



Creating Accessible PowerPoint Presentations

Elizabeth Tu

[Center for Faculty Development Accessibility](http://www.sjsu.edu/cfd/teaching-learning/accessibility) at
<http://www.sjsu.edu/cfd/teaching-learning/accessibility>

Agenda

- Who are our students?
- Problems over Inaccessibility
- What is an accessible PowerPoint presentation?
- How to create an accessible slide presentation
 - The **S.L.I.C.** check
- Creating Handouts and Printing
- Listening to a slide presentation
- References

Who are Our Students?

- Educational, does one size fit all?
- Individuals bring in different skills, culture, learning style, needs, interests, and other characteristics to learning.
- "Diversity" in our student population is more than cultural; it includes a wide range of physical, visual [sensory], hearing, learning [cognitive], attention, and communication abilities.
- Courses or presentations designed with Universal Design for Learning (UDL) “strive to focus on the strength of individuals... what they CAN do rather than on what they cannot” and “proactively address the needs of people with the broadest range of characteristics...” (Emmert, M. A. 2008) ¹

Who are Our Students? (cont.)



➤ US Census, 2010:

Approximately 18.7% (56.7 million people) of the population report having a disability in 2010.



- Based on the 2007-2008 National Postsecondary Student-aid study, 10.8 % of the undergraduate students reported with disabilities: <http://goo.gl/zqdWKX>

Who are Our Students? (cont.)

➤ SJSU AEC student registration data from 2004 to 2013

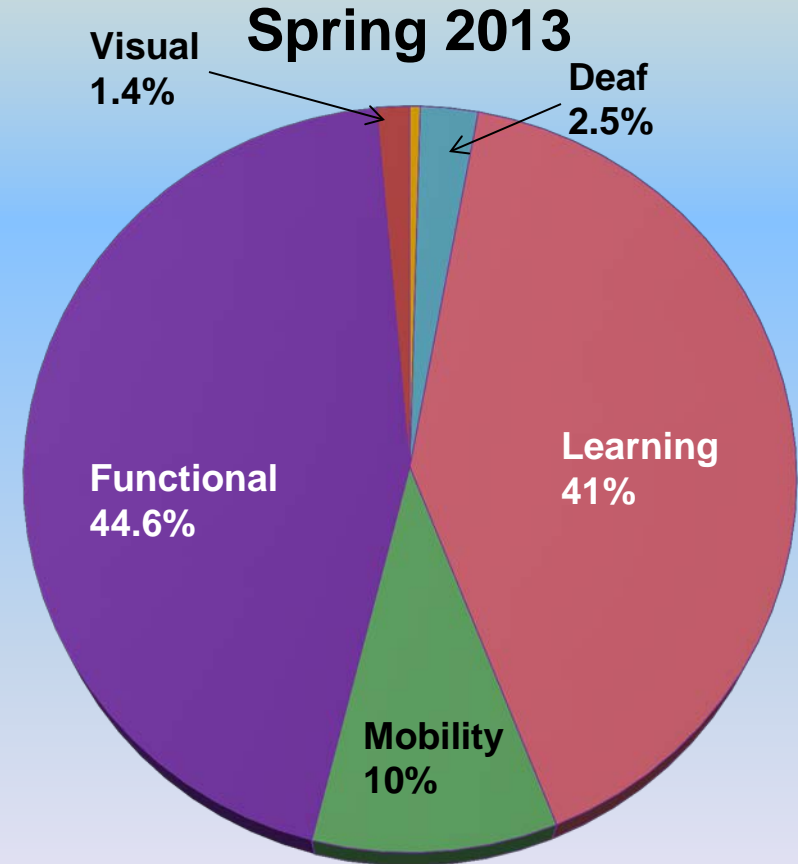
Semester	Total	Total + Open U	SJSU Enrollment
Spring 2004	553 (2%)	783 (3%)	28,800
Fall 2005	890 (3%)	913 (3%)	29,975
Fall 2006	933 (3%)	1021 (3%)	29,604
Fall 2007	1073 (3%)	1136 (4%)	31,906
Fall 2008	1124 (3%)	1221 (4%)	32,746
Fall 2009	1127 (3.6%)	1257 (4%)	31,280
Fall 2010	1058 (3.6%)	1114 (3.8%)	29,076
Fall 2011	1127 (3.7%)	1170 (3.9%)	30,236
Spring 2012	1102 (3.9%)	1176 (4.2%)	28,002
Spring 2013	1125 (4.1%)	1180 (4.3%)	27,503

Who are Our Students?

AEC Spring 2013 student registration data

- Communication = 5 (.44%)
- Deaf/HOH = 28 (2.5%)
- Learning disability = 462 (41%)
- Mobility = 112 (10%)
- Functional disability = 502 (44.6%)
- Visual disability = 16 (1.4%)

Total = 1125



Complaints over Inaccessibility

7 complaints from disabled students over inaccessible online courses:

1. Inaccessible live chat and discussion board in Moodle LMS
2. Inaccessible faculty-prepared class assignments and materials on the learning management system, Moodle.
3. Inaccessible documents that are scanned images on webpages and websites.
4. Inaccessible videos, and videos in Flash format, that are not captioned.
5. Inaccessible library database materials.
6. Inaccessible course registration through a website, Cyber Bear.
7. Inaccessible classroom clickers.

