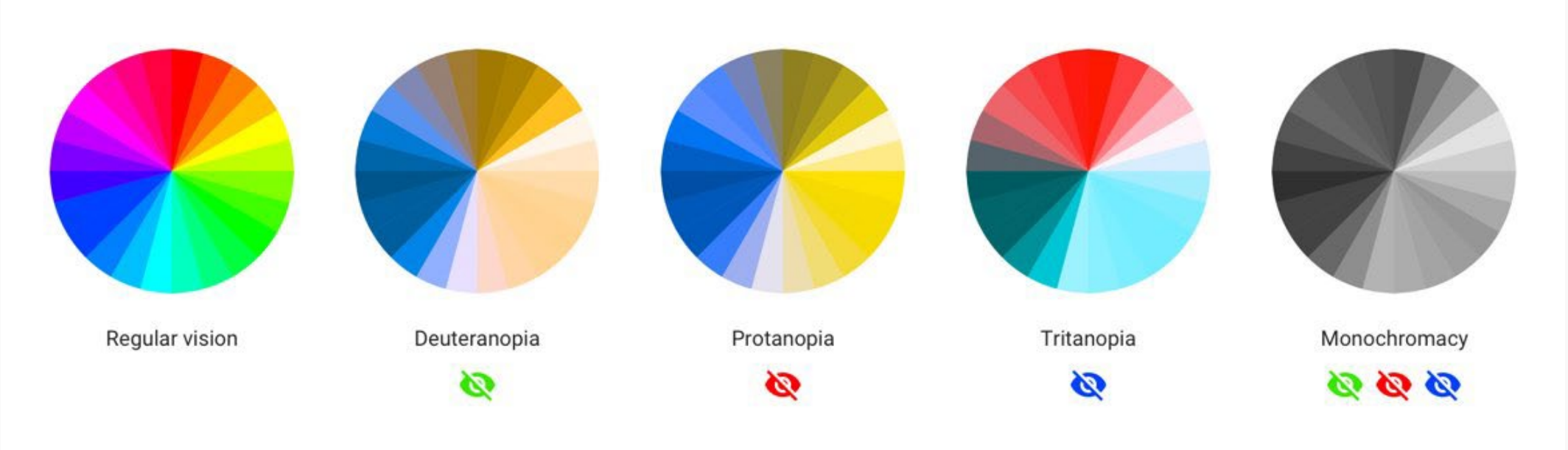
Accessible Fonts and Colors

- Large Sans serif fonts are best, such as Aptos, Calibri, Arial, Verdana.
- This is 24 point Calibri. This is 20 point. This is 12 point.
- Best practice for accessible font size is 40-44 point for slide titles and 22-28 point for text.
- Aim for a high contrast between text and background. A contrast ratio of 4.5:1 is best for accessible text and a ratio of 3:1 for graphics.
- Use the free Colour Contrast Analyzer (CCA) from TPGi (www.tpgi.com) to test your colors.



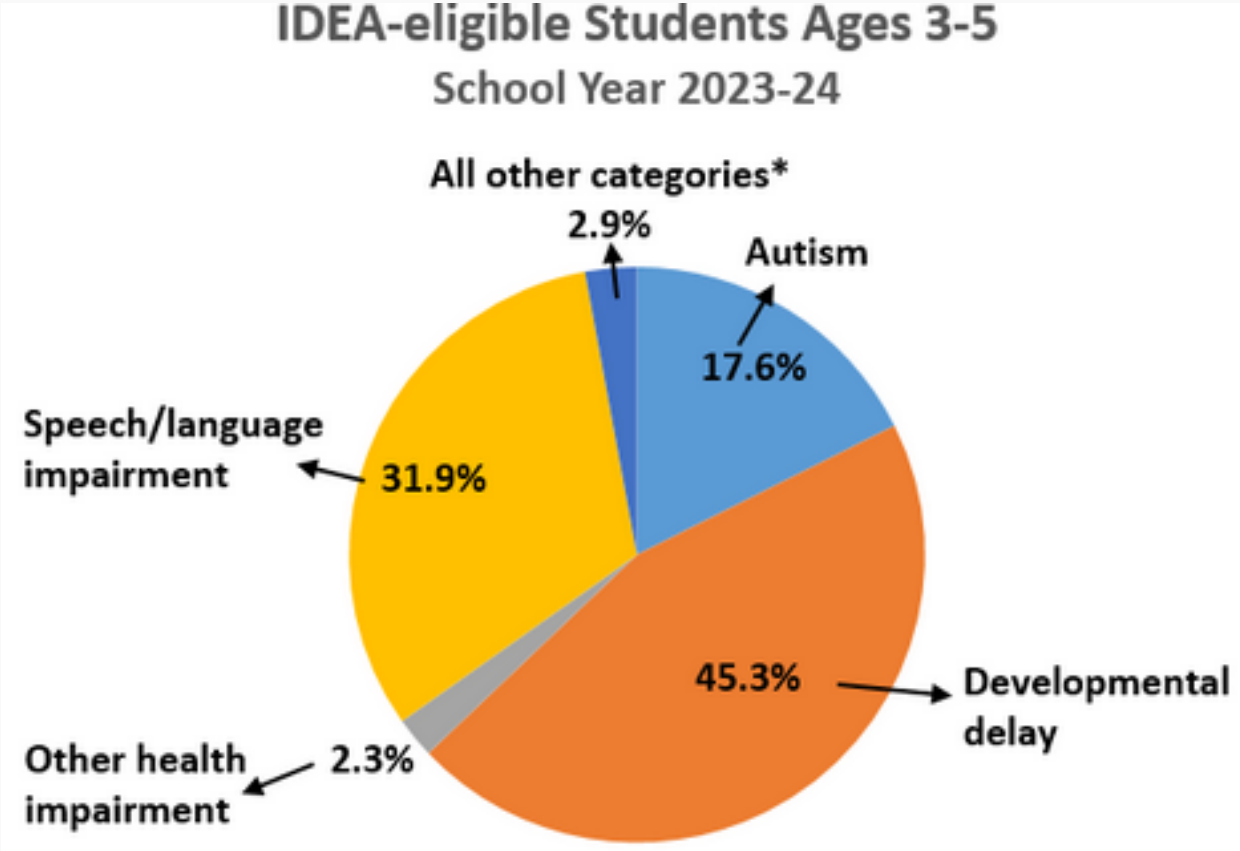
Do Not Rely on Color Alone to Convey Meaning

- Do not rely on color coding alone to convey meaning.
- If you use color in your design or content, remember that not everyone processes color in the same way.



