


RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

Screen #	Content (Text on Screen)	Graphic Description or Links																
1	<p>1. WELCOME</p> <p>IMAGE: Making PowerPoints Accessible</p> <p>SCRIPT:</p> <p>In this course we will step through the ways to make 2016 PowerPoints (PC/MAC) accessible. While all screenshots are from a PC, these practices transfer to a Mac. However, the location of some items will be different.</p> <p>We will begin with a foundations pretest, and then explore the benefits of accessible PowerPoints. Next, we will learn how to make PowerPoints accessible from planning to presentation. We will wrap up with an opportunity to Practice your Skills .</p> <p>To get started, click on the Next arrow below.</p>	<p>Image: Making PowerPoints Accessible</p> 																
2	<p>2.1. FOUNDATIONS PRETEST</p> <p>The following pretest will gather information about what you already know regarding making PowerPoints accessible. There are 5 possible points. You will see the correct answers once you complete the pretest.</p> <p>Question 1: Making PowerPoints accessible benefits the creator of the document.</p> <table><tr><td><input type="checkbox"/></td><td>True</td></tr><tr><td><input type="checkbox"/></td><td>False</td></tr></table> <p>Question 2: Using Alt Text for an image is not always necessary.</p> <table><tr><td><input type="checkbox"/></td><td>True</td></tr><tr><td><input type="checkbox"/></td><td>False</td></tr></table> <p>Question 3: Selecting an accessible PowerPoint template guarantees accessibility.</p> <table><tr><td><input type="checkbox"/></td><td>True</td></tr><tr><td><input type="checkbox"/></td><td>False</td></tr></table> <p>Question 4: Using slide layouts is the most important thing one can do to ensure PowerPoint accessibility.</p> <table><tr><td><input type="checkbox"/></td><td>True</td></tr><tr><td><input type="checkbox"/></td><td>False</td></tr></table>	<input type="checkbox"/>	True	<input type="checkbox"/>	False	<input type="checkbox"/>	True	<input type="checkbox"/>	False	<input type="checkbox"/>	True	<input type="checkbox"/>	False	<input type="checkbox"/>	True	<input type="checkbox"/>	False	<p>Canvas Embedded Quiz : 5 Multiple Choice questions</p>
<input type="checkbox"/>	True																	
<input type="checkbox"/>	False																	
<input type="checkbox"/>	True																	
<input type="checkbox"/>	False																	
<input type="checkbox"/>	True																	
<input type="checkbox"/>	False																	
<input type="checkbox"/>	True																	
<input type="checkbox"/>	False																	


RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>Question 5: Using a larger font size (18pt or larger) is one way to format text for accessibility.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p> <p>Submit Quiz</p>	Textbox: Submit Quiz
3	<p>2.2. PRETEST SOLUTIONS</p> <p>Question 1: Making PowerPoints accessible benefits the creator of the document.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p> <p>Question 2: Using Alt Text for an image is not always necessary.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p> <p>Question 3: Selecting an accessible PowerPoint template guarantees accessibility.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p> <p>Question 4: Using slide layouts is the most important thing one can do to ensure PowerPoint accessibility.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p> <p>Question 5: Using a larger font size (18pt or larger) is one way to format text for accessibility.</p> <p><input type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>	
4	<p>3.1.A. BENEFITS</p> <p>The Benefits of an Accessible PowerPoint</p>	<p>Link: https://www.interaction-design.org/literature/article/accessibility-usability-for-all?utm_source=newsletter&utm_medium=email&utm_campaign=newsletter </p>

