

Accessible PowerPoint

Learning, Doing and Teaching

A Few Keys

- Slide Master View
- Reading order
- Unique slide titles
- Hidden slide titles
- Audio and video
- Animation considerations
- Speaker notes

A Few Reminders

- Text equivalents
- Color contrast
- Color use
- Useful links

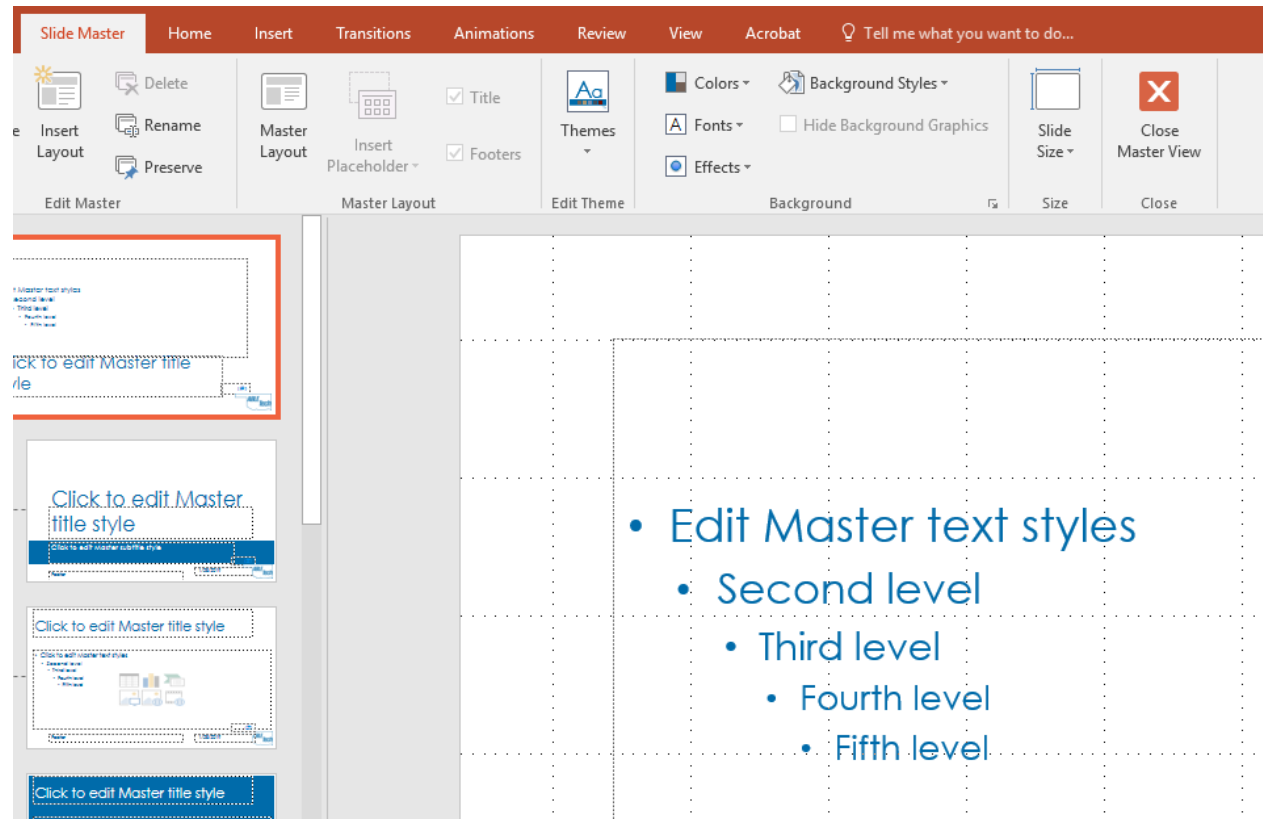
Your Friend, Slide Master

- The place to adjust and create layouts
 - As opposed to editing on the fly, individually
- Manage content order and content placeholders
- Create new slide Layouts that you can pick from later
- Share changes across a Theme
 - Reuse and recycle

Open Slide Master View

- View tab > Slide Master

Slide Master View



The screenshot shows the PowerPoint Slide Master View interface. The ribbon includes tabs for Slide Master, Home, Insert, Transitions, Animations, Review, View, Acrobat, and a search bar. The Slide Master ribbon contains groups for Edit Master (Insert Layout, Delete, Rename, Preserve), Master Layout (Master Layout, Insert Placeholder), Edit Theme (Themes), Background (Colors, Background Styles, Hide Background Graphics, Fonts, Effects), Size (Slide Size), and Close (Close Master View). The left pane shows a list of master styles, with the top one highlighted in red. The main area displays a grid of master styles, including a title slide and several content slides with text boxes. A bulleted list is overlaid on the right side of the main area.