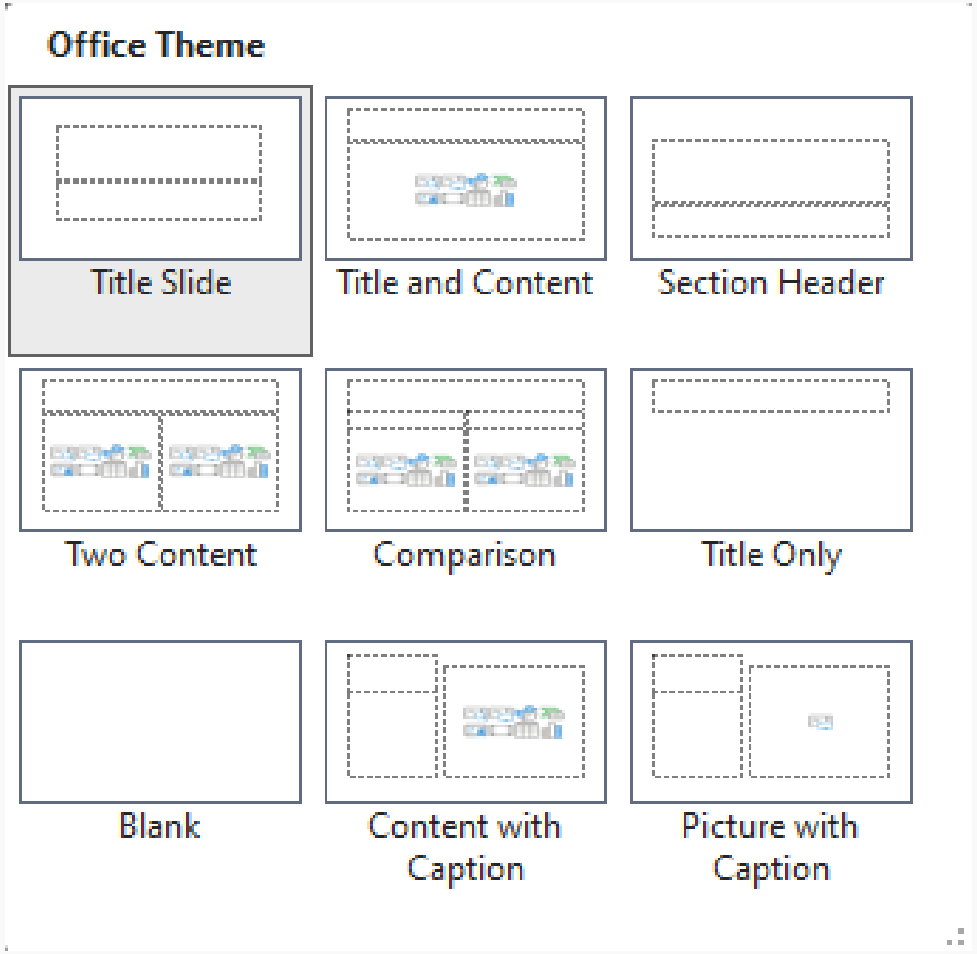
Adding Alternative Text to Images

- First summarize what you see in one general informative sentence.
- Use proper spelling and punctuation, and type in complete sentences.
- Simple images often only need one or two sentences of description.
- Keep your description neutral and informative.



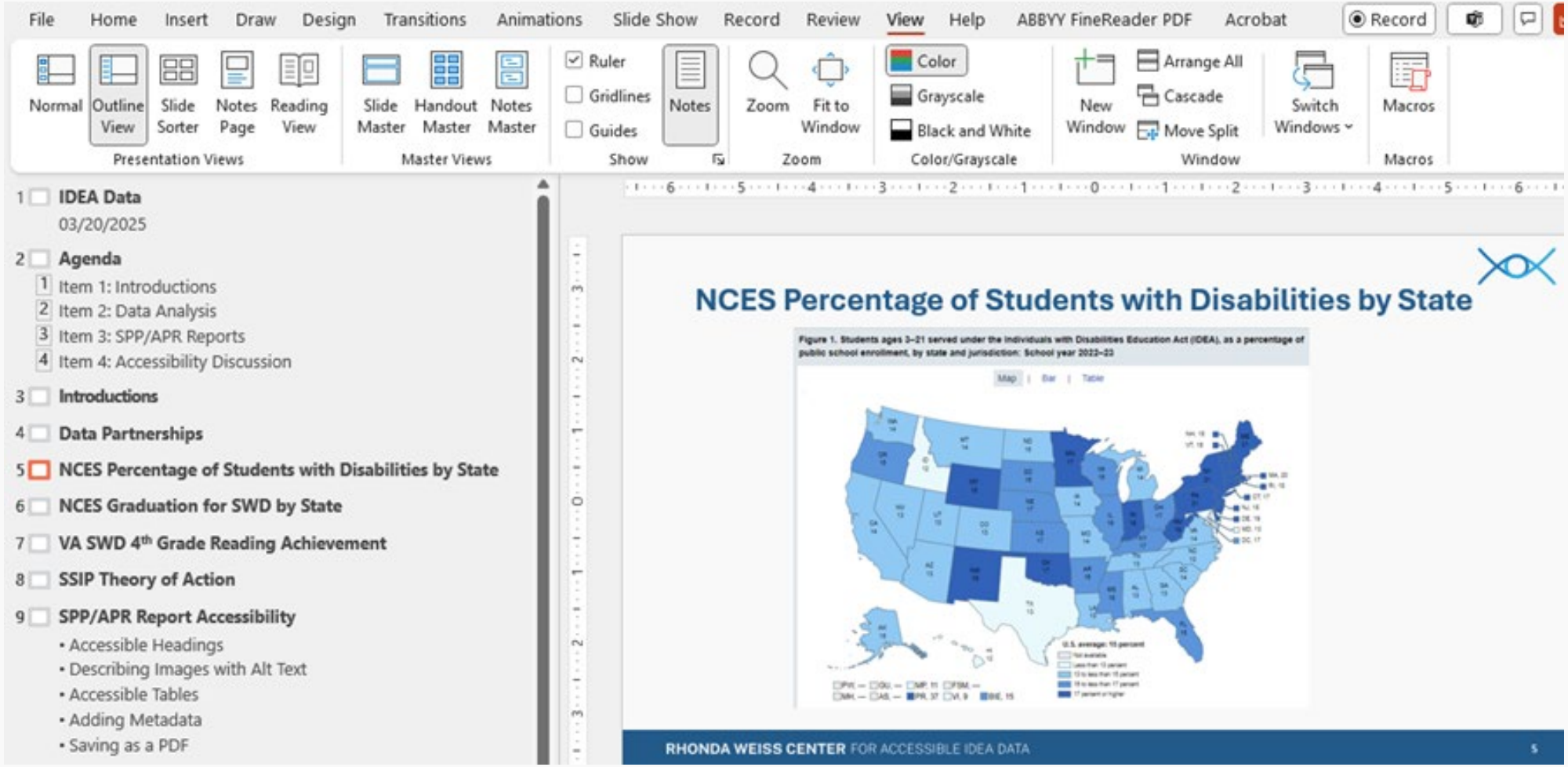
Templates and Layouts

- On the Home Ribbon, click on Layout, and select a template with several content placeholders.
- Always use these built-in layouts. Do not insert text boxes because these are often skipped by screen readers.



