

Karlen Communications Accessible Document Design Conference Handout 2013



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Contact Information

This document is the material corresponding to conference and pre-conference sessions on accessible document design for Word and PowerPoint 2013.

The conference and pre-conference sessions are presented by Karen McCall, M.Ed., Microsoft MVP for Word (2009 to present) and Microsoft Accessibility MVP (2014 to present), Canadian delegate to the PDF/UA ISO committee. You can [contact Karen](mailto:info@karlencommunications.com)¹ by e-mail with any questions you might have or visit the [Karlen Communications website](http://www.karlencommunications.com)² for more handouts and tutorials.

Note: The content in this handout is copyright from other publications by Karen McCall. The titles and their ISBN numbers can be found on the Karlen Communications website, [Books and Services](http://www.karlencommunications.com/products.htm)³ page. The content was updated January 2015 for Word and PowerPoint 2013.

Introduction

Microsoft Office makes it easier to create accessible documents especially in Word and PowerPoint. This support document for workshops on accessible document design will give you the basics and hopefully answer some of your questions.

Not everything related to what can be done in Word and PowerPoint to optimize documents and presentations for accessibility is contained in this document or presented in workshops. However, it is a start and will get you well on the way to creating more accessible content.

There are additional documents attached to this PDF document for topics I've developed more specific tutorials for. They are also available individually from the [Karlen Communications Handouts page](http://www.karlencommunications.com/handouts.html)⁴.

Have fun!

¹ Contact Karen McCall: info@karlencommunications.com

² Karlen Communications website: <http://www.karlencommunications.com>

³ Karlen Communications, Books and Services: <http://www.karlencommunications.com/products.htm>

⁴ Karlen Communications Handouts page: <http://www.karlencommunications.com/handouts.html>

Word 2013

There are several elements you can use to create more accessible Word documents:

- Create templates for individual documents.
- Use Themes so that if someone can't use the colours you've chosen they can use their own or a different Theme.
- Use heading styles and custom heading styles.
- Use inherent document structure such as lists.
- Insert, don't draw tables.
- Don't allow table rows to break across pages.
- Use cell margins instead of the Enter key for spacing.
- Provide a table caption.
- Identify table header rows [these are NOT headings.]
- Provide Alt Text for images and objects whenever possible.
- Caption tables, images and equations.
- Use contextual links supported by footnotes or endnotes.
- Do not use Content Controls to create fillable forms/document parts.

Always create a template for the various types of documents you'll use. This makes it easier to give each document a consistent and distinct look and feel.

Take advantage of Themes in Office. This will let people swap out a Theme that is not accessible or usable to them and use one that is. When you combine Themes with a personalized Style Set the level of accessibility can be optimized.

Clearing Formatting!

One of the barriers to accessibility is the formatting that often comes with repurposing content from one document to another which brings the formatting from the source document into your current document or template. This can create chaos in terms of styles and result in content being formatted in ways you don't want or need. It is important to clear the formatting of anything you are adding to your current document or template. This should be done BEFORE you bring it into the current document or template.

There are several ways to do this in Word:

- Select the text in the source document and press Alt + H, E to "erase" the formatting.

- Selecting a paragraph and pressing Ctrl + Q will reset the paragraph to the margin but will not clear formatting.
- Selecting a paragraph and pressing Ctrl + Spacebar will clear manual formatting such as Bold or Italic.
- Set the Copy and Paste options in the Word Options dialog to match the destination formatting, or Keep Text Only.

