

Good afternoon and thank you for being at the webinar on accessible PowerPoint presentations. This is Dr. Zayira Jordan web accessibility coordinator at Iowa State and this is the topic for this week's webinar. In upcoming weeks, I will announce upcoming webinars and different topics that are seem to be more pattern in terms of the needs for our stakeholders to understand better in terms of accessibility. So even before I go into the presentation itself, I would like to give you a little bit of background. The motivation that drove me to address this topic specifically today is that, recently I met with a students who is part of the Student government here at Iowa State, and usually when I talk to students I asked them why do they think if they heard that they're so specific issue that we should be dealing with in terms of accessibility in general and he told me that the one thing that keeps hearing from different students is that they would like for power points to be more accessible even in the classroom not necessarily power points online but power points as professors teach them or someone is presenting. So in this presentation you are goanna learn a little bit about accessibility as you create your PowerPoint. As we see here in the first slide and then we are going to talk about the oral presentation itself briefly, at the end a little bit about how to check for accessibility. What are the different tools and you have, that you can check for accessibility in PowerPoint. How to export or save power points so that they are readable in PDF format and I guess I will take questions, if not you can send questions at z as in zebra Jordan zjordan@iastate.edu or digitalaccess.iastate.edu. So let us move on, as you see here the first part is about how to create a power points presentation that is accessible and usable even because when we talk about accessibility were talking also about usability and inclusion thinking about how different users in this case our viewers of our presentation or listeners of our oral presentation perceived that information on how can we better convey to them in different formats, so that they are able to obtain the

meaning that they need to from the contain, so as you see here the first recommendations would be to choose of built-in design. As you know power points brings different design that you may choose from. Choose one of those because most of the time if not all our point has already tested their designs: their templates to call them some other way and the readers have been I mean readers has been used to test those designs and they have tested and improved that these designs are suitable for reading with the screen reader and they're all well organized in the way that someone with an invisible, visible disability such as a learning disability would have the information we convey to them you know in a usable fashion. Okay, the next point here is you are creating your own, which I have done myself in this presentation that you're looking at, you can use an existing design. I use the black background and white font in this case and I included the logo of Iowa State University as you see on the top. You can adapt to existing style or designed by using the master slightly you are inserting the different components that we wants so that those components are in all slides. So you can have some flexibility in that case and you may customize the slides. The next point is to ensure color scheme is high contrast as you may know high-contrast it's important terms of the people with visual disabilities it it's not only about people who are blind, who may have blindness or low visibility but some users might have a problem with color, defining color or color blindness and to check for color scheme that is high contrast it's important and I will show you in a minute a tool that you may resort to make sure that the colors are suitable for accessibility. The next recommendation would be to use a Sans-Serif Fonts such as Aerial or Verdana. Sans-Serif fonts are those that are not have those little endings that are a little bit curved like in this case I used Sans-Serif font. Again aerial and verdana fonts that are sponsoring that you may resort to. Ensure that the information conveyed through your color is also related in an

alternate format because there is again people who may be color blind that may not perceive information that you related try to relate to try to hold the attention to an element in your text color and that may not be conveyed to the user if the user is color blind. The one of the things that my research is underlining if you are using color as some something to our relating to the user. One other thing is not to use time transitions because they might stop or the viewer or the reader of our power points from being able to read all the content as you may understand I have falling into this error before and it's very frustrating for the presenter as well because some time the presenter goes on yes, I do sometimes and the transition keeps moving along and you don't have to slide, you're supposed to have at that moment, so time transitions are not advantageous neither for the presenter nor for the user on it might be, there might be some instances were use useful but for the most part you should shy away from those. One other thing that you can do is use the outline view as you know in power pints we have different types of views; this slides order that the outline, the slide master. So you can restore to the outline view because outline view will show you the titles of each of your slides and the contains as they are organized, so that informs you about all the contains that you have included is it's actually provided in the reading order that it should be and it's goanna be read by the screen reader. If you do insert media like audio file or a video file, for a video file you should include captions or transcript if you do insert an audio file make sure to insert a transcript as well and finally ensure that your slides are readable and they're adaptable if you do upload a PowerPoint presentation for to share it with other users when you're not presenting it they might have low vision and if they can adapt text and increase the font that's excellent. Readability again you may shorten your senses you don't want to have slide wear there's long sentences use, just use your power point presentation as a support both for you as a presenter and for your