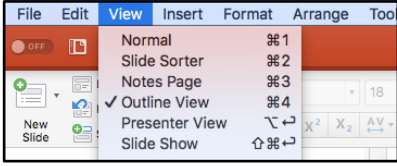
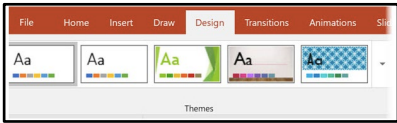
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>"A design is only useful if it's accessible to the user: <i>any user</i>, anywhere, anytime. We often mistake the concept of accessibility as involving people with <i>disabilities</i>. However, <u>we're all</u> disabled in many contexts and circumstances. Accessibility is all about <i>people</i>." <u>The Interaction Design Foundation</u> (https://www.interaction-design.org/literature/article/accessibility-usability-for-all?utm_source=newsletter&utm_medium=email&utm_content=letter02152017&utm_campaign=subscribers)</p> <p>What are the benefits of an accessible PowerPoint?</p> <p>SCRIPT:</p> <ul style="list-style-type: none">• It is usable by more people• It is more functional for all users• It is more aesthetically pleasing• It allows for enhanced software features <p>Who benefits from an accessible PowerPoint?</p> <p>SCRIPT:</p> <ul style="list-style-type: none">• People with vision impairments• People using assistive devices• English Language Learners• All learners• The creator of the document	<p>m_medium=email&utm_content=letter02152017&utm_campaign=subscribers)</p>
5	<p>4.1. HOW TO MAKE AN ACCESSIBLE POWERPOINT</p> <p>SCRIPT:</p> <p>It would be nice to press a key and have your PowerPoint magically made accessible. However, the real key to making an accessible PowerPoint is to follow these user-friendly guides. These "How-To" tips are current for PowerPoint 2016 (PC/MAC). Using these native formatting elements will result in making an accessible PowerPoint.</p> <p>IMAGE: A finger presses an Accessibility key on a keyboard</p>	<p>Image: A finger presses an Accessibility key on a keyboard</p> 

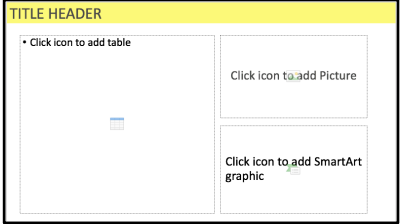
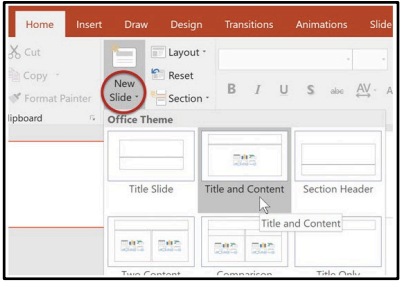
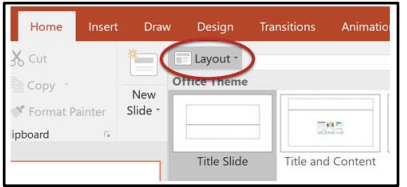
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

6	<p>4.1.A. OUTLINE VIEW</p> <p>SCRIPT:</p> <p>To begin, developing your presentation in the Outline View makes it more accessible to screen readers. The Outline View is helpful in checking that all the slides have titles and in ensuring that the text appears in the slides in the logical reading order. To display a presentation in Outline View:</p> <ol style="list-style-type: none"> 1. Select the View tab on the ribbon 2. Click on Outline View <p>IMAGE: Outline view</p>	<p>Image: Outline view</p> 
7	<p>4.1.B. TEMPLATES & THEMES</p> <p>SCRIPT:</p> <p>The first step in creating a PowerPoint presentation is choosing a slide theme or template. The Design tab contains many built-in Themes and color Variants that can be used to change the look of a presentation, as well as the ability to create custom themes.</p> <p>IMAGE: Themes</p> <p>SCRIPT:</p> <p>Be sure to choose a theme with a simple background and a strong contrast between the background and text. Using dark text on a white or off-white background is a good accessibility choice. Using white and black schemes makes it easier to distinguish text and shapes. If the presentation will be viewed on a projector, the contrast and readability may need to be even more pronounced.</p> <p>When selecting a template, you can search for a template by selecting File > New, then describing the template in the Search field. Add the word “accessible” to the search for templates that are tagged as “accessible” by the creator. While this does not guarantee accessibility, it increases the likelihood of finding a good template. Microsoft has identified several templates that are optimized for accessibility.</p>	<p>Image: Themes</p> 
8	<p>4.1.C. SLIDE LAYOUTS</p> <p>SCRIPT:</p> <p>The use of slide “layouts” is the most important part of PowerPoint accessibility. When used correctly, these will ensure</p>	<p>Image: Master slide layout with title and placeholders</p>