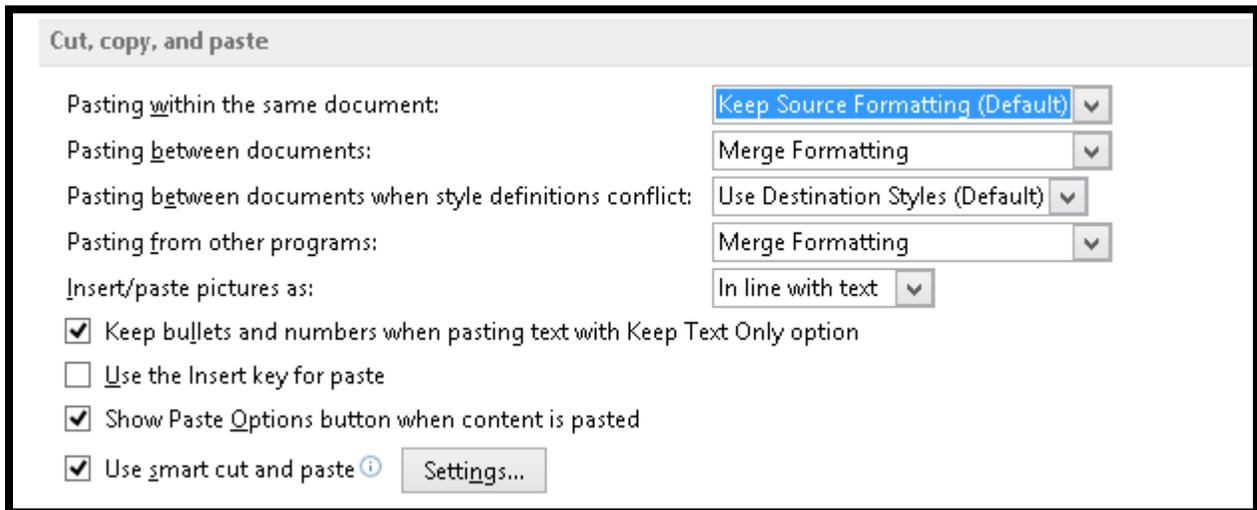


Figure 1 Cut, Copy and Paste setting in Word Options dialog.

To find the Cut, Copy and Paste settings in the Word Options dialog:

1. Press Alt + F, T for File/Backstage area, Word Options.
2. When the Word Options dialog opens, press A for the Advanced category.
3. Press Alt + W twice to move to the list for copying or moving within the same document.
 - a. For that setting it is OK to “Keep Source Formatting.”
4. Press Tab to move to the next setting.

Notice that by default, copying images or pictures into Word will result in Inline objects.

If you are copying and pasting content from another document or application into Word it is recommended that you keep text only and then format the content according to the document you are working in.

In addition there are Smart Copy and Paste options found under a Settings button in the same area of Advanced settings. For some reason this dialog is currently not accessible to the JAWS screen reader (February 2015).

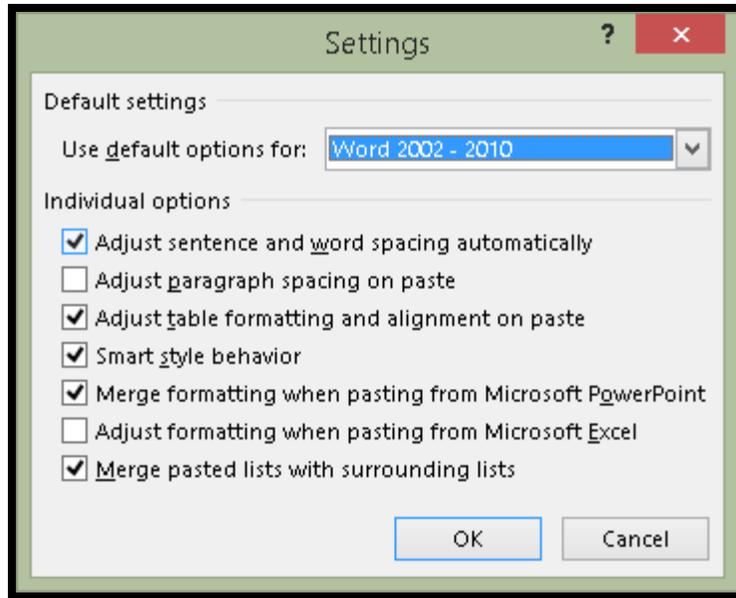


Figure 2 Smart Paste Settings in Word 2010.

