



Fixing Accessibility Issues in PowerPoint

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Accessibility Issues

The most common accessibility issues in **PowerPoint** are:

- Having images/shapes/videos (not referring to captions) with no alternative text or identified as decorative.
- Text/Colour Contrast
- Sided without heading
- Tables without headings
- Not have the language set

This document will provide instruction on each of these issues.

Accessibility in PowerPoint

Locating the Accessibility checker

You will find the '**Check accessibility**' on the **Review Tab**.

Clicking on this will open a new panel on the right of the screen where any **Errors** the document will be highlighted. Clicking on the error or warning will also active information on what the error means and how to fix it.

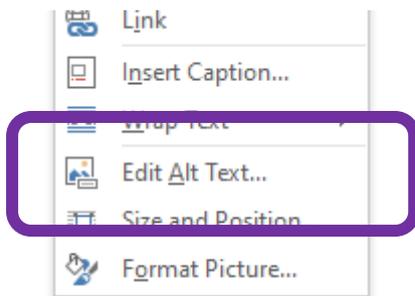


Alternative Text.

Locating where to add a description.

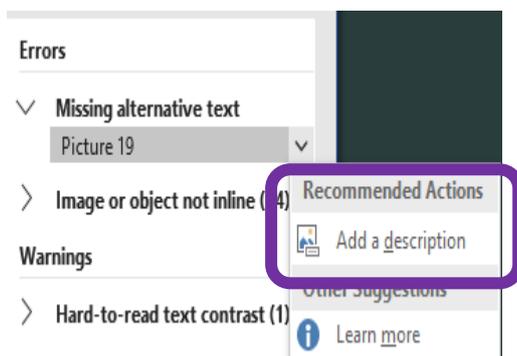
There is two way to add descriptions to an image quickly.

- 1) Right-click on the image
- 2) Scroll down the list to '**Edit Alt Text**'



Or

- 1) Open the Accessibility Checker.
- 2) Click on the arrow beside the image listed under Errors.
- 3) Click 'Add a Description'**



Accessibility in PowerPoint

Writing good ALT text

In some cases, providing poorly written ALT text description can be as bad as not providing ALT text at all. Poorly written, ambiguous, or irrelevant ALT text can actually worsen understanding of a page and cause confusion.

Determining appropriate ALT text is often a matter of personal interpretation and is influenced by the context of the image (i.e. the accompanying text). However, following the guidelines below will help you to create effective alternate text for most situations.

ALT text should typically:

- **Be accurate and equivalent** in presenting the same content and function as presented by the image.
- **Be succinct.** This means the correct content and function of the image should be presented as succinctly as is appropriate. Typically, no more than a few words are necessary, though rarely a short sentence or two may be appropriate.
- **NOT be redundant** or provide the exact same information as text within the context of the image.
- **NOT use the phrases "image of ..." or "graphic of ..." to describe the image.** It's usually apparent to the user that it is an image. And if the image is conveying content, it is typically not necessary that the user knows that it is an image that is conveying the content, as opposed to text.

The information in the bulleted list above is taken from WebAIM (April 2010).

When is ALT text not needed?

It is not always necessary or appropriate to add ALT text to images, such as in the following situations:

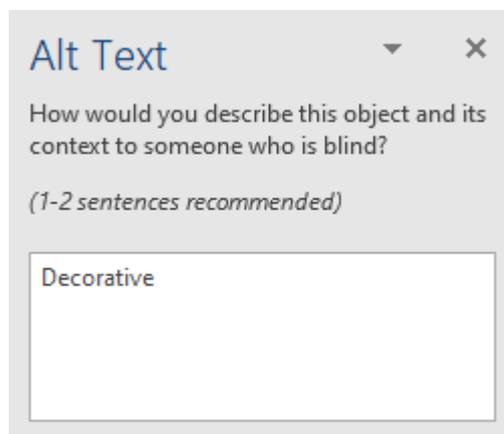
- **If an image is purely decorative** and provides no useful information to the user to aid them in understanding the content of the web page.

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- **If the information provided by the image is communicated effectively elsewhere in the body text of the page.** Often images (or diagrams) are used to reinforce understanding and do not necessarily provide any additional information. Providing ALT text in this situation would duplicate text content.

The information in the bulleted list above is taken from WebAIM (April 2010).

Not need an ALT description does not mean you do not need to put something in the description. Any image that does not enhance or add to the information in the body of text in the document, should be tagged as **DECORATIVE**



Text/Colour Contrast

Using the template provided will address any Font colour contrast issues.

WCAG Level AAA requires a contrast ratio of at least 7:1 for normal text and 4.5:1 for large text.

Large text is defined as 14 point (typically 18.66px) and bold or larger, or 18 point (typically 24px) or larger.

The [Colour Contrast Analyser](#) (CCA) helps you determine the legibility of text and the contrast of visual elements, such as graphical controls and visual indicators. This is a small app you download.