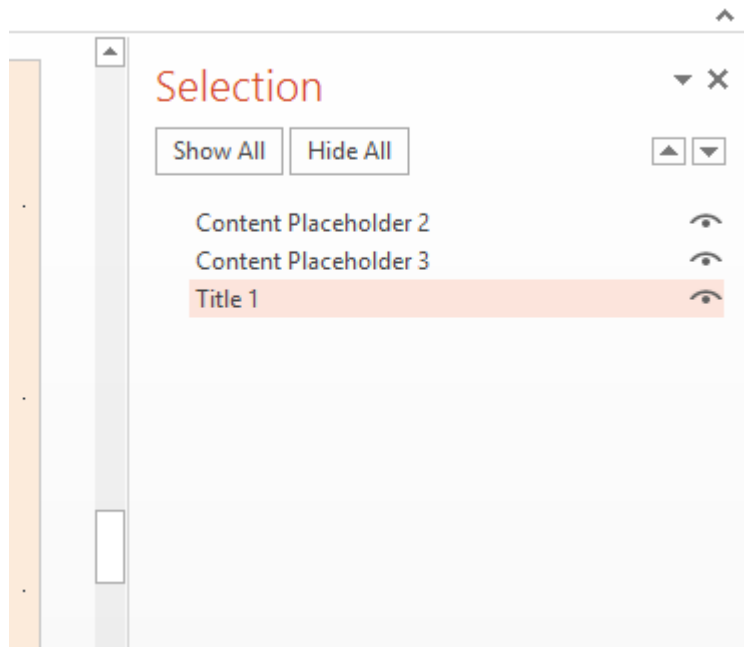
- Edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - Fifth level

Why Slide Master?

- Efficient
- Edit your Theme
 - Manage changes from one place
 - Manage accessibility from one place (reading order, content placeholders, etc.)
- This is where to put redundant images (branding, logos)
- This may be a hidden gem for people!

Reading Order

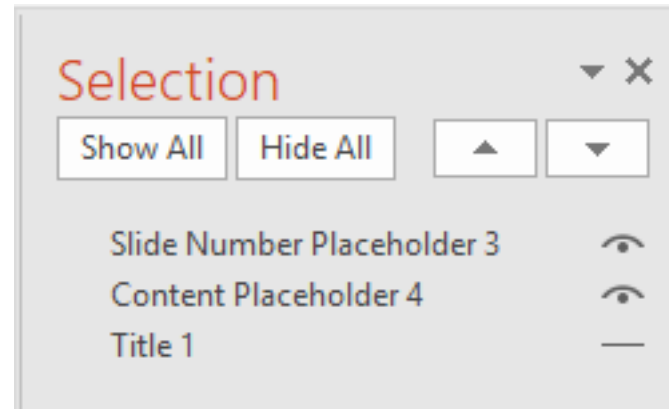
- Visual reading order doesn't define reading order to screen reader user
- Manage with Selection Pane
 - Home tab > Arrange > Selection Pane



- View reading order (bottom to top of the list)
- Also hide content here

Selection Pane

A Properly Hidden Slide Title



Audio or Video

- Transcribe audio
 - Text only version
- Caption video
 - Text plus timing
- Audio describe video
 - Describe meaningful on-screen action

Animation

- No fast flashes
- Watch slide transitions, too

Speaker Notes and Accessibility

- Speaker notes are accessible in the .pptx version of a PowerPoint file
 - F6 will get you there from the keyboard
- Good place to add additional visual description
- Tricky when you convert to PDF though (they'll disappear!)

Those Reminders

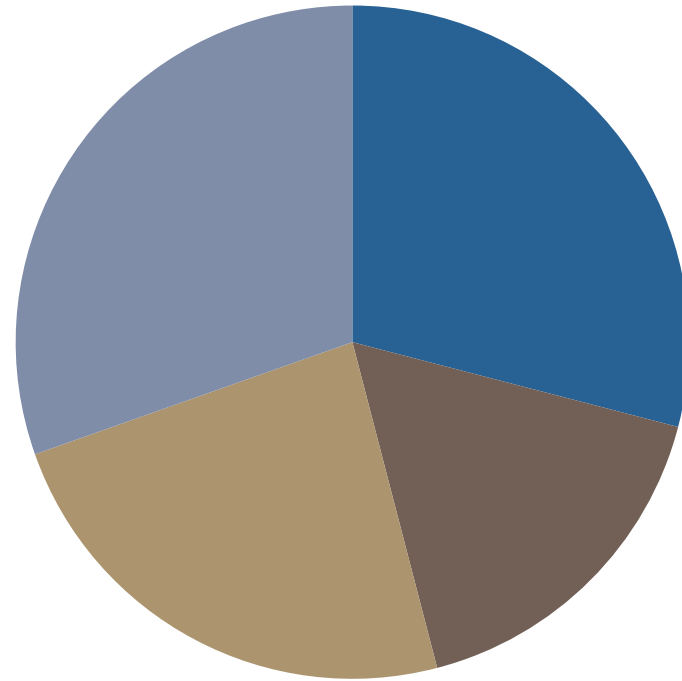
- Text equivalents
- Color contrast
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- Useful links