The settings are:

- Alt + D for “Use default settings for Word 2002-2010.”
- Alt + W for “Adjust sentence and Word spacing automatically” which is checked.
- Alt + P for “Adjust paragraph spacing on paste” which is not checked by default.
- Alt + G for “Adjust table formatting and alignment on paste” which is checked by default.
- Alt + S for “Smart style behaviour” which is checked by default.
- Alt + letter O for “merge style formatting when pasting from Microsoft PowerPoint” which is checked by default.
- Alt + E for “Adjust formatting when pasting from Microsoft Excel” which is not checked by default.
- Alt + M for “Merge pasted lists with surrounding lists” which is checked by default.

The keyboard command to open the Settings dialog from the Word Options dialog is Alt + F, T, A, Alt + N. You may need to press Alt + N until you land on and hear you are on the Settings button. Then press Spacebar or Enter to open the Settings dialog.

I might uncheck the PowerPoint setting and check the merge list setting if you copy and paste a lot from PowerPoint and documents have a lot of lists. It is helpful to know that these settings exist so that you can change them if you need to.

Navigation Pane

Those of us who use adaptive technology such as the JAWS screen reader, may have access to a list of headings in the document. Not all adaptive technology has this feature. It is also helpful for those creating documents to be able to check to make sure that the text that they want to be Headings or navigational points, use the correct Heading level style.

Word has the Navigation Pane (in Word 2007 or earlier, this was known as the “Document Map”) that anyone can use.

When remediating Word documents I always keep this open. It not only shows what text is a heading, but also the hierarchical structure of headings.



Figure 3 View Ribbon Navigation Pane check box.

The Keyboard command to show or hide the Navigation Pane is Alt + W, K for View Ribbon, Navigation Pane. Pressing this keyboard command when focus is in the document will either open or close it (check or uncheck it).

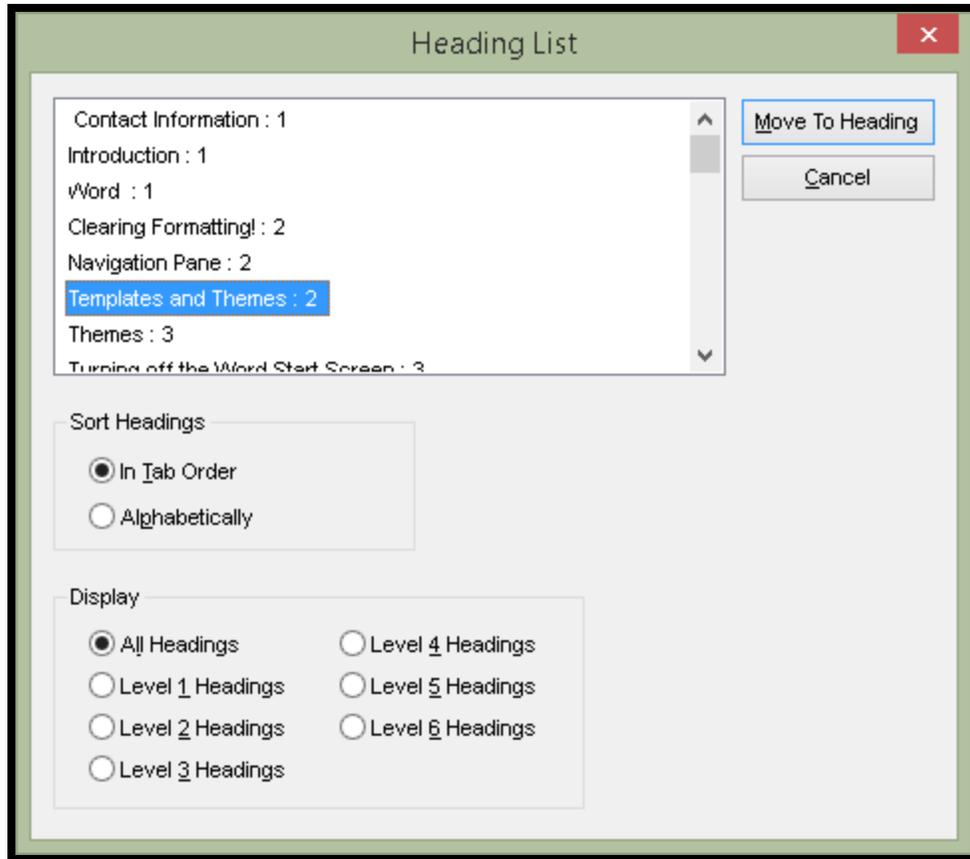


Figure 4 List of Headings in a Word document from JAWS screen reader.

