Program: Introduction to Information and Communication Technology Accessibility and Inclusive Design

Course: Accessible Digital Content

Third Section: Accessible Presentation documents

Course Overview and Licensing Information

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Targeted competencies:

- [**Mada ICT-AID Competency Framework**]

    - **D4.1, D4.2, D4.3, D4.4**

    - **D4.5.1, D4.5.2, D4.5.3, D4.5.4, D4.5.5**

General objectives

- Understanding key considerations for accessibility in common digital formats.

- Familiarity with fundamental principles of accessibility when creating digital content, such as word processing documents, presentations, PDF files, and various multimedia formats.

- Testing, evaluating, and reviewing accessibility requirements for inaccessible digital content.

Unit learning outcomes

- **By the end of this unit, you will be able to:**

    - Identify digital accessibility requirements in common digital formats.

    - Create accessible digital content.

    - Evaluate and review inaccessible digital content.

Unit Topics

- Accessibility considerations for common digital formats.

- Accessible word-processing documents.

- Accessible Presentation documents.

- Accessible PDF documents.

- Accessibility considerations for different multimedia formats.

3.   Accessible Presentation documents

Section learning outcomes

- **By the end of this section, you will be able to:**

  - Identify and apply digital accessibility considerations to presentation documents.

  - Evaluate and review the accessibility of presentation documents using automated verification tools and assistive technology.

  - Correct non-accessible presentation documents.

  - Review the accessibility checklist for presentation documents and related best practices.

1. **Creating a digitally accessible presentation**
   a) **Presentation software (1/2)**

   ▪ Presentation documents are created using word processing or text editing software that provides a range of digital editing services to users for creating presentation documents, formatting, displaying, saving, and printing.

   ▪ Examples of presentation software typically part of office suites: OpenOffice, Keynote, Google Slides, Microsoft PowerPoint.

   ▪ Commonly used by students, teachers, authors, researchers, presenters, managers, etc.

   ▪ It is essential for individuals with disabilities and different abilities to access, read, and interact with the content.

1. **Creating a digitally accessible presentation**
   a) **Presentation software (2/2)**

   ▪ Microsoft PowerPoint is considered one of the most widely used software programs for creating presentations and slideshows.

   ▪ Microsoft PowerPoint will be used within the current course to present the basics of digital accessibility for presentation documents.

   ▪ Documents in Microsoft PowerPoint are saved using the .pptx format as the actual text document format.

   ▪ This program can also be used to create PDF and HTML files. Microsoft PowerPoint includes many features and properties related to digital accessibility.

1. **Creating a digitally accessible presentation**
   b) **Digital accessibility in Microsoft PowerPoint**

   - The following procedures describe how to create digitally accessible presentations:

     - Templates and themes

     - Slide layouts

     - Slide reading order

     - Alternative texts

     - Tables

     - Links

     - Checking presentation accessibility

1. **Creating a digitally accessible presentation**
   c) **Templates and Themes**

   ▪ The following procedures describe how to create digitally accessible presentations:

      ▪ Choosing templates and themes is the first step in designing presentations.

      ▪ There are numerous built-in templates available in presentation software.

      ▪ It is important to verify the accessibility of these templates and others that can be downloaded from the web, especially regarding color contrast between backgrounds, text, and shapes, maintaining simplicity in backgrounds, and minimizing text to ensure slides are accessible and readable.
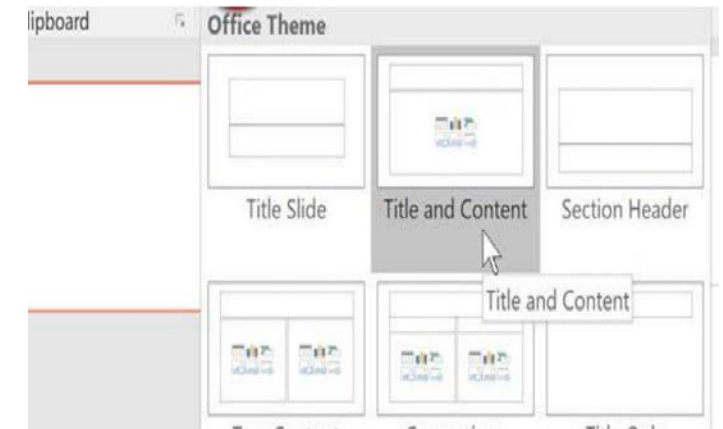
   WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
   d) **Slide Layouts (1/2)**

   ▪ Slide layouts are a crucial part of presentation accessibility.

   ▪ They allow for structuring and organizing the information

   contained in slides, using heading structures and reading order.