For more information about the 7 complaints, visit <http://goo.gl/FIZjB>

Settlement Agreement over Inaccessibility, May 2013

UC Berkeley's Settlement Agreement with Students with Print Disabilities on May 7, 2013:

- Timely access to instructional materials with accessible alternate media format
 - Textbooks: 10 business days
 - Course readers: 17 business days
 - Request for timely delivery of alternate format: 3 days prior to start of class
- Improve library online catalog software for screen reader access
- Implement scanning machines or other assistive technology to allow self-service by students
- Provide assistance with scanning for those with physical disabilities
- Faculty may be subject to referral to the Vice Provost and reference the Faculty Code of Conduct if they refuse to submit textbook adoptions at least 7 weeks prior to start of class
- Reading materials posted by the faculty and staff will be made accessible in a reasonable and equitable time frame.

For more information about [UC Berkeley's Settlement Agreement](http://goo.gl/P6L56), visit <http://goo.gl/P6L56>

Settlement Agreement over Inaccessibility, July 2013

Louisiana Tech University's Settlement Agreement on July 23, 2013:

Synopsis

- A blind student was unable to participate in a course due to an inaccessible online learning product (MyOMLab) and hard copy classroom handouts
- Faculty member directed student to app vendor and assigned another student in the course to convert the handouts
- Campus failed to provide equal and timely access to the course materials within one month
- Student dropped the course due to inability to participate equally in the class discussion or prepare for the exams in a timely manner

Outcomes

- **Policy Related**
 - Affirm the role of Disability Services (DS) Office as the authorized liaison between students and faculty and DS to coordinate with instructors on the delivery and service of course accommodations
 - University will revise and adopt policies and procedures to comply with accessibility standards and disseminate appropriately within 120 days

Settlement Agreement over Inaccessibility, July 2013 (cont.)

Louisiana Tech University's Settlement Agreement on July 23, 2013 (cont.):

➤ Training Related

- All instruction-related individuals [faculty, TAs, administrators] must receive [ADA] training on their role and responsibilities, campus resources, best practices
- All student orientation will include presentation by Disability Services office

➤ Reporting Related

- Report the above faculty and student training dates and attendance
- Submit initial and annual compliance reports concerning this Settlement Agreement (policy revision, training and related complaints)

For more information about [Louisiana Tech University's Settlement Agreement](http://www.ada.gov/louisiana-tech.htm), visit <http://www.ada.gov/louisiana-tech.htm>

What is accessibility?

Accessibility is about:


- How to include students with disabilities
- How students with disabilities access electronic information

Accessibility is not a feature, it's about procedures, processes and techniques.

Note: Contact [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at www.sjsu.edu/aec if you have any questions concerning how to make course adaptations or accommodations for students with disabilities.

What is an accessible presentation?

- An accessible slide presentation is a digital document which can be
 - modified by highlighting texts, increasing the font size, or,
 - read aloud by text reader software for users with disabilities.
- Watch [Lana's story](http://teachingcommons.cdl.edu/access/materials/LanaStory.shtml) from the video series of "From Where I Sit" at <http://teachingcommons.cdl.edu/access/materials/LanaStory.shtml>



How to Make My Slide Presentation Accessible?

The S.L.I.C. Check

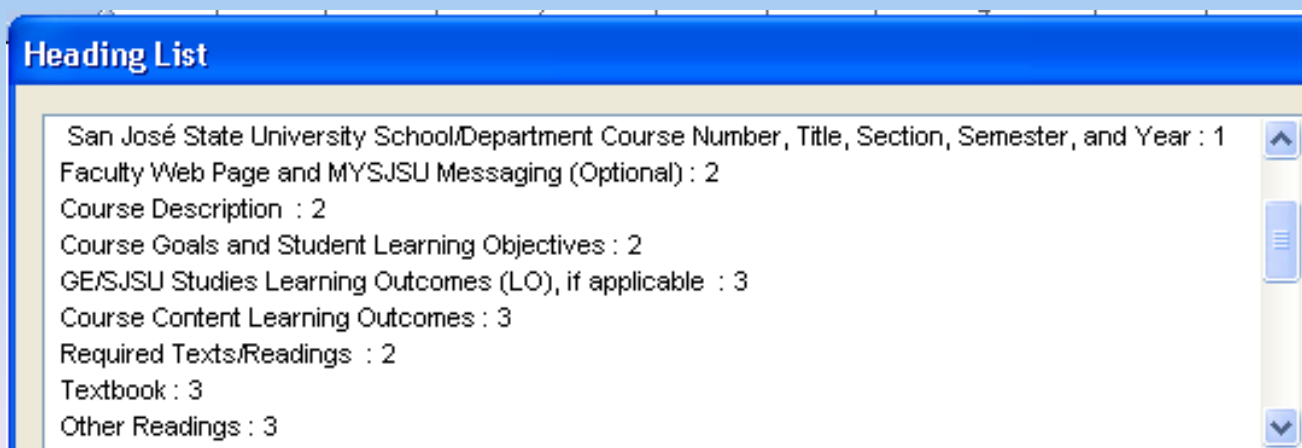
- To create an accessible slide presentation, focus the following four elements in your document:
 - **S**tructure - via Outline pane and Slide Layouts
 - **L**inks – add meaningful website name, url and hyperlink
 - **I**mages, graphics, or any non-text information – add descriptive alternative text or caption
 - **C**hart or table: created from within PowerPoint or include source file and descriptions

INSTRUCTIONS ON CREATING ACCESSIBLE SLIDE PRESENTATIONS

Structure

Why is it important to have a structure for my slide presentation?

A: Structure is important to provide an overall outline of you document for easy navigation. Screen reader software can provide a listing of heading styles for users with disabilities to navigate quickly to any parts of the document. See a sample of the Heading list generated by JAWS below.