The preceding image shows the Headings List for this document from the JAWS screen reader. Headings and their level are listed. This provides information on the hierarchy of content in the document as well as being a navigational tool to quickly move to the content you want to go to and read.

The following image shows part of the Navigation Pane for this document. The Navigation Pane opens to the left of your document.

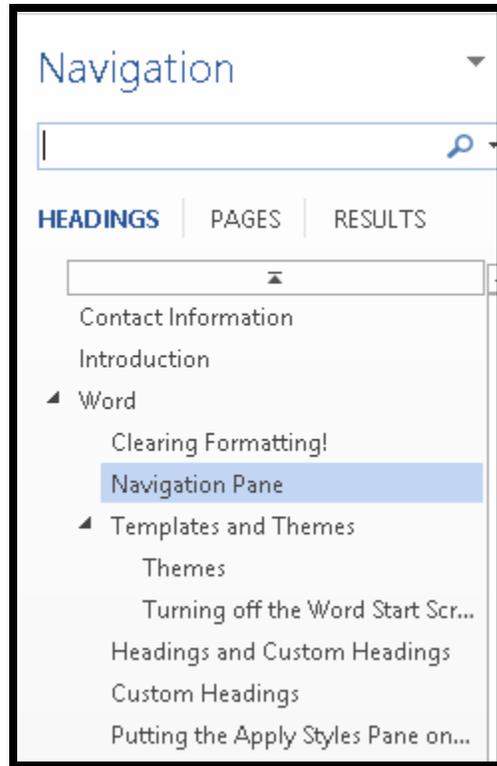


Figure 5 Navigation Pane in Word.

If you are converting the document to tagged PDF, the headings will become Bookmarks. The Navigation Pane gives you a preview of what items will be in the Bookmarks.

The Navigation Pane is accessible to those using adaptive technology and/or the keyboard.

Press Shift + F6 and F6 to move between the document and the Navigation Pane. Use Tab to move to the first Heading and then the Up and Down Arrows to go through the Headings. Press Enter on the one you want. You are taken to that point in the document and can begin reading. To get back to the Navigation Pane, press Shift + F6.

Templates and Themes

It is easier to use templates and Themes with documents in Word and PowerPoint.

The first step is to create a template.

1. Open a new blank document and press F12. This opens the Save As dialog.
2. Give the new template a name such as "Report" or "Annual Report."
3. Your template will be saved in the Custom Office Templates folder in your Documents folder as soon as you choose Word Template as your file type.

With any Office application you can save templates to any storage device. However, if they are not in the Custom Office Templates folder they will not be easy to find and use again.

Now you can modify the default styles and add any static text to the template.

Note: Any content you place in the Page Header or Footer area of the document is not readily discoverable by adaptive technology. Do not put the title of the document in the Page Header only! It must be in the main text layer of the document. Accessing it requires going into the Page Header then back to the main document. Many basic users don't know how to do this and it is bad document design.

I recommend pinning the template to the list of Recent Documents. It will be easier to find when you want to use it.

To pin a document to the list of Recent Documents:

1. The document does not have to be open but it does have to be in the list of Recent Documents.
2. Press Alt + F, R for File/Backstage area, Recent Documents.
3. Press Tab to move into the list of Recent Documents then Tab again to move to the actual list. If you are using a screen reader you will hear the name of the first document in the list. Use the Up and Down Arrows to find the document you want to pin to the list.
4. When you locate it, press the AppKey or right mouse button and Choose Pin "Pin to List."
5. Visually the document is now placed in the top area of the list of Recent documents and has a push pin in dark blue to the right of the name of the document. The list of Recent documents are alphabetical.