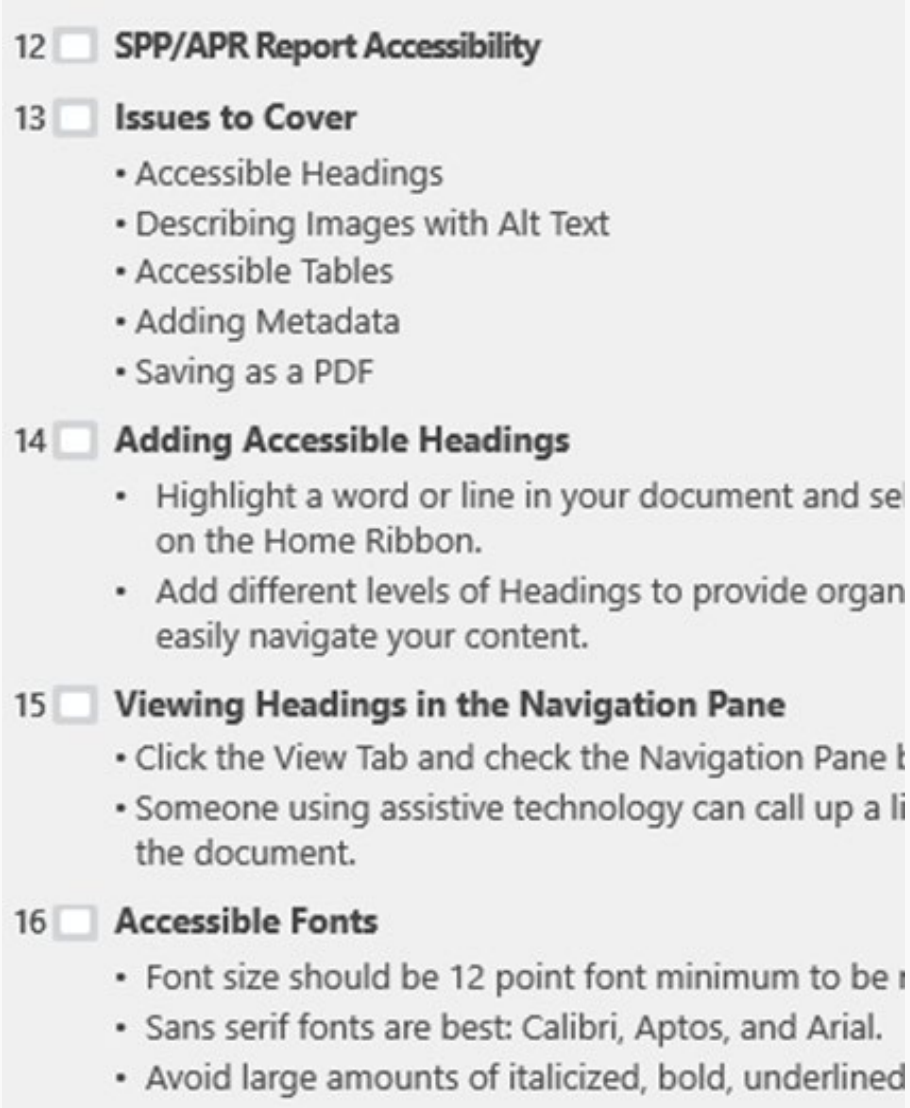
Outline View

The Outline View allows you to see the text on each slide in the order it will be read aloud.



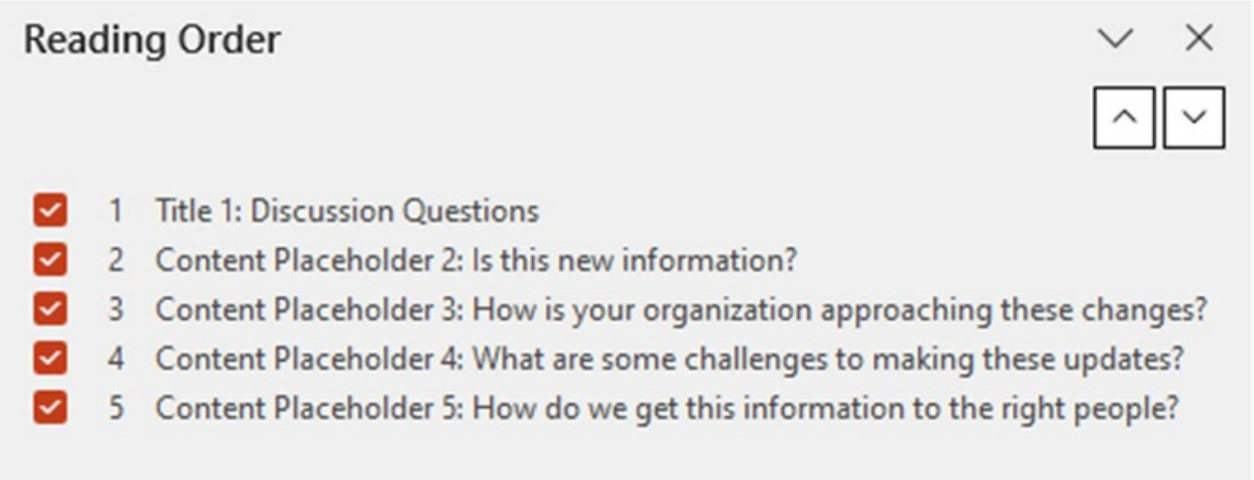
Descriptive Slide Titles

- Each slide should have a unique descriptive title to help someone navigate through the presentation.
- Slide titles help everyone understand and focus on your key points and know where you are in your presentation.



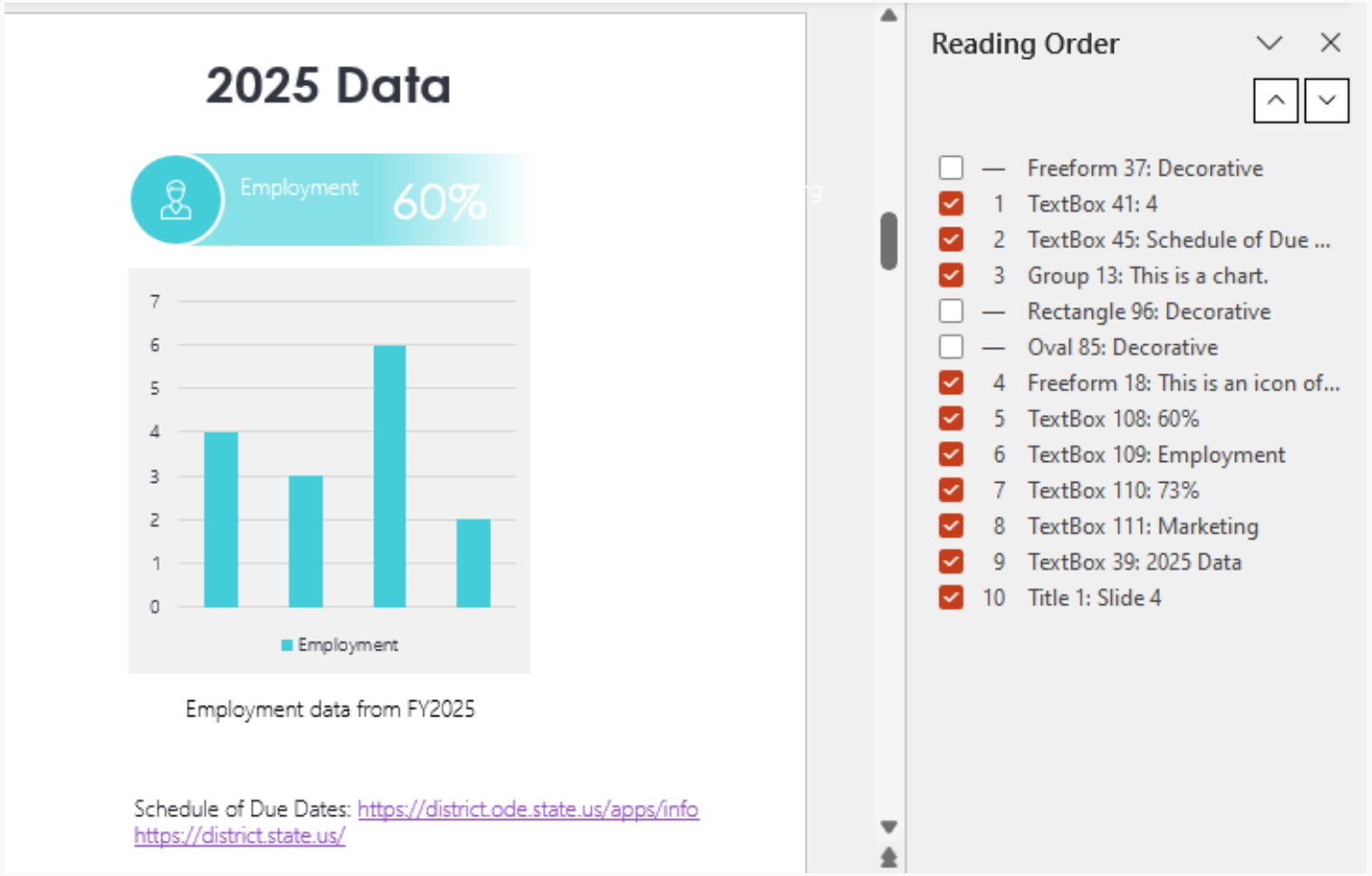
Selecting Reading Order

- On the Review Tab, click the dropdown arrow next to Check Accessibility and select **Reading Order Pane**.
- Here you will find a numbered list of every object on the slide, and these can be re-ordered using the up and down arrows.
- The fewer objects there are on a slide, the more accessible it is for someone using a screen reader to listen to content.