   ▪ Most slide layouts include a slide title and other display elements

   to add content to each slide, such as lists, images, and tables,

   which are read on each slide.

   ▪ Screen reader programs use headings, with the slide title being
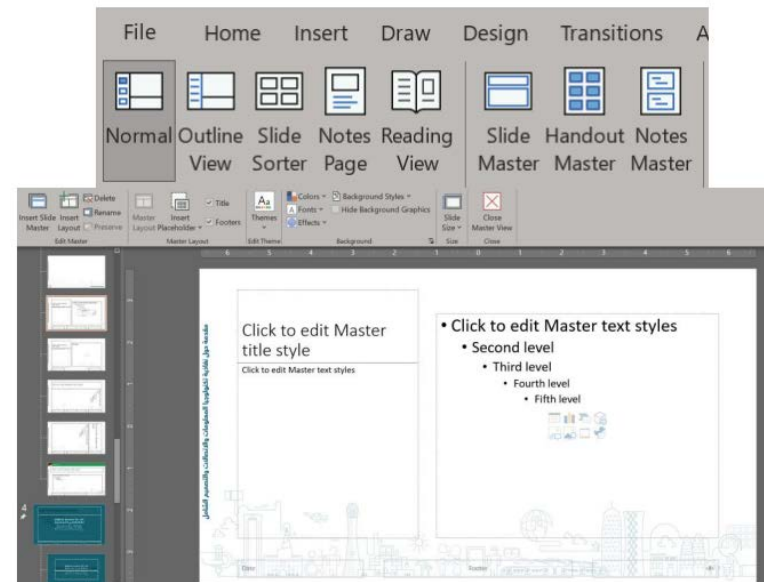
   the first thing read on each slide.

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1. **Creating a digitally accessible presentation**
   d) **Slide Layouts (2/2)**

   ▪ Slide layouts in the presentation can be modified for each individual slide or for all slides.

   ▪ These adjustments are made through the master slide view, allowing for the creation of layouts that adhere to appropriate heading structures and slide reading order requirements, ensuring accessibility.
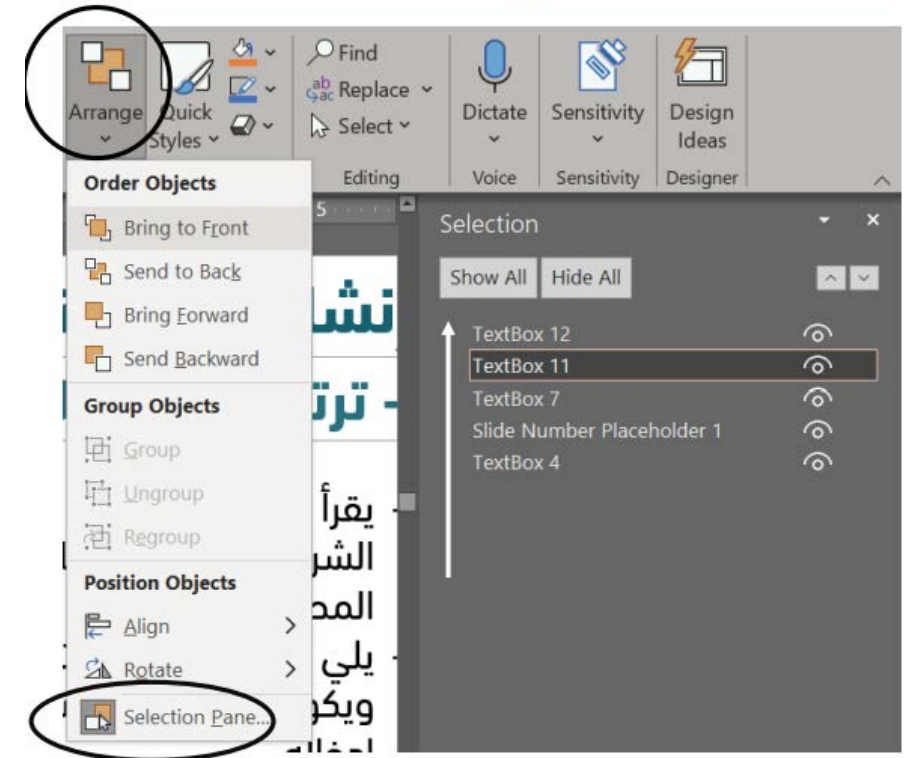

WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
   e) **Slide reading order**

   ▪ The screen reader first reads the slide title, followed

     by the other elements specified in the slide layout.

   ▪ Any additional content is presented in the order it was

     entered.

   ▪ The selection pane displays all elements on the slide.