Text Equivalents

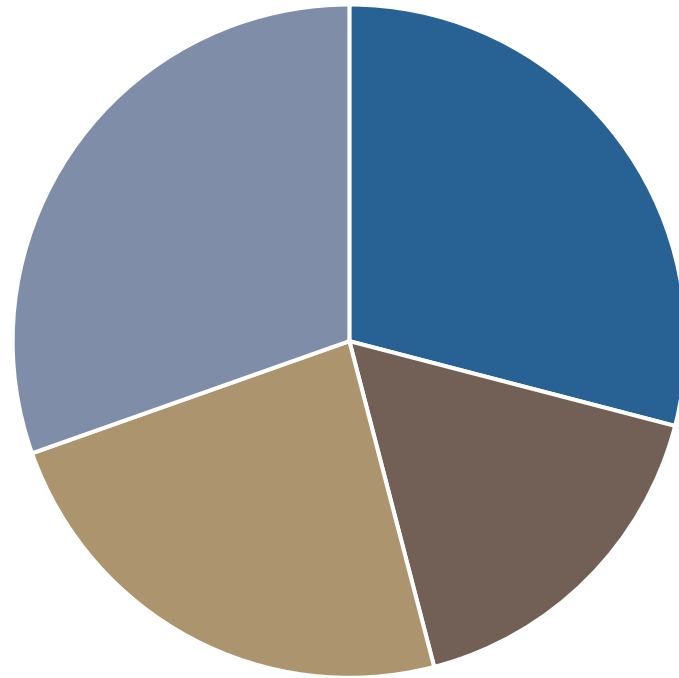
- Same as your version of Word
- Likely right click image > Format Picture > Size & Properties > Alt Text
 - Again, Description Field

Color Contrast and Use

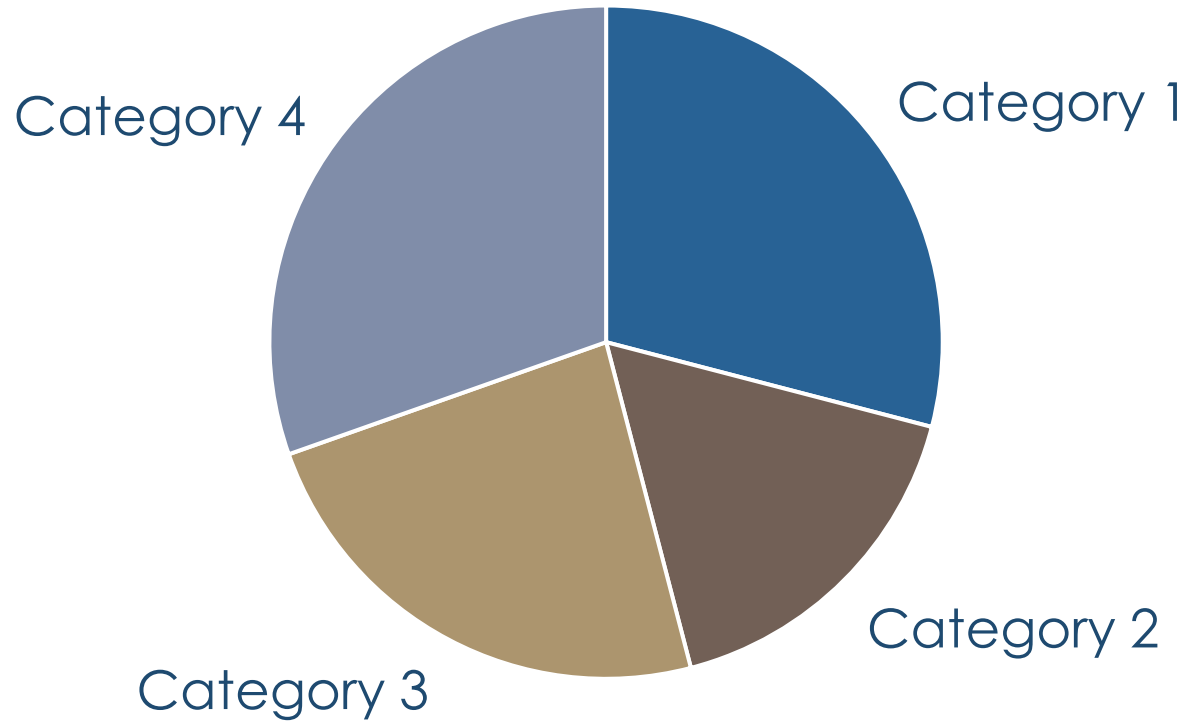
- Srsly...