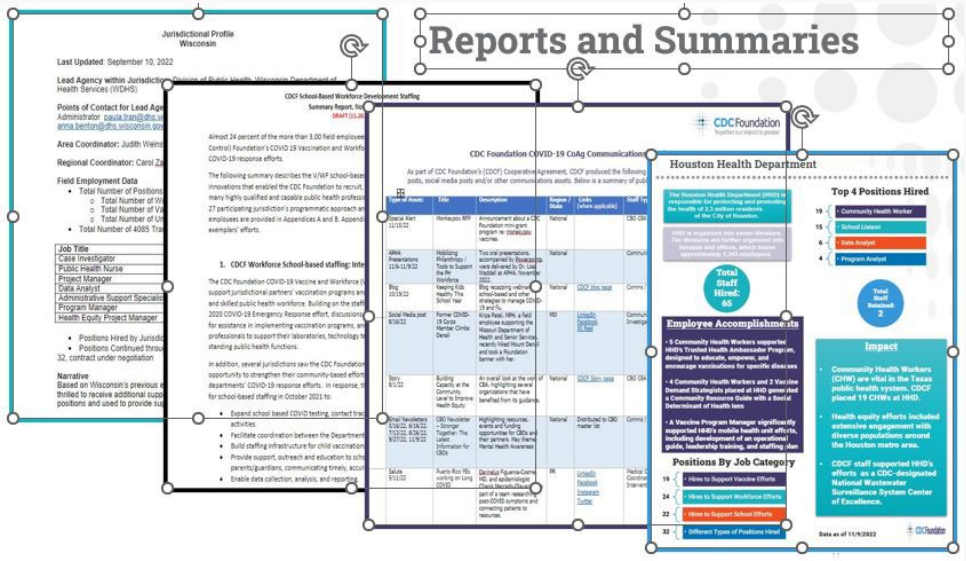
Reduce the Number of Objects on a Slide

- Individuals using assistive technology need to tab through every object on the slide to hear it read aloud.
- Consider creating a snippet of all these objects so there's just one image on the slide.



Fix Overlapping Content

- When objects overlap on a slide, it may cause the screen reader to read the placeholder's dimensions aloud.
- Select all objects on a slide by hitting CTRL + A and then resize placeholders or images so that they do not overlap.
- Also, be sure to resize your placeholders so they completely contain the text.



Using a Screen Reader to Access PowerPoint Content

Johan Rempel



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Exploring Microsoft's New Accessibility Features

Norah Sinclair



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Poll: Using PowerPoint's Accessibility Tools

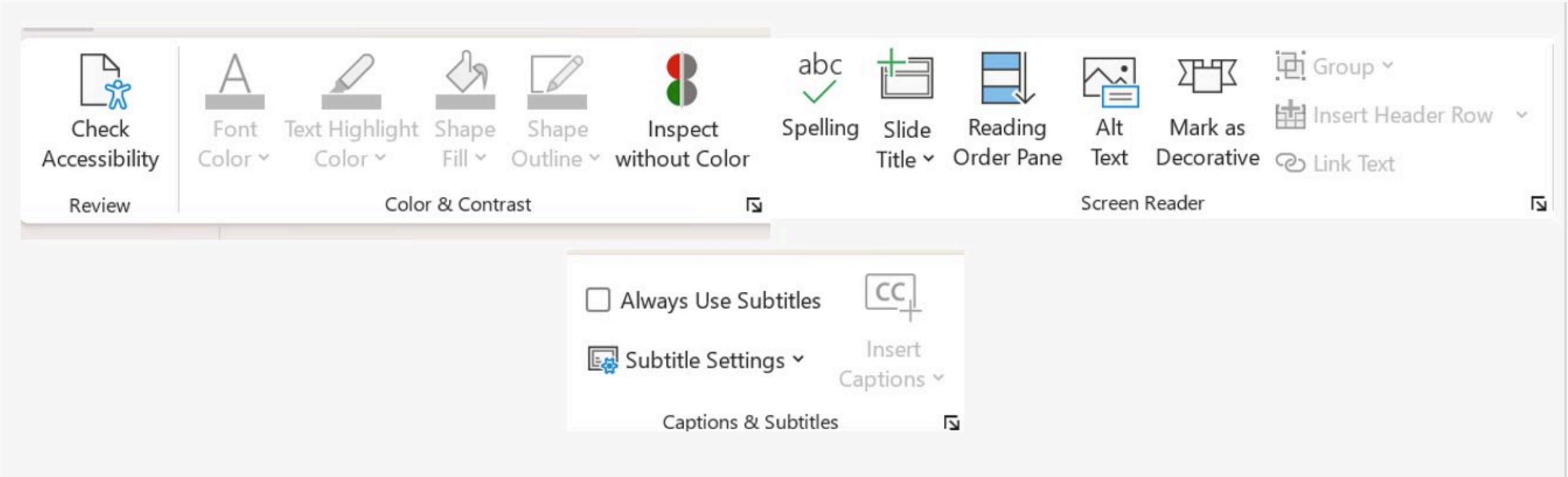
Question: How familiar are you with the new, built-in Accessibility Assistant and Accessibility Ribbon in PowerPoint?

1. **Not familiar**. "I think I've heard of these features in PowerPoint, but have never used them."
2. **Somewhat familiar**. "I occasionally use these features to investigate issues, but was unaware of any updates."
3. **Very familiar**. "I regularly use these features to resolve issues and am comfortable navigating all accessibility options in PowerPoint."

New Accessibility Tools in PowerPoint

- Accessibility Tab – all of the accessibility tools in one place
- Accessibility Assistant – replaces the Accessibility Checker
- Color and Contrast Tools
- Improved Reading Order Pane
- New Slide Title Tool
- Captions and Subtitles Tool
- Best access to the new tools in Windows desktop version

Accessibility Tools on the Accessibility Ribbon Tab



Accessibility Assistant

The Accessibility Assistant reviews your document by checking the following categories:

- **Color and Contrast** identifies hard-to-read text contrast.
- **Media and Illustrations** identifies missing alt text and missing audio or video subtitles.
- **Tables** identifies missing table headers and use of merged or split cells.
- **Document Structure** identifies missing and duplicate slide titles, default and duplicate section names, and prompts you to check reading order on slides.
- **Document Access** identifies if content is restricted.