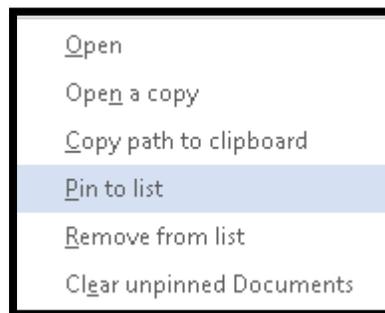


Figure 6 Document context menu in list of Recent Documents showing Pin to List option.

You can pin or unpin any document by following the same process. If a document is pinned, the text will say "Unpin from list."

To use the template, Press Alt + F, R for File/Backstage area, Recent Documents.

When you locate the document in the list of Recent Documents, press the AppKey and choose "Open a Copy."

Do not press Enter on the template from your list of recent documents. This will not create a document based on the template but will open the template for you to modify.

You can go through the File/Backstage, New (Alt + F, N) process but once you get the Start Screen you will need to press Tab to move into the list of Templates and then E to list your Custom Office Templates. You will need to Tab to the list of templates then Arrow around the templates to find the one you want. If you are using a screen reader, this may take a while. Using the option to pin documents you use a lot or are working on over a long period of time makes using templates much easier if you are using adaptive technology.

Themes

You can use Themes to mix and match colours, fonts or effects:

Press Alt + G, T, H to open the Themes Gallery. This will let you choose an entirely different Theme for the look and feel of the document; or,

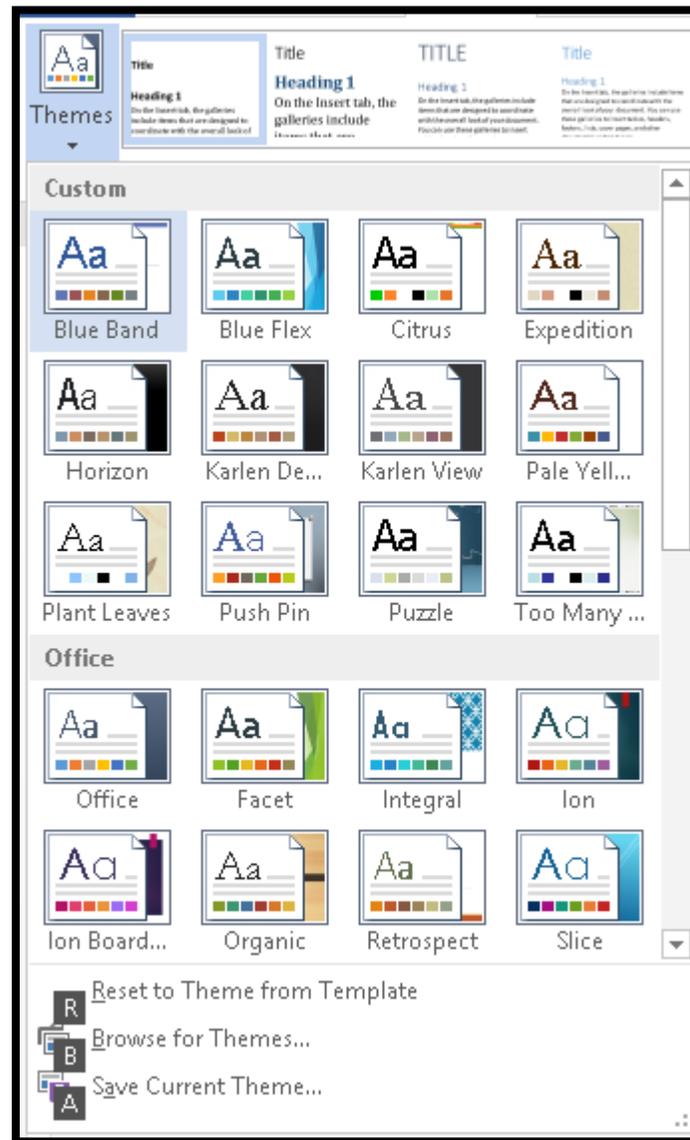


Figure 7 Themes Gallery in Word.