Structure (continued)

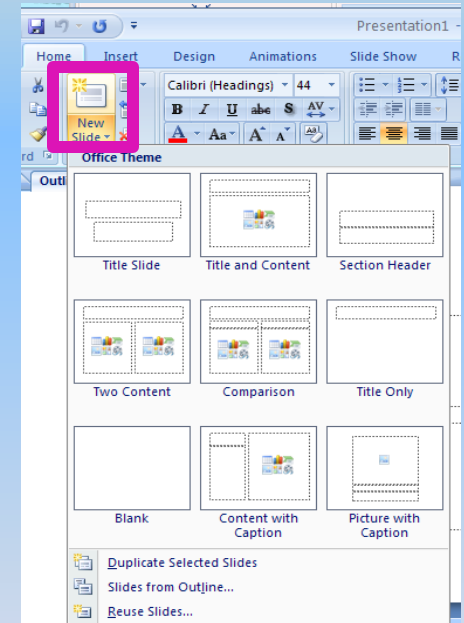
There are three steps to ensure your slide presentations have structure in Microsoft PowerPoint for windows:

- A. Use the Slide Layouts
- B. View the Outline pane
- C. Include a slide title for each slide

Structure (continued)

A. Slide Layouts in Microsoft PowerPoint

1. On **Home** tab, in **Slides** group, click the down arrow in the lower right corner of the **New Slide** icon.
2. Select title slide or any appropriate layout to start building your slide presentation.



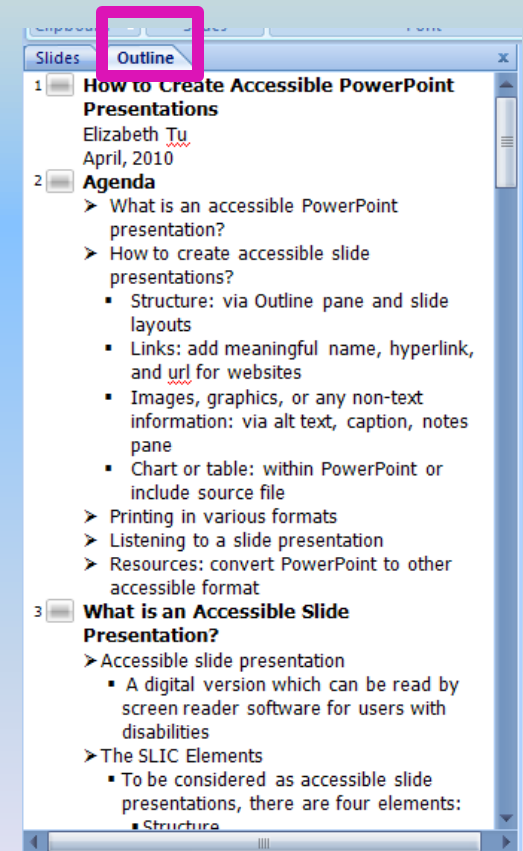
NOTE: Slide layouts help define the structure and sequence of titles, subtitles, content texts, and objects for the entire slide presentation.

Structure (continued)

B. Outline Pane in Microsoft PowerPoint

- Click ***Outline tab*** in the Slide and Outline area. Text displayed on the outline pane will be read by screen reader software.

C. Make sure each slide has a slide title. The slide title serves as the structure heading in navigating and understanding the logical flow of your slide presentation.





Links

If there are any web links in your slides, make sure to include the following information

- A meaningful name for the website
- The URL web address
- Hyperlink the name of the website



Links (continued)

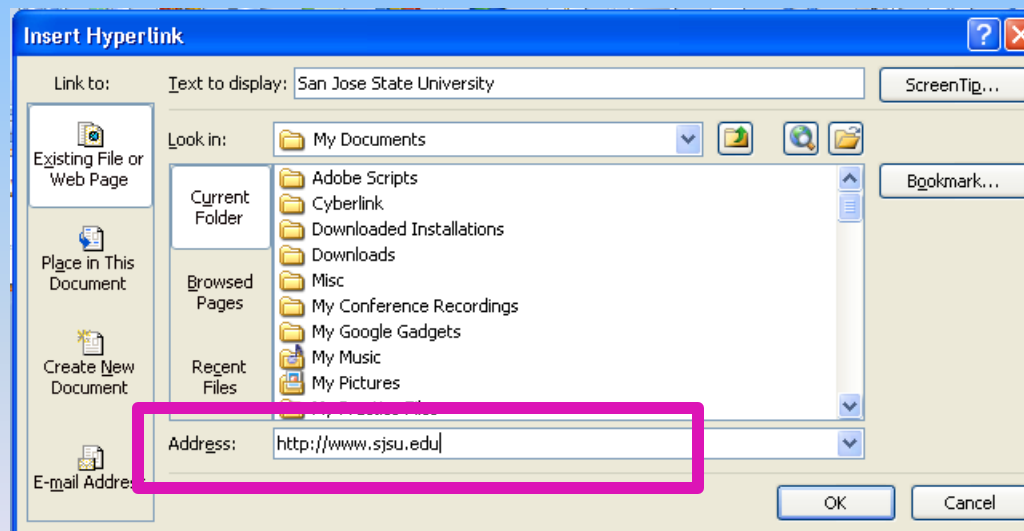
Instructions on how to create hyperlinks for your documents in Microsoft PowerPoint:

1. Highlight the text you want to hyperlink.
2. Right click the highlighted text and select ***Hyperlink*** in the pop-up box.



Links (continued)

3. In the ***Insert Hyperlink*** window, enter the URL in the ***Address*** box at the bottom.
4. Click OK.





Links (continued)



Sample of a hyperlinked website name with URL displayed

Note: The more relevant links included in your document, the more traffic you will have for your page.

Links (continued)

Why do I need to hyperlink the name of the website?