PowerPoint Accessibility Tools Demo



Access the Accessibility Tools

- Check Accessibility still available in **Review** Tab
- New Accessibility Investigate button



Color & Contrast - Inspect without Color

- Especially important for:
  - people who with low vision
  - people are color blind
  - people with learning disabilities



IDEA DATA REPORTING

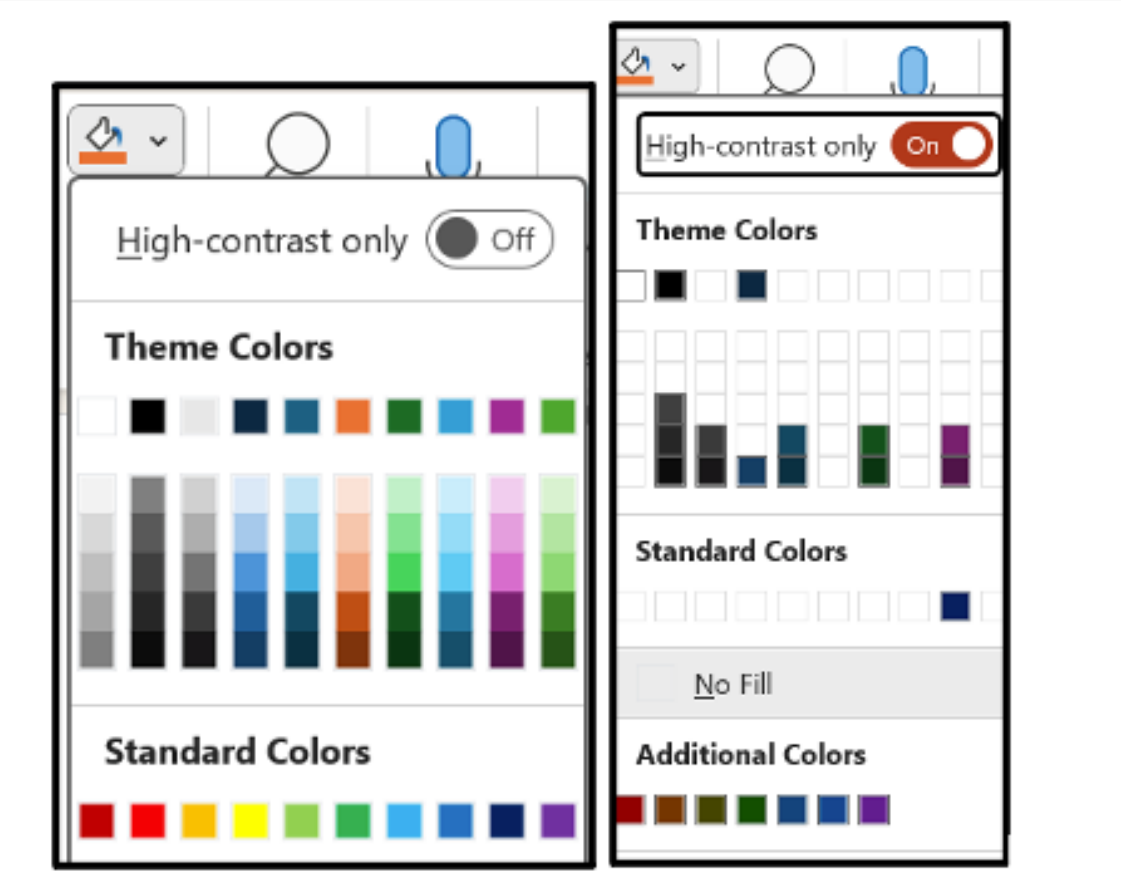
IDEA DATA REPORTING

Color & Contrast - High-contrast only option

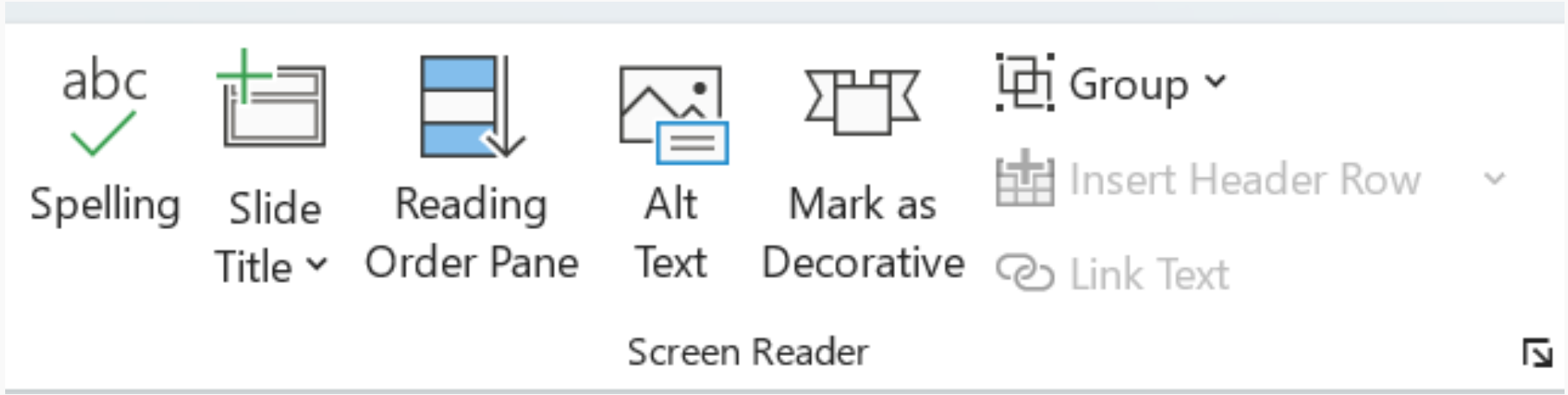
New contrast options in the shape fill and font color tools.