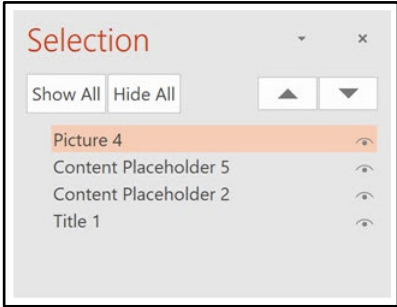
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>information on the slides have the correct heading structure and reading order.</p> <p>Most slide layouts include a slide “title,” usually at the top of the slide. The title will be presented as a heading to screen reader users. The title will be the first thing read on each slide. People who are blind, have low vision, or a reading disability, rely on slide titles to navigate, so be sure to use unique slide titles. For example, by skimming or using a screen reader, they can quickly scan through a list of slide titles and go right to the slide they want.</p> <p>Slide layouts usually contain one or more “placeholder” areas where you add content like images, tables, and SmartArt.</p> <p>IMAGE: Master slide layout with title and placeholders</p>	
9	<p>4.1.C.1. CREATE A NEW SLIDE</p> <p>SCRIPT:</p> <p>Although you can change the layout of a slide at any time, it is easiest to choose your layout when creating a new slide. Some people like to start with a blank slide and add content with text boxes, etc. Doing so is not a best practice, however. By using a template, PowerPoint can identify the nature of all items and the correct reading order. This is important for learners who use screen readers or other assistive technology.</p> <p>On a PC, select either the small arrow or the text “New Slide” right below the icon, and a menu will drop down with all of the available slide layouts. Select one of the options to create a new slide with this layout.</p> <p>IMAGE: Creating a new slide on a PC</p>	<p>Images: Creating a new slide on a PC</p> 
10	<p>4.1.C.2. CHANGE SLIDE LAYOUT</p> <p>SCRIPT:</p> <p>Since we all change our minds, we will learn how to change the layout of an existing slide in three easy steps:</p> <ol style="list-style-type: none"> 1. Select the slide you want to change 2. On the Home tab, select Layout 3. Choose the desired layout from the dropdown <p>IMAGE: Change slide layout</p>	<p>Image: Change slide layout</p> 

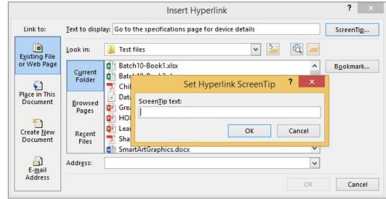
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

11	<p>4.1.D. SLIDE READING ORDER</p> <p>SCRIPT:</p> <p>By default, a screen reader will read the slide title first, followed by other content in elements defined in the slide layout. It will then read any additional content on the slide in the order it was added to the slide. If you insert other content with this principle in mind, it should be presented to screen reader users in a logical order.</p> <p>To check or fix the reading order, select Home > Arrange > Selection Pane. The Selection Pane will appear in the right-hand sidebar. The pane will show every object on the slide. The reading order for the elements in this page is bottom to top. This may seem illogical but think of these objects as layers on a slide. The first object on the slide will be read first. To change the reading order, click and drag or use the up/down arrow buttons.</p> <p>IMAGE: Selection Pane</p>	<p>Image: Selection Pane</p> 
12	<p>4.1.E. FORMATTING TEXT</p> <p>SCRIPT:</p> <p>People who have dyslexia often see text merged or distorted. By reducing the reading load, people who have dyslexia or have low vision benefit. People with low vision benefit from the use of strong contrast between text and background. White and black schemes also make it easier for people who are colorblind to distinguish text and shapes.</p> <p>Ways to format text for accessibility include:</p> <ul style="list-style-type: none">• Using familiar sans serif fonts such as Arial or Calibri• Avoid using all capital letters• Avoid using excessive italics or underlines• Using a larger font size (18pt or larger)• Including ample white space between sentences and paragraphs• Using dark text on a white or off-white background, or reverse it and use white text on a dark background• Using white and black schemes	