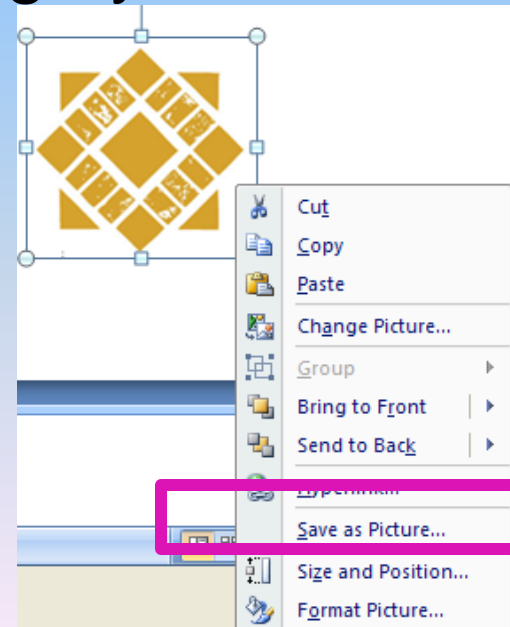
A: Screen reader software such as, JAWS, can provide a list of hyperlinks for users with disabilities. It is more meaningful to read the name of the website than the long URL or “click here.” See a sample of the Links list generated by JAWS below.



Images

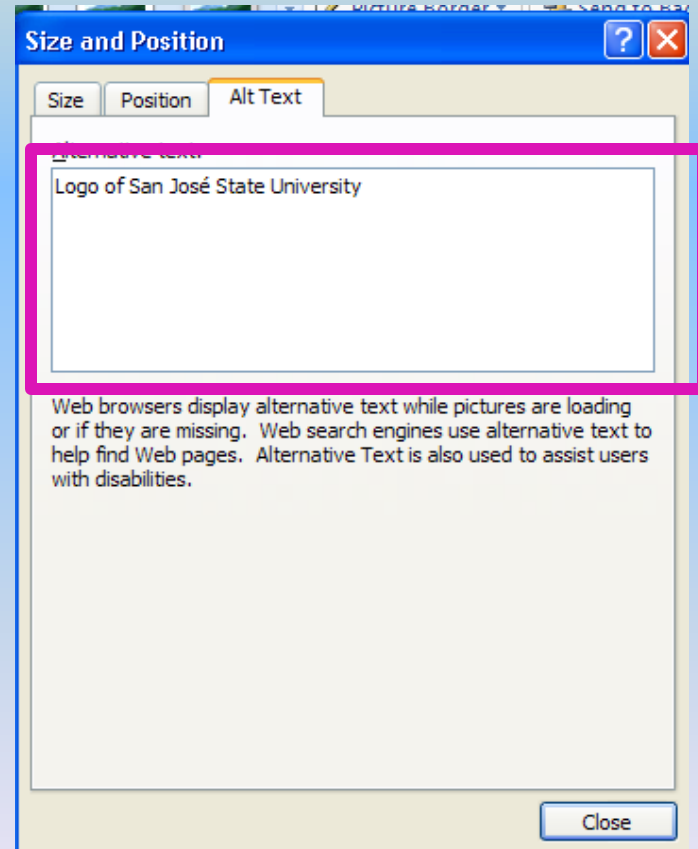
If there are images, graphics, or any non-text information in your presentation, make sure to include descriptive alternative texts or captions to explain the message you want to communicate via images.

1. Right-click on the image and select ***Size and Position*** or ***Format Picture***.



Images (continued)

2. In the ***Size and Position*** window, click the ***Alt Text*** tab.
3. Enter descriptive information in the ***Alternative text*** box.
4. Click ***Close*** .





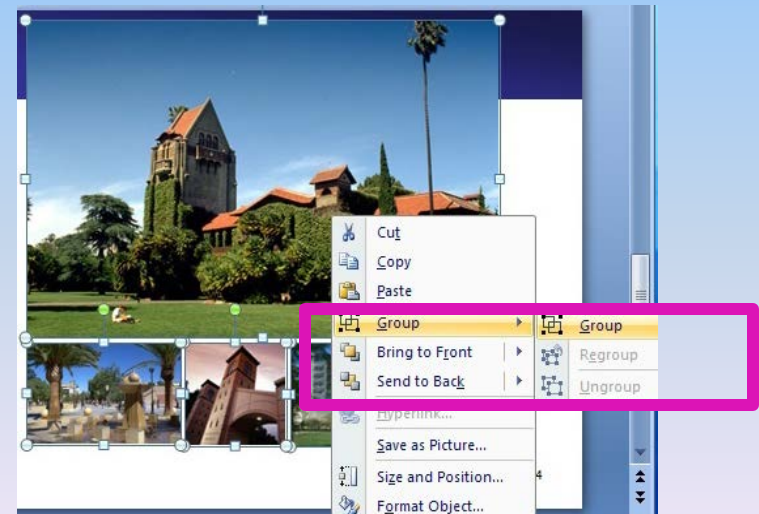
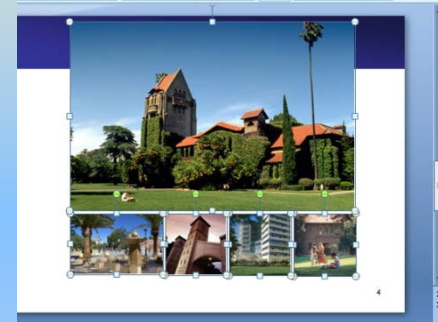
Images (continued)

Q: Sometimes I may use several images to illustrate the same key point on one slide. Do I have to add alternative texts for each one of the images?

A: If you are trying to convey the same content or message with several images, you can group all images into one big image then add alt text or caption for this one grouped image.

Images (continued)

5. Hold down **Shift** key and **click** each images
6. Right click the grouped image and select **Group** under **Group** in the pop-up box.
7. Repeat steps 1 and 2 to add alternative text for this grouped image.