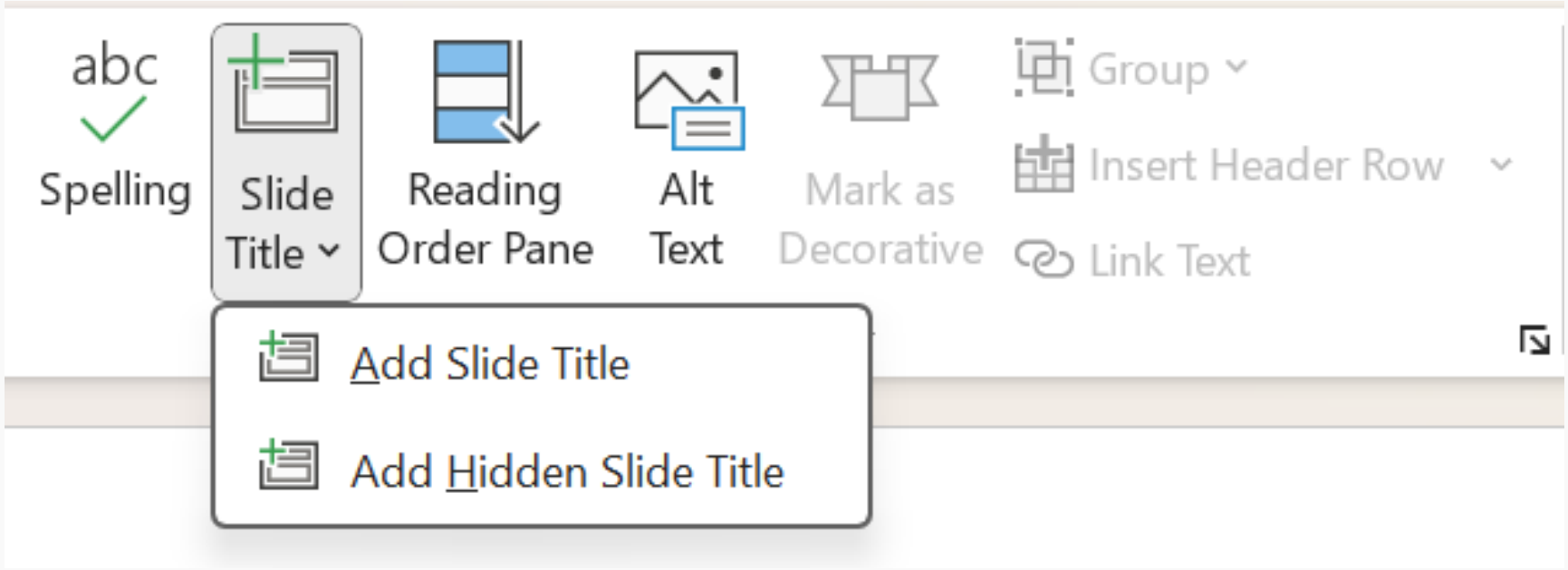
IDEA DATA REPORTING

IDEA DATA REPORTING



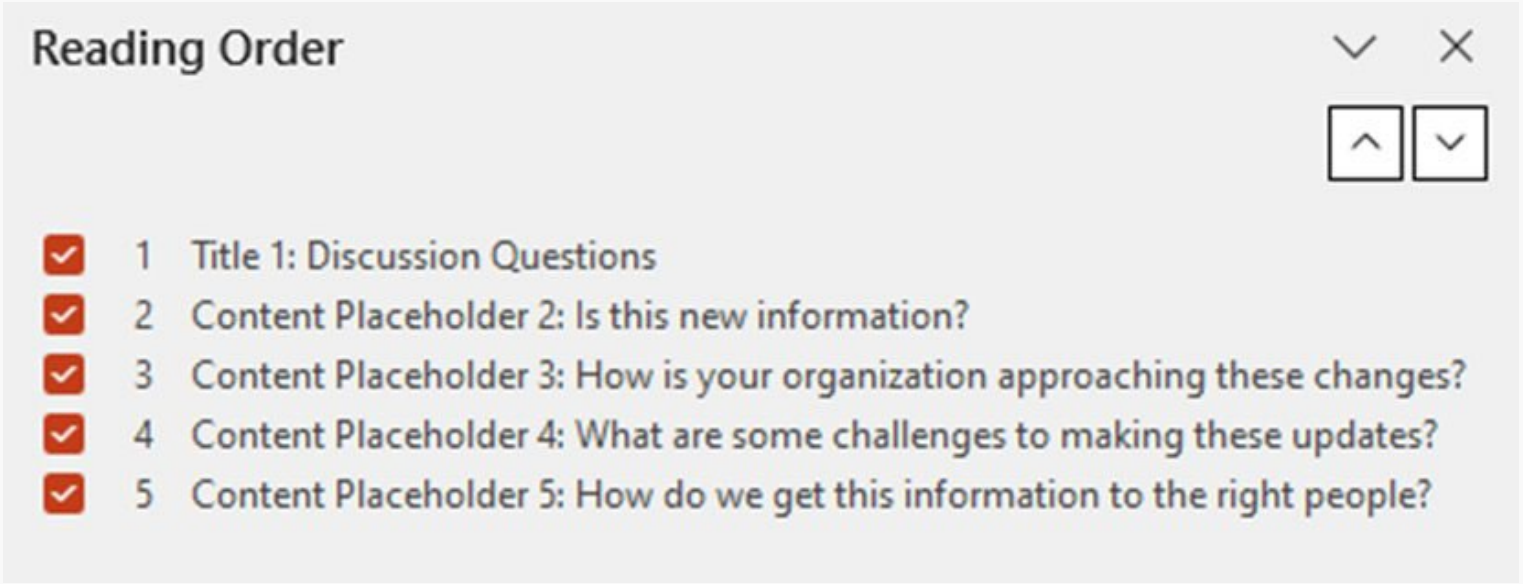
Tools for Improving the Experience of Screen Reader Users



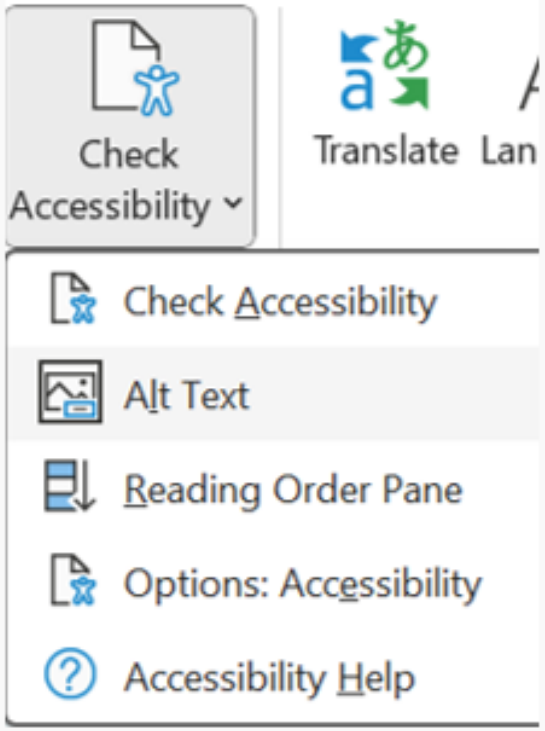

abc
Spelling
Slide Title
Reading Order Pane
Alt Text
Mark as Decorative
Group
Insert Header Row
Link Text
Add Slide Title
Add Hidden Slide Title

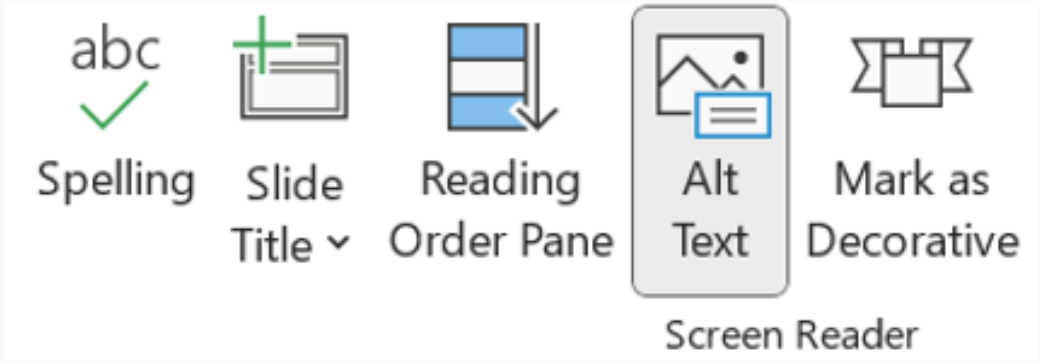
Reading Order Pane



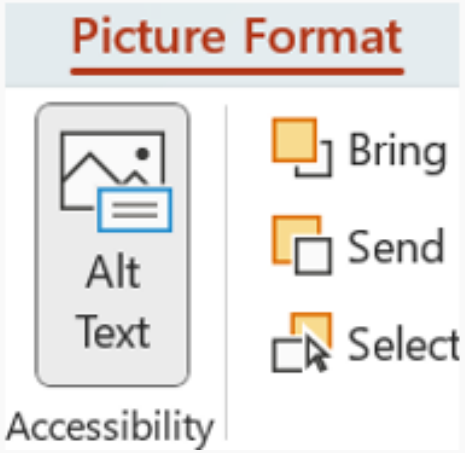


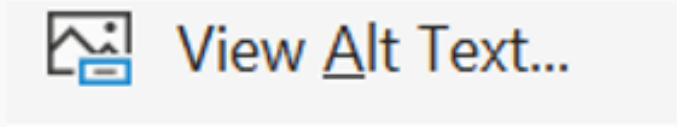
Alt Text Tool – Available in Many Locations