reader. Here you can see this light master view that maybe resort to if you are to change your slide and as you see here in this slide master view is the one from the presentation you're seeing right now. I inserted the white pane on the top on and Iowa State logo and you might do some of the changes even inserting contain areas and in the footer you have the ability to insert a page number and the data as you see here. So there you go you can determine different levels of text and the recommendation is that presentations do not have text that are lower than 24 points in terms of the size of the font and you can also restored to one another tool you have the URL here for *webaim* color checker to make sure that all the colors included in your presentation at least the ones that are portrayed in the background and foreground that is the background and the font color are high contrast and passed for what we call we had web content accessibility guidelines level AA, which is the guidelines that we are following at Iowa State and most Universities and industry follows to comply with accessibility requirements in the law. If you are doing an oral presentation with your power Points again tell a story, have your power points be you're basically your reminder or the reminder for the user about what you talked and they may annotate them as many users too many people in the audience get students or other kind of viewer. They use it as a support for understanding what went on during the presentation and they annotate them for your power points is to reminder do not include no sentences and sites as I said already because those tends to be boring and when people were surveyed according to fast check one of them sources that I used for this presentation the most common reasons why they didn't like power points were because either sentences were reading from them or the slides have long sentences. One another thing that you can be mindful about is to pace yourself. I myself have fallen into this problem often. When you get nervous and you're presenting sometimes you tend to run through things and that is not the best way to go up out

presenting your power points. So I have to remind myself to stop and breathe and be mindful and try to convey the contents and whatever message I want to convey to the viewer in-depth and as calmly as possible. Even more so when you have an accent like myself have, making an effort for people to understand what you are saying be mine pulled off of your audience indicate time of transition for the next slide in terms of a person cannot know in any other way that you're changing the slides either not a five-year audience that you're changing to the next line or include some sort of all of the sound that indicates that there's a transition to another slide and we can do so through so on instruct that your audience about the adaptations and the measures that you took for making your PowerPoint presentation more accessible to start with. One of the things that I like to do is to resort to Guy Kawasaki's 10/20/30 rule which is not written in stone but it's a good guideline and what it does is that Guy Kawasaki, he is a speaker and technology guy and he usually speaks out about how to be an effective speaker and he says that you can convey your message by using just 10 slides in 20 minutes and at least 30 points font. I said that you should not use less than 24 point font but he recommends to use 30 point font. This is more about the usability and more effectiveness as a speaker than it is about accessibility but all things collide overlap usability, accessibility, and inclusion. Again this is taken with a grain of salt because sometimes we do need to resort to longer presentations and it's okay it's just it's contextual and all our efforts about making things accessible are more about being mindful and be aware and having that awareness and empathy for different types of users and different needs that our users and audiences may have. If you are using images please do so images are a wonderful way of conveying and telling your stories, use an image early you can use it repetitively throughout your presentation so that you will make your points don't be afraid to do so. Ensure that the resolution is it's good so that the users of

viewers can see a good image if you are convenient, if you are a presenter to an audience and try to describe the image or insert that description within your story that you're telling and finally include alternate text which is we have requirement and you can do so through the menu that PowerPoint itself provides for formatting an image. Finally you can check accessibility both in office 365 through their menu as you see here illustrated in the office 365 menu there's a button that allows for you to check accessibility and also there is an item in younger earlier versions of Microsoft office PowerPoint on all of the applications that are born out of Microsoft office. You can go to file then click on info and there's a menu item called check for issues there, there's a sub-item called check accessibility and that provides you with the report and even allows for you to go into each item that is reported that report and allow for you see different ways of permittee in addressing whatever accessibility issues you have. So as you see here again go to file, click in info then uncheck for issues you go to check accessibility report is generated and you can check your findings and address item-by-item through their recommendations provided by MS Office PowerPoint in this case but it is also featured in as I said other Microsoft Office applications like word and excel. When you would convert, converting you're Power Points to PDF make sure that you instead of doing anything other than saving it, do save it so again to make it more clear go to file save as and make sure that the format is PDF and save it as a PDF otherwise you wouldn't be saving it so that is readable by a screen reader so make sure again that you save as PDF formats for your exporting to PDF. For more information about how to do different things on your own in terms of PowerPoint and other applications and other activities on tasks that you are confronted with when you're addressing accessibility specifically for digital content you may go to www.digitalaccess.iastate.edu or you might go to iastate.edu Iowa State home site and search for digital accessibility and you find the web site. As

you see here this presentation which will be uploaded to the website itself includes references you can see the links are provided in-depth there here or how they appeared so that users and copy them and see them usually when you're trying to convey information online through HTML webpage or other types of formats you don't include the links in this way you rather in link to a description of the link so that the screen reader might does not have to go through all the URL reading through but in this case I you know contextual decision-making I have included the links themselves. Thank you for listening to this presentation.