Charts or Tables

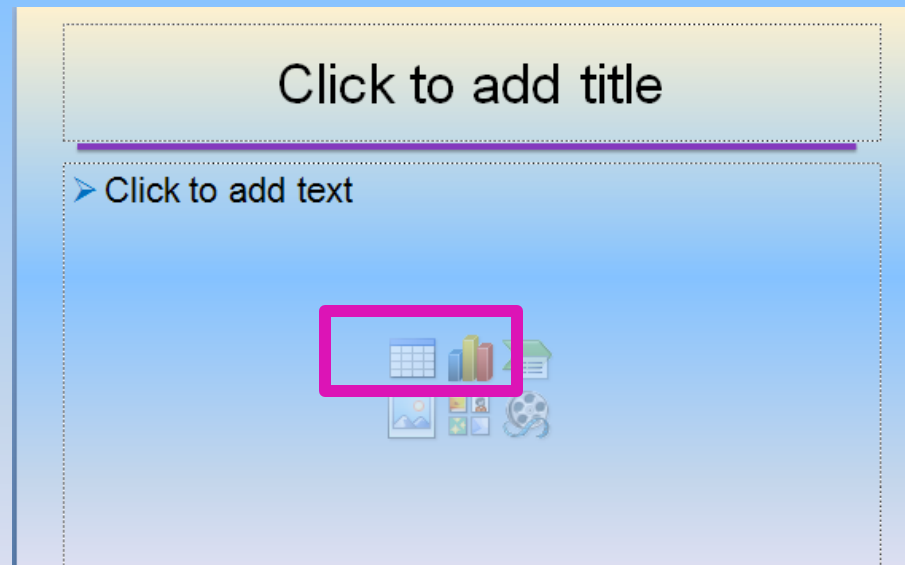
Q: What do I need to do if I include Charts or Tables in my slide presentation?

A:

- a) For simple tables or charts, create them from the built-in PowerPoint slide layout. They can be read more easily by a screen reader than those imported from Word or Excel.
- b) You can also import the data from Word or Excel and attach the source document.

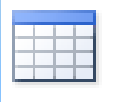
Charts or Tables (continued)

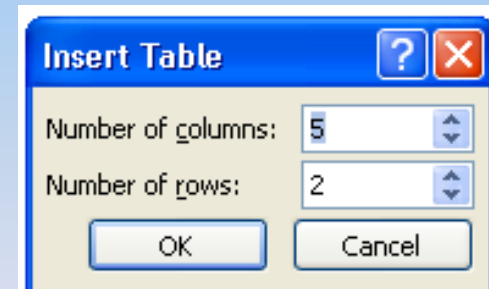
For a simple table or chart, click on either the table or chart icon on your slide layout to build your slide content.



Charts or Tables (continued)

To import the tabular data from Word,

- Click on the **table icon**  decide the appropriate columns and rows, copy your table from the source document and paste it into the slide presentation.

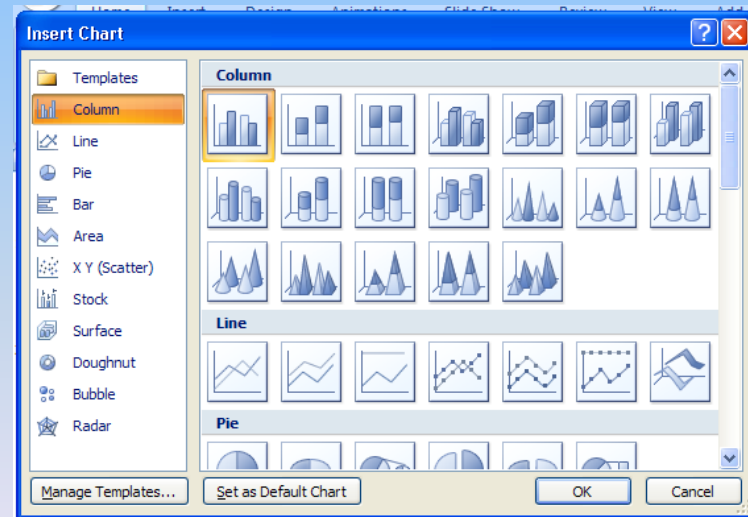


Charts (continued)

To import the chart from source document into the slide presentation,

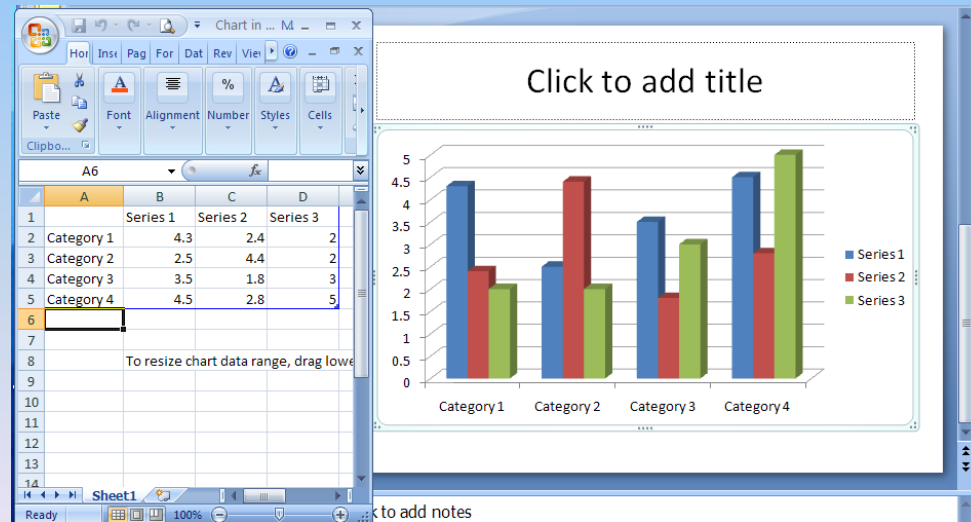
1. Click on the **Chart icon**  on the slide layout.