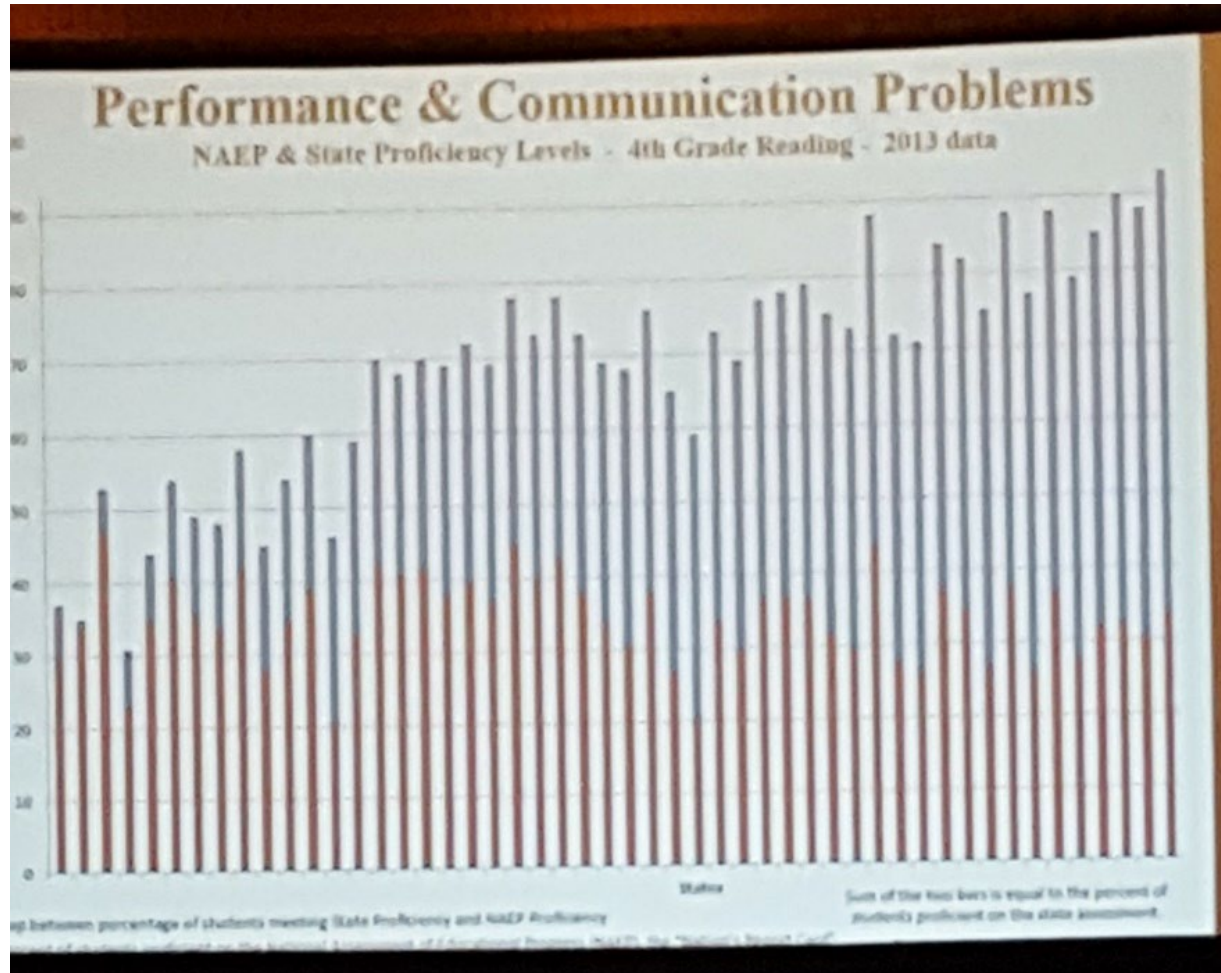
- Category 1
- Category 2
- Category 3
- Category 4



- Category 1
- Category 2
- Category 3
- Category 4



What's What?



Hard to Tell