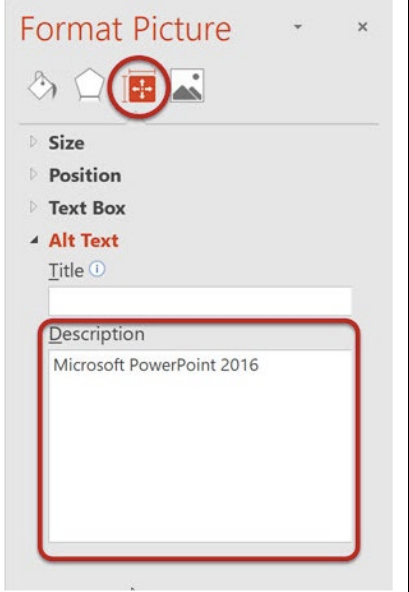
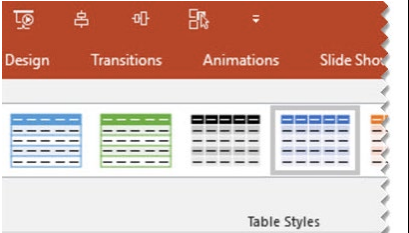
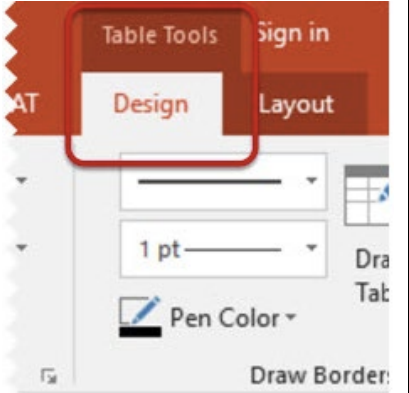
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

<p>13</p>	<p>4.1.F. HYPERLINK TEXT AND SCREENTIPS</p> <p>SCRIPT:</p> <p>People who use screen readers sometimes scan a list of links. Links should convey clear and accurate information about the destination. For example, instead of linking to the text Click here, include the full title of the destination page. You can also add ScreenTips that appear when your cursor hovers over text or images that include a hyperlink. Short, clear hyperlinks like oit.utk.edu are fine to use “as is.” However, longer and/or random hyperlinks need to be converted into real-word hyperlinks. For example, utk.instructure.com/course/88492/90hfeh899f should be converted to a hyperlinked “today’s lesson” or another word or phrase that clearly indicates what is being linked.</p> <p>To add Hyperlink Text and ScreenTips:</p> <ol style="list-style-type: none"> 1. Select the text to which you want to add the hyperlink, and then right-click 2. Select Link. The text you selected displays in the Text to display box. This is the hyperlink text 3. If necessary, change the hyperlink text 4. In the Address box, enter the description address for the hyperlink 5. Select the ScreenTip button and, in the ScreenTip text box, type a ScreenTip 6. To apply the changes, select OK > OK <p>IMAGE: Insert Hyperlink and ScreenTip</p>	<p>Image: Insert Hyperlink and ScreenTip</p> 
<p>14</p>	<p>4.1.G. ALTERNATE TEXT TO IMAGES</p> <p>SCRIPT:</p> <p>Images need equivalent alternative text which presents the content and function of the image. A person who cannot see the image uses a screen reader to read the description provided through the alternative (Alt) text. Decorative graphics do not need Alt text.</p> <p>To add alternative (Alt) text to an image:</p> <ol style="list-style-type: none"> 1. Select the image on the slide 2. Right-click on the image and select Format Picture 3. The Format Picture pane will open. Select the Size and Properties tab 4. Select Alt Text. 	<p>Image: Format Picture Alt Text</p>