2. From the **Insert Chart** window, select your desirable chart type.



Charts (continued)

3. Double click on your selected chart. A new Excel spreadsheet will open with a sample staging data and a sample staging chart on the PowerPoint slide side by side.



Charts (continued)

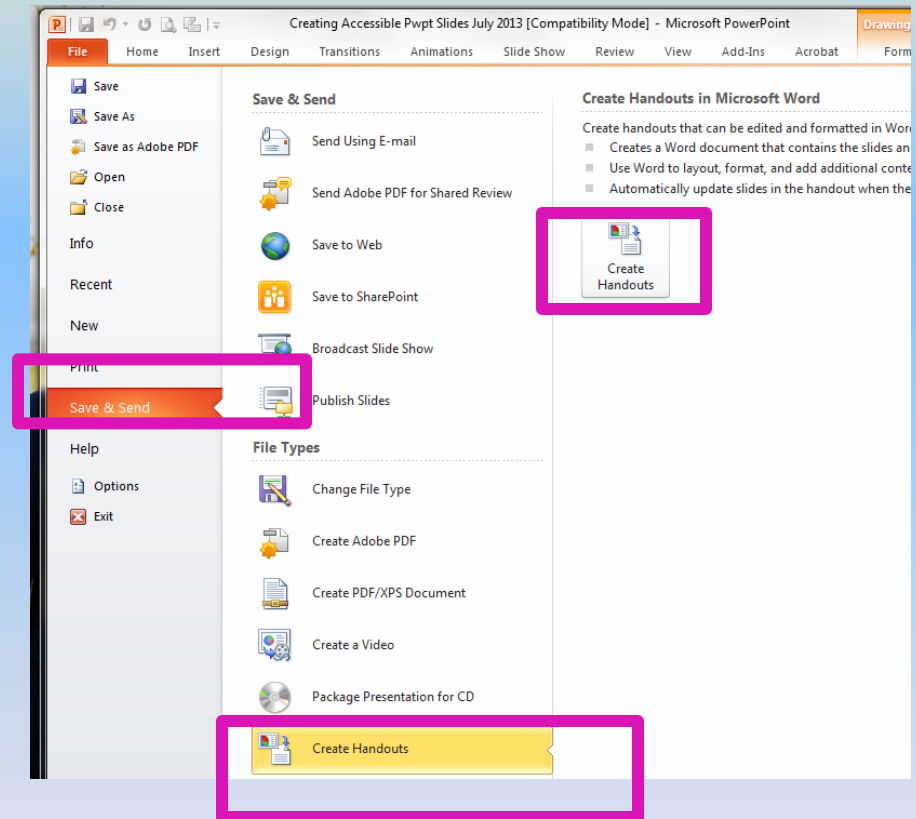
4. Copy the source data from your original Excel spreadsheet and paste them onto the new Excel spreadsheet. Follow instructions to resize chart data range if necessary to reflect your source data correctly.

NOTE: Screen reader software cannot read the context information for tables or charts. Use Notes pane to explain the information in the chart and table. Reference and attach this notes page as a separate document to the slide presentation.

Creating Handouts

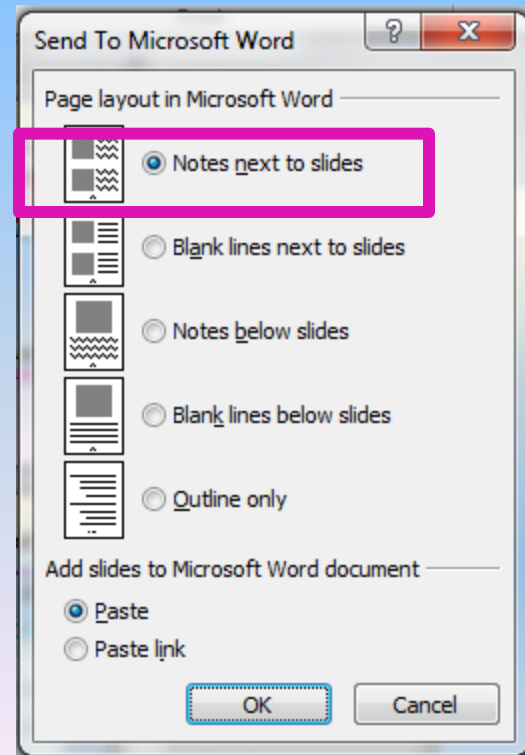
If you use Notes pane to explain your charts, tables, complex images, or audio files, save your notes page as a separate document.

1. Select **Save & Send** from **File** menu, then select **Create Handouts**.
2. Click **Create Handouts** icon in Create Handouts in Microsoft Word at the right pane.