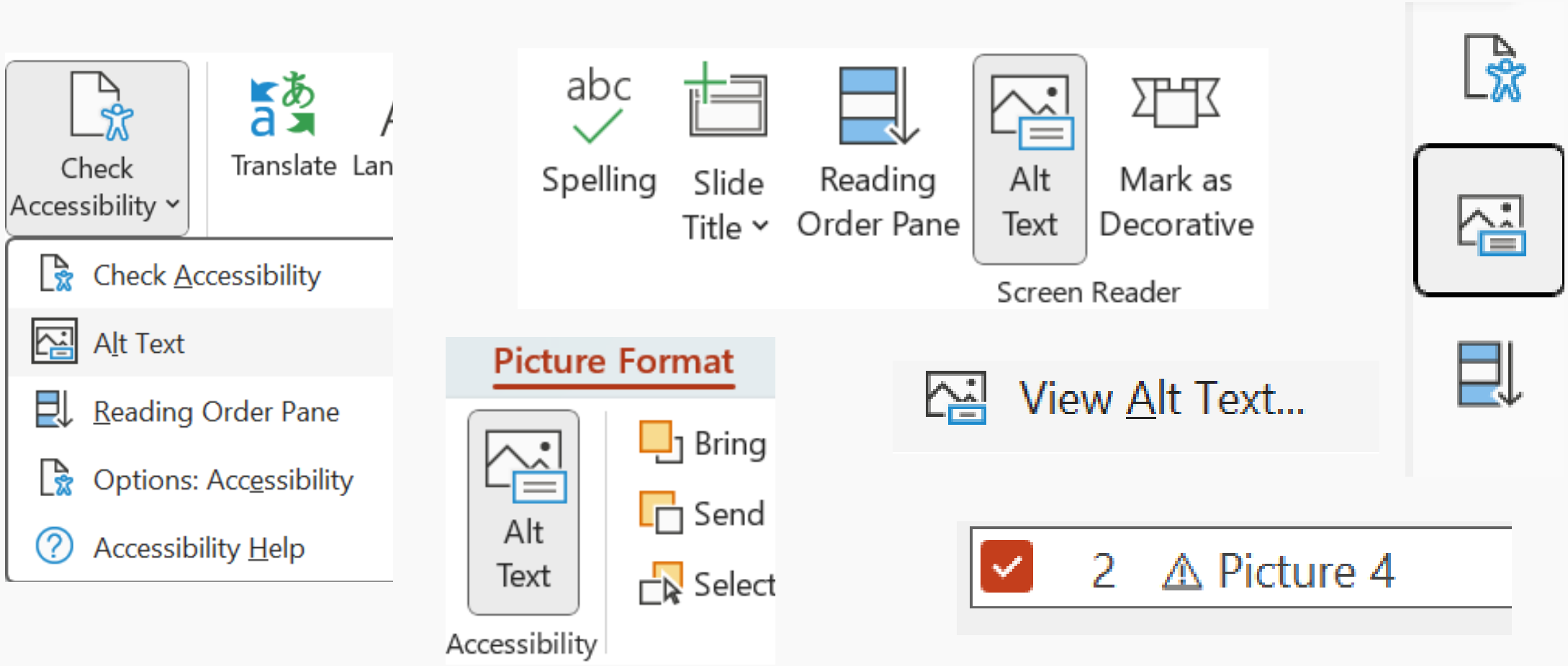






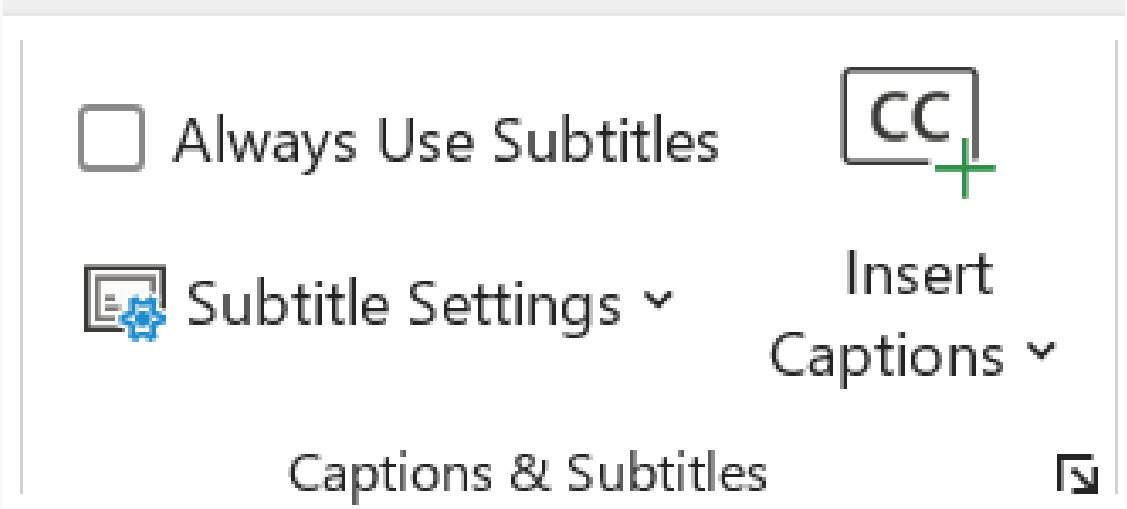


Group Images or Objects

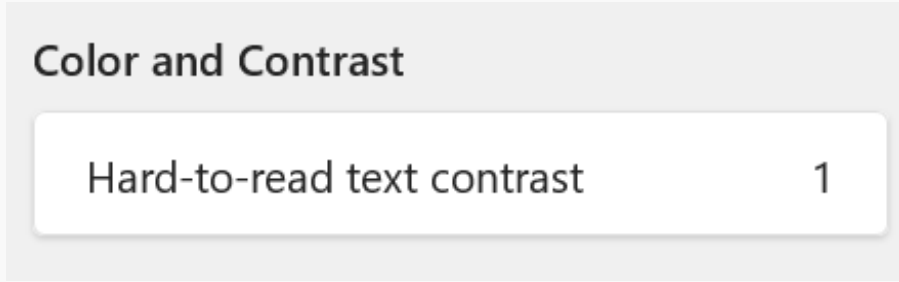


Captions and Subtitles

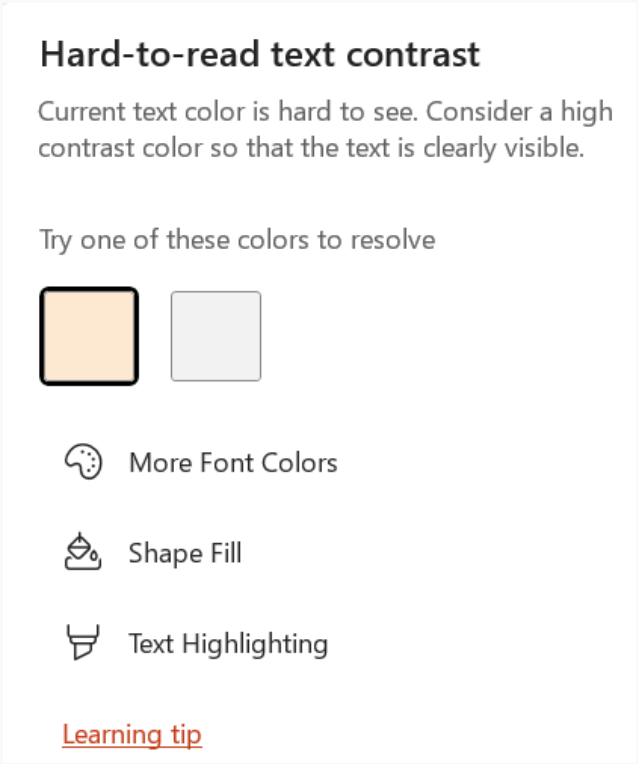
- People who are deaf or hard or hearing will benefit from captioned media on your slides.
- If you are using a video that does not include captions, but you have a caption file, you can add it to the media on your slide.
- You can add captions to recorded narration.