WebAIM [Contrast Checker](#) is online

Sided without heading

Every slide should have a Title/Heading. All slides automatically get this assigned when you add a new slide. But you may have deleted it as you did not want it appearing on your slide.

Click to edit Title

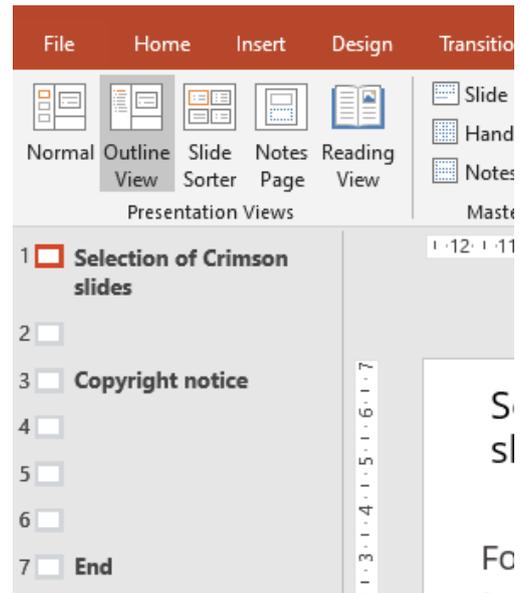
Edit Master text styles

Accessibility in PowerPoint

To identify if any slides are missing titles:

- Click on the **VIEW** tab
- Click **Outline View**
- You will see which slides are missing titles.
- Slide titles should be showing beside all slides

The issue arises when you want to use a slide without a title/heading, e.g. you only want an image on the slide with no text or you are continuing the bullet point on to the next slide and don't want the Heading repeating.



Adding a title/heading to a slide without the text showing on the slide.

Move the title/heading text box to just off the slide

Add a title for the slide – preferably something the divinity or relate to the content.

Note: Title/heading need to be unique.

If you are continuing bullet point and want the use the same Heading as the previous slide, you will need to add something like Cont. or a number with the title.



Accessibility in PowerPoint

Recommended Fonts

The University brand preferred fonts are Gotham Narrow Light for Heading and Chronicle for the body of the text. These fonts are not always available on a home computer. In the PowerPoint template (provided), we are using the branded preferred alternative and accessible on all computers. Please use the preferred fonts if they are available to you.

Title - White

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 20pt

Colour: white

Square background shape: Crimson #9D2235 / 157 - 34 - 53

Title - Crimson

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 20pt

Colour: #9D2235 / 157 - 34 - 53

Heading 1

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 16pt

Colour: Crimson #9D2235 / 157 - 34 - 53

Heading 2

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 14pt Bold

Colour: Crimson #000000 / 0 - 0 - 0

Heading 3

Font: Open Sans - (replace with Gotham Narrow Light if this font is on your computer)

Font size: 12pt Underlined

Colour: Crimson #000000 / 0 - 0 - 0

Accessibility in PowerPoint

Normal

Font: Open Sans (replace with Chronicle if this font is on your computer)

Font size: 12pt

Colour: Dark Grey #3A3537 / 58 -53 - 55

Emphasis

Font: Open Sans (replace with Chronicle if this font is on your computer)

Font size: 12pt

Colour: Black #000000 / 0 - 0 - 0

Links

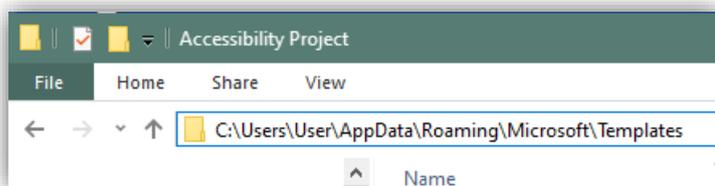
Left to default colour: [How to add a Panopto link to a vUWS site](#)

Note: Crimson #9D2235 / 157 - 34 - 53 can only be used for links if the text size is great than 14pt.

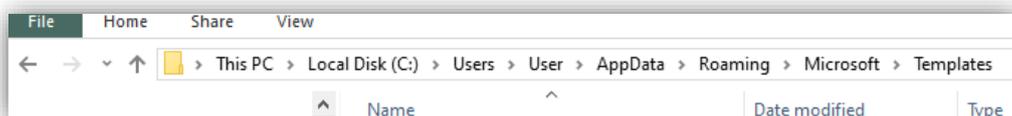
Changing the Default Template (Welcome to PowerPoint.potx)

Although you can change the master slides deck in any PowerPoint, to make a permanent change to the default styles you will need to edit the **Welcome to PowerPoint.potx file**.

- 1) Open '**File Explorer**'
- 2) Copy the **URL** (file address) e.g.
C:\Users\User\AppData\Roaming\Microsoft\Templates.
- 3) Paste the address into the address bar of File Explorer and press enter.