Creating Handouts (continued)

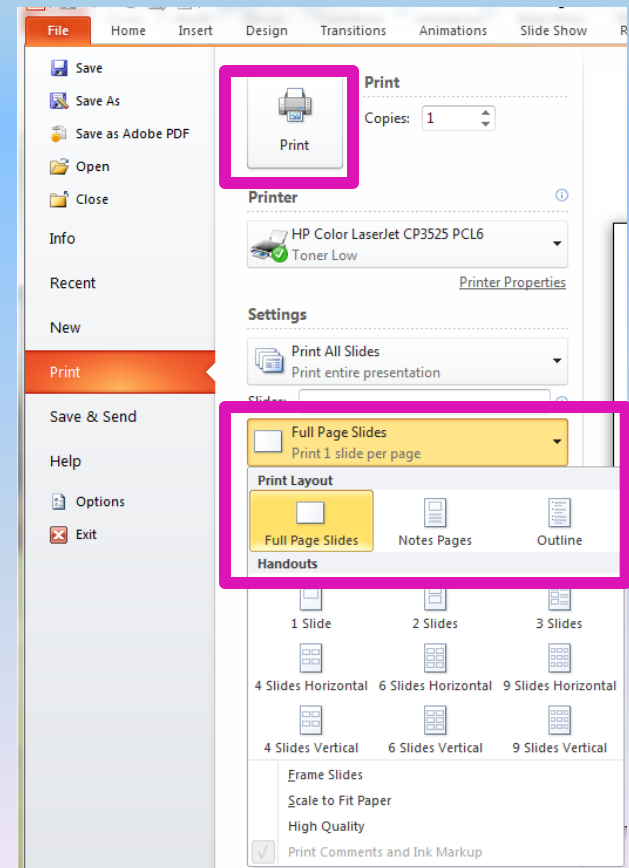
3. In the **Send to Microsoft Office Word** window select your desirable page layout in Microsoft Office Word by clicking the appropriate radio button such as **Notes next to slides**.
4. Click **OK** to save your Notes as a separate Word file. You can use this separate Notes document as your handouts.



Printing

There are several options to print your slides.

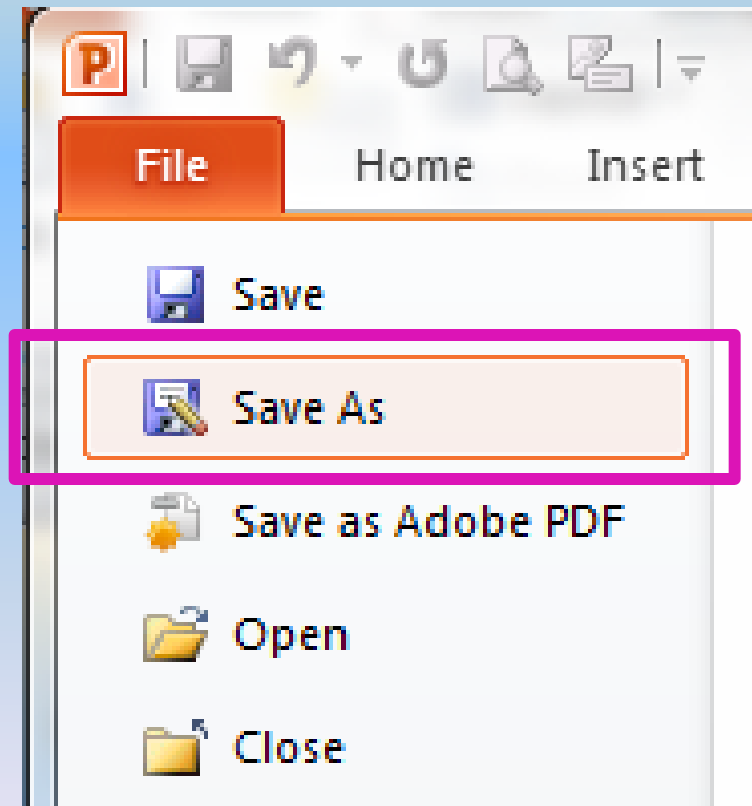
- Select **Print** under **File** menu
- Click the down arrow next to **Full Page Slides**, a drop down box becomes available.
- Click to print 1, 2, 3, 4, 6 or 9 **Slides per page Handouts**.
- Or, click to print **Notes pages or Outline** page.
- Make your desirable decision and click **Print** button at the top.



Listening to Your Slides

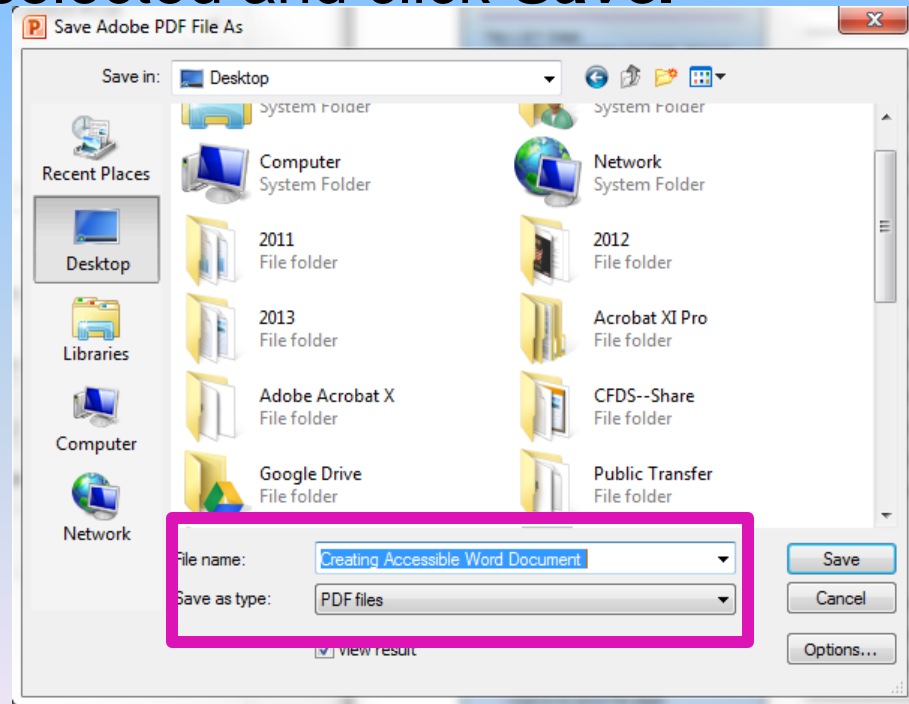
You can listen to the slides to test whether your presentation is readable.