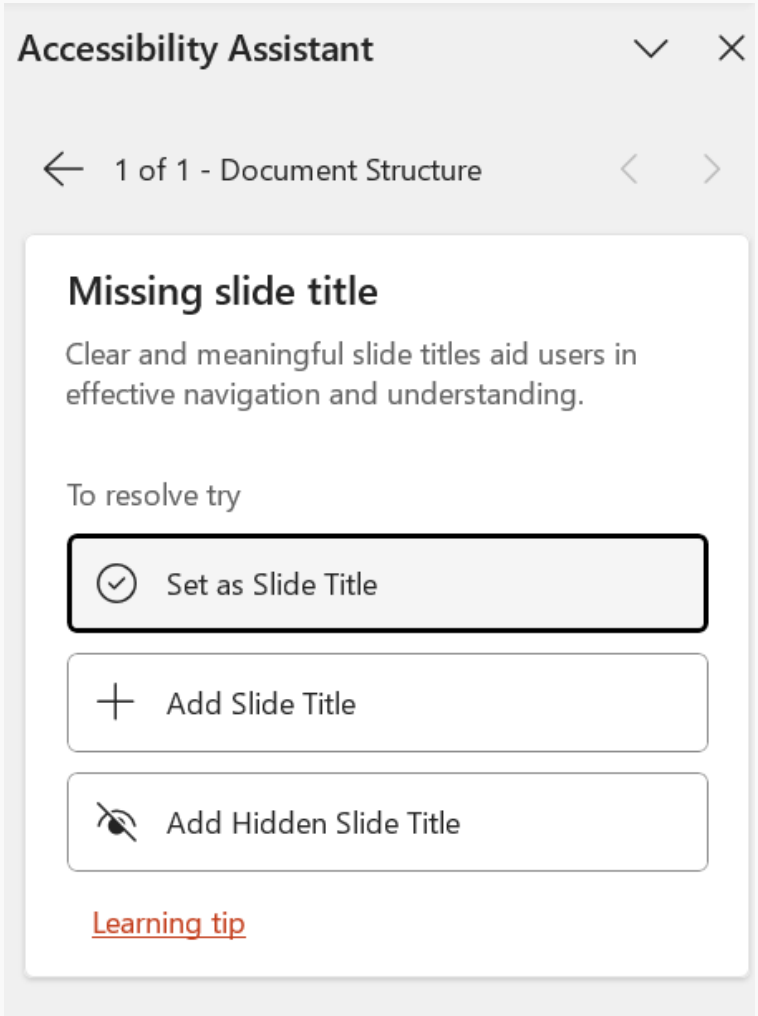
Accessibility Assistant – Color and Contrast



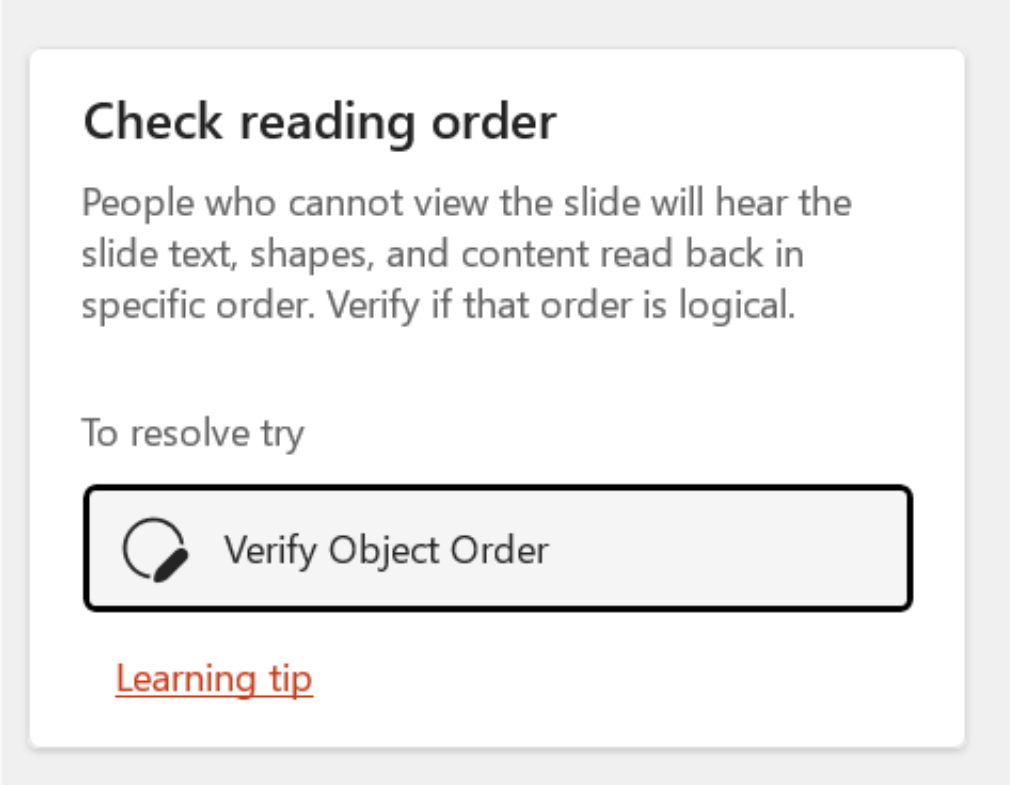




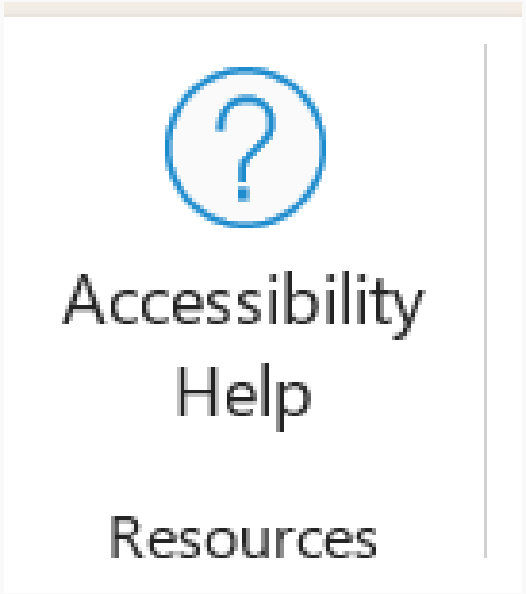
Accessibility Assistant – Missing Slide Title



Accessibility Assistant – Check Reading Order



Accessibility Help Resources



- **Make your PowerPoint presentations accessible to people with disabilities.**
- The **Accessibility** ribbon tab brings together in one place all the tools you need to make your PowerPoint presentation accessible to people with disabilities.
  - One in five people have a disability and 70% of disabilities are non-apparent, so to reach everyone with your presentation, make it accessible.

QUESTIONS & ANSWERS



We value your input!

Please take a moment to complete our **brief 3-minute survey**.

Your anonymous feedback will be used to inform future Weiss Center technical assistance, webinars, and resources.

Participants will also receive this survey in a follow-up email.

Webinar Evaluation Survey URL:
https://www.research.net/r/Weiss_Webinar_32025_Attendee



Resources and Support

- **New!** ADA Title II Update: An Overview
  - This one-page resource briefly defines and outlines the impact of the updated ADA Title II rule, which aligns with the Web Content Accessibility Guidelines (WCAG).
- **Coming Soon!** Accessibility Guide: Microsoft PowerPoint
  - This comprehensive guide will expand on the best practices of making your slide presentations fully accessible and delve deeper into PowerPoint's new built-in tools.
- **Weiss Center Technical Assistance**
  - If your agency needs support in making IDEA data products, documentation, or digital assets accessible, reach us at Contact@WeissTA.org. We are eager to assist!

Thank you!

The contents of this presentation were developed under a grant from the US Department of Education, H373Q220002. However, those contents do not necessarily represent the policy of the US Department of Education, and you should not assume endorsement by the Federal Government. Project Officer: Eric Caruso.



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