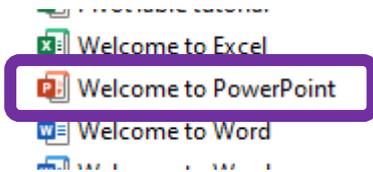


NOTE: As soon as you press **Enter** the address will change.

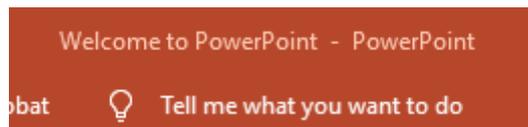


Accessibility in PowerPoint

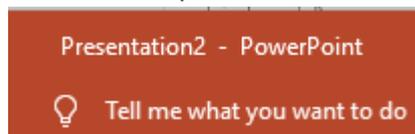
4) From the list, **RIGHT-CLICK** the file 'Normal' and select '**Open.**'



5) The top of the file should have the heading **Welcome to PowerPoint - PowerPoint**



NOTE: If you double click on the file and it open with the heading **Presentation? - PowerPoint**, you have opened a copy of the template, and any changes to the Styles will not be permanent.

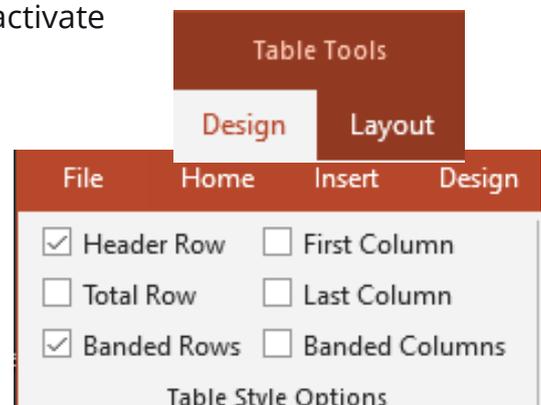


Tables Without Headings

To make sure your tables are effective and accessible, you should only use them for data, and not for visual layouts. By adding headers to your tables, you will improve how your students navigate tables, especially if they use a screen reader

When you select a **Table** in your document, it will activate the Table Tool tab.

- Select the **Design tab**.
- At the beginning of the ribbon, you will see the **Table Style options** section.
- Make sure the **Header Row** is Ticked.
- Add meaningful Heading to the first row of the table.



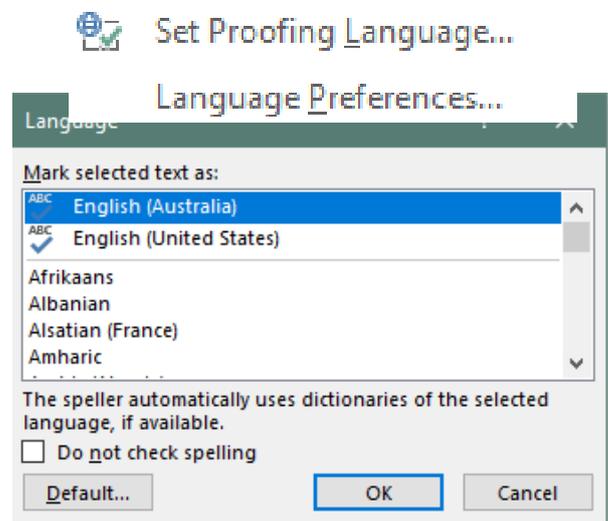
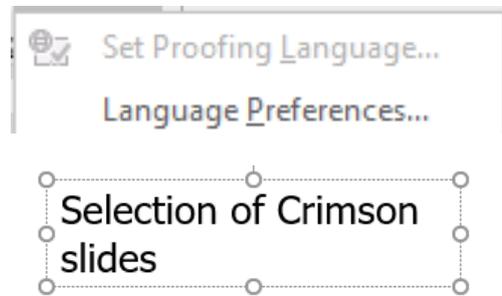
Accessibility in PowerPoint

Setting The Language.

English Australia dictionary should be used for all documents. PowerPoint originally defaults to English (United States) when installed.

To change this setting:

1. On the **Review tab** click on **Language**
2. Click on **Set Proofing Language**
 - a. If 'Set Proofing Language' is greyed out, you will need to select some text on any slide to make it activate.
3. Make sure **English (Australia)** is selected
4. Click **Default** to set this as the Default for all presentations.
5. Click **OK**



To have the Presentation set as the Default, you will need to edit the Welcome to PowerPoint.potx file - located: C:\Users\User\AppData\Roaming\Microsoft\Templates.

You can also check the default language by going to **File/Option** and select **Language** from the popup box.

Transparencies on SmartArt shapes

Applying transparency on SmartArt shapes can affect the colours on another shape/text box on the same slide and may display this shape colour incorrectly in the preview (washed out). This will then affect the contrast colours between the shape and any text you have on that shape, making it hard for screen readers. It is advised that if you require a more transparent image, you do this in an editing application and bring the saved image into PowerPoint rather than setting the transparency of the SmartArt shapes in PowerPoint.