   ▪ The reading order of elements on this page is from
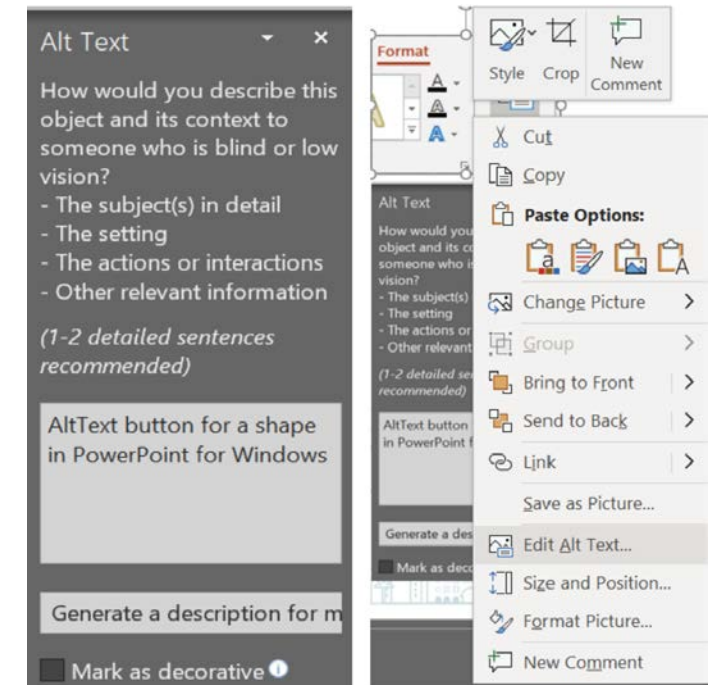
     bottom to top.

   WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
    f)   **Alternative Texts**

    ▪   Alternative texts provide textual descriptions for non-textual

        content, enabling screen reader programs to access visual

        elements such as images, graphics, shapes, and icons,

        conveying their content to visually impaired individuals.

    ▪   Presentation software offers a dedicated feature for entering

        alternative texts.

    ▪   Access to this feature is available by right-clicking the mouse

        and selecting "View Alt Text" from the menu or by choosing

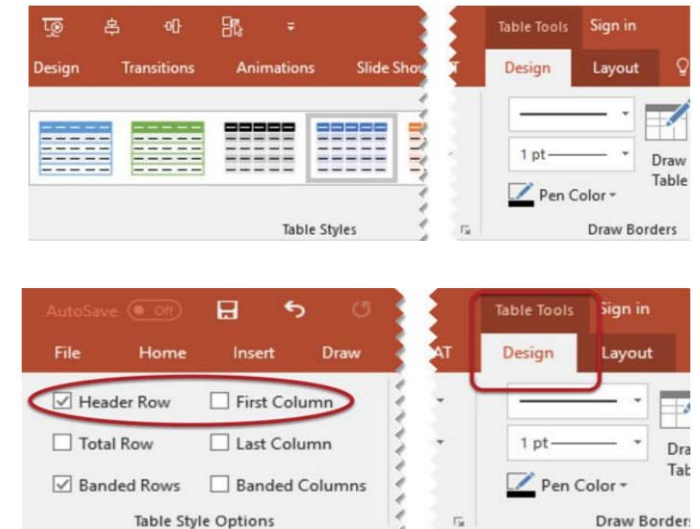   alternative text within the image formatting options.

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1. **Creating a digitally accessible presentation**
   g) Tables

   ▪ PowerPoint allows designing and adding tables within slides.

   ▪ Embedded table styles can be used and customized or a custom

   design created.

   ▪ Tables must be digitally accessible primarily by:

      ▪ Ensuring sufficient color contrast between text and

      background.

      ▪ Adding a title and description for the table.