1. Under **File** menu, select **Save as** or Save as Adobe PDF to save your PowerPoint slide as a PDF document.



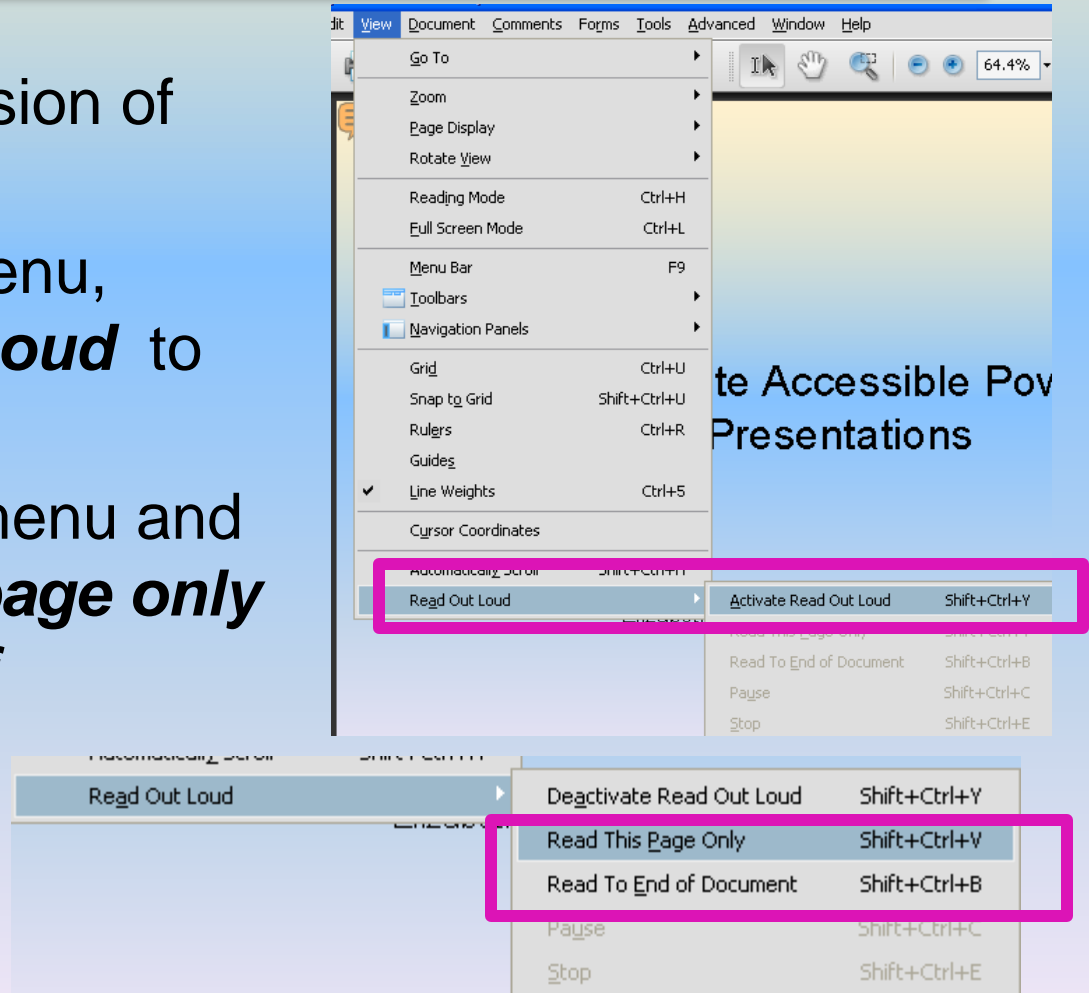
Listening to Your Slides (continued)

2. In the **Save As** window, enter a file name.
3. In the **Save as type** drop down box, ensure **PDF files** is selected and click **Save**.



Listening to Your Slides (continued)

4. Go to the PDF version of your slides.
5. Under the **View** menu, select **Read Out Loud** to activate it.
6. Go back to **View** menu and select **Read this page only** or **Read to End of Document**. Your slides will be read aloud back to you.



References

1. Universal Design in Higher Education: From Principles to Practice, edited by S. E. Burgstahler and R. C. Cory, Harvard Education Press, Cambridge, MA, 2008, page ix
2. [Students Reported Disability Status](http://goo.gl/zqdWKX) : <http://goo.gl/zqdWKX>
3. [7 complaints](http://goo.gl/FIZjB) at <http://goo.gl/FIZjB> from a disabled student about inaccessible online courses
4. [UC Berkeley's Settlement Agreement](http://goo.gl/P6L56), visit <http://goo.gl/P6L56>
5. [Louisiana Tech University's Settlement Agreement](http://www.ada.gov/louisiana-tech.htm), visit <http://www.ada.gov/louisiana-tech.htm>
6. [Lana's story](http://teachingcommons.cdl.edu/access/materials/LanaStory.shtml) from video series of "From Where I Sit" at <http://teachingcommons.cdl.edu/access/materials/LanaStory.shtml>
7. [Creating Accessible PowerPoint Slides](http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents) : <http://www.sjsu.edu/cfd/teaching-learning/accessibility/accessible-documents>
8. [PDF Accessibility with Adobe Acrobat X and Adobe Reader X](http://teachingcommons.cdl.edu/access/docs_multi/pdfaccess.shtml), Greg Pisocky, Adobe Systems, April 2011 at http://teachingcommons.cdl.edu/access/docs_multi/pdfaccess.shtml