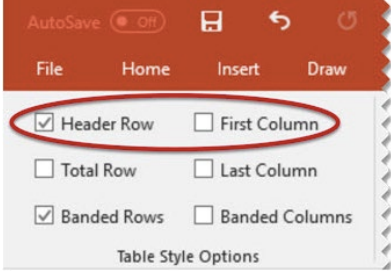
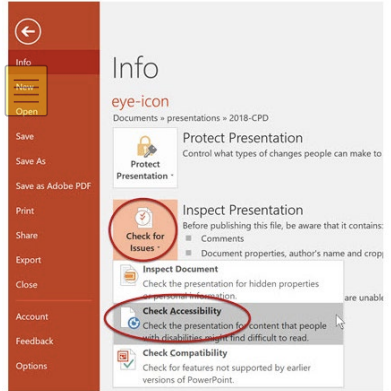
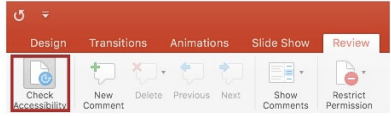
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>5. Type the title and appropriate descriptive text in the Description field only (not the Title field)</p> <p>IMAGE: Format Picture Alt Text</p>	
15	<p>4.1.H. TABLES</p> <p>SCRIPT:</p> <p>Screen readers keep track of their location in a table by counting table cells. You should use a simple table structure and specify column header information. If a table is nestled within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point. Blank cells in a table can also mislead someone using a screen reader into thinking that there is nothing more in the table.</p> <p>In the Table Styles section, select a style where the table headers are clearly identified visually. Make sure the style has good contrast as previously discussed on the Templates and Themes page. (Templates and Themes)</p> <p>LINK:</p> <p>https://utk.instructure.com/courses/64130/pages/templates-and-themes</p> <p>IMAGE: Table styles</p> <p>SCRIPT:</p> <p>PowerPoint allows you to identify a single column of row headers. To use table headers:</p> <ol style="list-style-type: none">1. Position the cursor anywhere in a table	<p>Image:</p> <p>Table Styles</p>  <p>Image:</p> <p>Table Tools Design</p>  <p>Image:</p> <p>Header Row Checkbox</p>

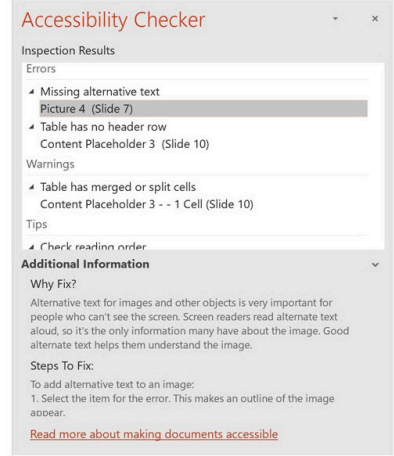
RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<ol style="list-style-type: none"> 2. Select the Design tab 3. In the Table Style Options, select the Header Row checkbox 4. If the first column of the table contains headers for each row, make sure the First Column checkbox is checked 5. In the table, type the column headings <p>IMAGES: Table Tools Design Header Row Checkbox</p> <p>Although most screen readers will not identify table headers in PowerPoint, we recommend going through this process. It is important to identify headers visually, and support for table headers in Microsoft Office is improving constantly. Plus, these headers will be identified when saving to PDF in the most up-to-date versions of PowerPoint.</p>	
16	<p>4.1.1. ACCESSIBILITY CHECKER</p> <p>SCRIPT:</p> <p>PowerPoint includes a tool that will identify many common accessibility issues. The accessibility checker is basically the same on a PC and on a Mac, but the steps to start the check are different.</p> <p>To run the accessibility checker on a PC, select File > Info. Select the Check for Issues button and choose Check Accessibility.</p> <p>To run the accessibility checker on a Mac, select the Review tab, then choose Check Accessibility.</p> <p>IMAGE: Accessibility checker on a PC</p> <p>SCRIPT:</p> <p>Running the accessibility checker on a PC</p> <p>IMAGE: Accessibility checker on a Mac</p> <p>SCRIPT:</p> <p>Running the accessibility checker on a Mac</p> <p>On a PC and on a Mac, the Accessibility Checker sidebar will appear to the right. The checker presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., check slide reading order for slides with custom content). Selecting an item in the report will highlight the issue within the slide. Information about the issue, and instructions on how to repair it, will also appear at the bottom of the sidebar.</p>	<p>Image: Accessibility checker in Windows</p>  <p>IMAGE: Accessibility checker in Mac</p>  <p>IMAGE: Accessibility checker</p>

RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>IMAGE: Accessibility checker</p> <p>SCRIPT: When the issue is addressed, it will disappear from the report automatically.</p>	 <p>The screenshot shows the 'Accessibility Checker' window. Under 'Inspection Results', there are three sections: 'Errors' (with one error: 'Missing alternative text' for 'Picture 4 (Slide 7)'), 'Warnings' (with one warning: 'Table has merged or split cells' for 'Content Placeholder 3 - - 1 Cell (Slide 10)'), and 'Tips' (with one tip: 'Check reading order'). Below these is an 'Additional Information' section explaining why alternative text is important and providing steps to fix the error.</p>
17	<p>4.1.J. OTHER ACCESSIBILITY PRINCIPLES</p> <p>SCRIPT: Lastly, here are a few more accessibility principles to follow when preparing PowerPoints:</p> <ul style="list-style-type: none"> • Transitions and animations should be simple. • Complex or automatic transitions and animations can be distracting. • Use clear and simple language. • If you have embedded video, ensure the video is captioned. • If you have embedded audio, include a transcript. 	
18	<p>5.1. PRACTICE YOUR SKILLS</p> <p>SCRIPT: Making PowerPoints accessible is not difficult. Implementing accessibility tools while designing a PowerPoint presentation benefits all learners. Now it's your turn to practice your skills. Feel free to link back to the lesson for help.</p> <ol style="list-style-type: none"> 1. From the <u>Office template website</u> (https://templates.office.com/) choose an accessible PowerPoint template, by entering "accessible PowerPoint template" in the search field (Templates and Themes) LINK: https://utk.instructure.com/courses/64130/pages/templates-and-themes 2. Create a new "Title and Content" slide (Create a New Slide) LINK: https://utk.instructure.com/courses/64130/pages/create-a-new-slide 	

RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<ol style="list-style-type: none">3. Create text using three accessibility formats (Formatting Text) LINK: https://utk.instructure.com/courses/64130/pages/formatting-text4. Insert an image and apply alternate text to the image (Alternative Text for Images) LINK: https://utk.instructure.com/courses/64130/pages/alternative-text-for-images5. Run the accessibility checker and repair any issues (Accessibility Checker) LINK: https://utk.instructure.com/courses/64130/pages/accessibility-checker	
19	<p>6.1. RESOURCES</p> <p>Portable Document Format (PDF)</p> <p>Creating Accessible Documents: How-To Guide for MS Office 2016</p> <p>Links</p> <p>Accessibility Checker Rules (https://support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1)</p> <p>Make your PowerPoint presentations accessible (https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25)</p> <p>Office Template website (https://templates.office.com/)</p> <p>The Interaction Design Foundation (https://www.interaction-design.org/literature/article/accessibility-usability-for-all?utm_source=newsletter&utm_medium=email&utm_content=letter02152017&utm_campaign=subscribers)</p> <p>The University of Tennessee, Knoxville Accessibility (https://accessibility.utk.edu)</p> <p>The University of Tennessee, Knoxville Course Syllabus Template (https://teaching.utk.edu/the-syllabus/)</p>	

RITA GRAY - STORYBOARD

COURSE: MAKING POWERPOINTS ACCESSIBLE

	<p>The University of Tennessee, Knoxville Office of Information Technology Instructional Design & Support Accessibility of Learning Materials (https://oit.utk.edu/instructional/strategies/accessibility-of-learning-materials/)</p> <p>The University of Tennessee, Knoxville Student Disability Services (https://sds.utk.edu)</p> <p>©WebAIM PowerPoint Accessibility (https://webaim.org/techniques/powerpoint)</p>	
--	---	--