      ▪ Defining table headers: one row as column headers and one
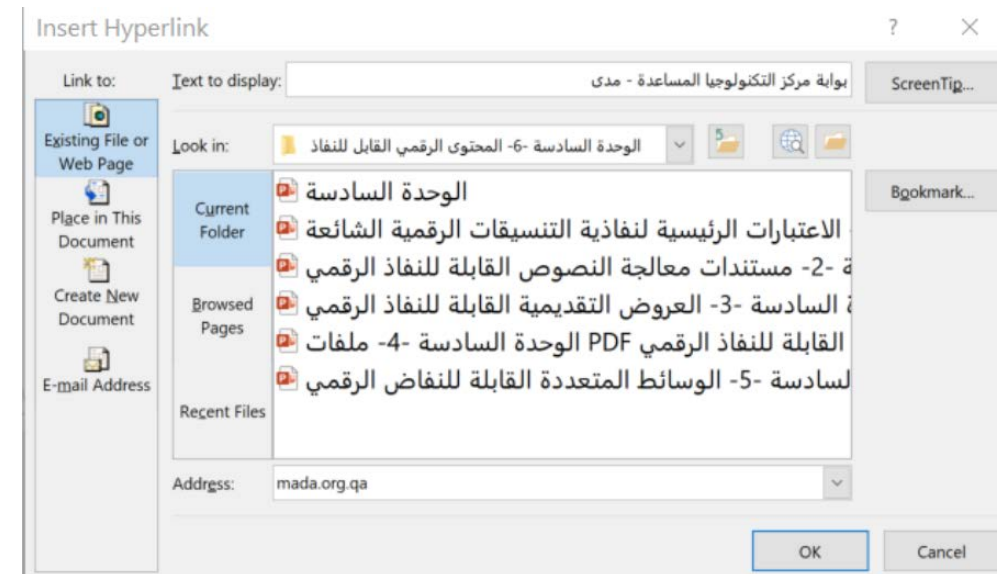
      column as row headers.

   WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
   h) **Links**

   ▪ Links in PowerPoint allow access to external content such

   as websites, web pages, and email.

   ▪ It is essential to add a descriptive text to the link to help
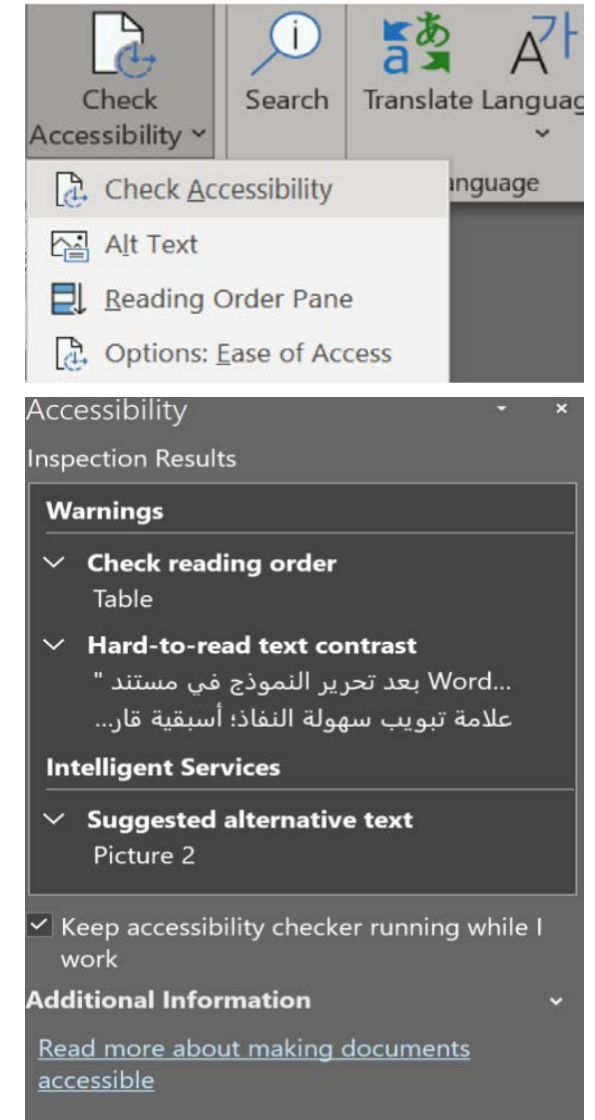
   users understand its destination.

WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
   i) **Accessibility Checker**

   - PowerPoint includes a tool for checking the digital accessibility of presentation documents.

   - To run the checker:

     - select Review > Check Accessibility.

   - The checker displays a brief report on the main accessibility issues in the presentation. When the issue is addressed, it will automatically disappear from the report.

   WebAIM: PowerPoint Accessibility

1. **Creating a digitally accessible presentation**
    j)   Common Errors (1/2)

-   Slides not properly organized.

-   Not using built-in slide templates in the software.

-   Inconsistent use of slide titles.

-   Insufficient color contrast.

-   Failure to specify reading order for slide contents.

-   Not adding alternative text to visuals and tables.

-   Not using bullet points in lists.

-   Inappropriate font sizes and styles.

1. **Creating a digitally accessible presentation**
   j)   Common Errors (2/2)

   ▪ For detailed information on digital accessibility for Microsoft PowerPoint presentations, you

     can explore the following links:

       ▪ **Microsoft PowerPoint Accessibility**

       ▪ **WebAIM: PowerPoint Accessibility**

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