Press Alt + G, T, C to open the colour choices, Alt + P, T, F to open the font choices, or Alt + P, T, E to open the Effects choices.

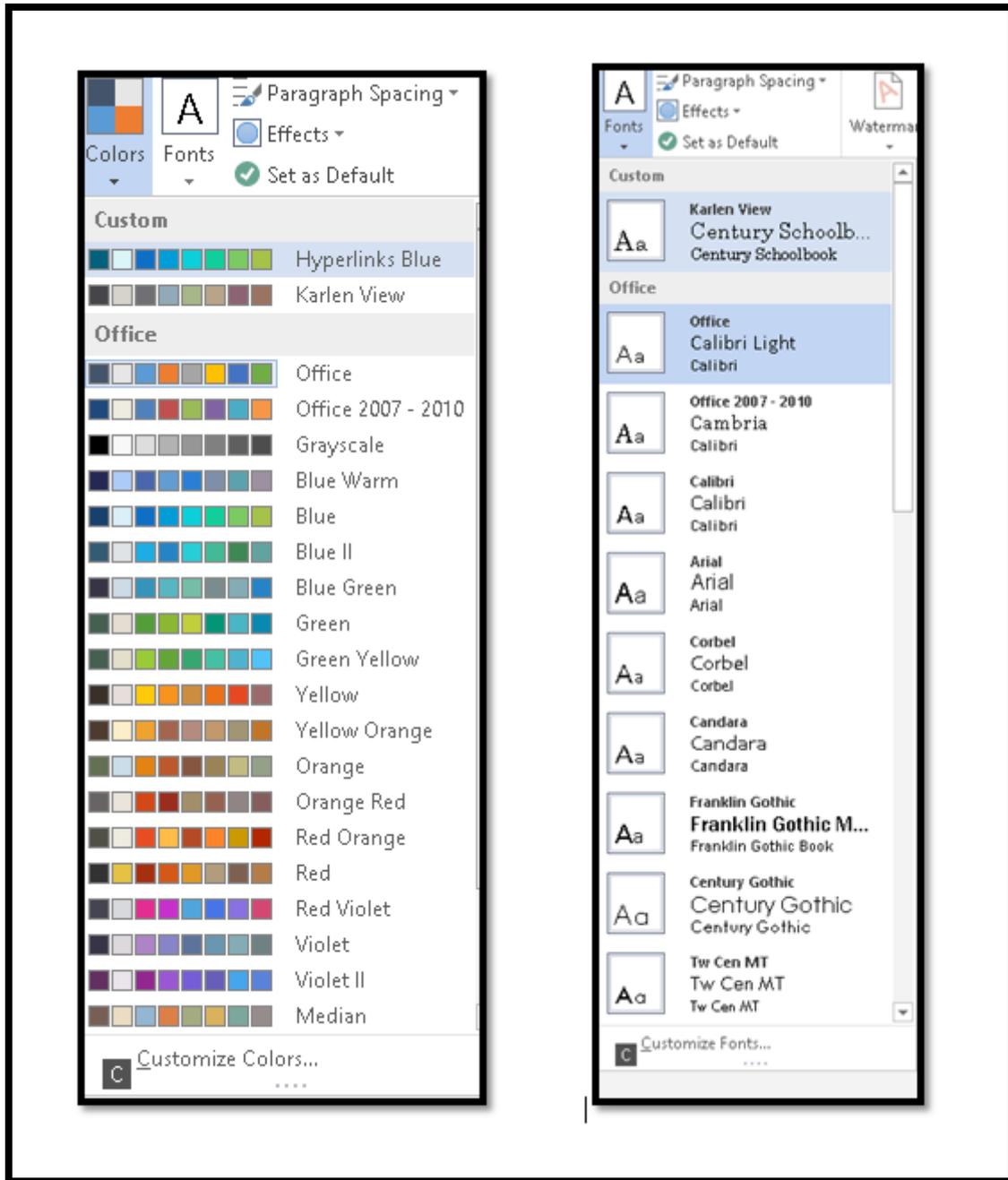


Figure 8 Themes Colour and Themes Font Galleries in Word.

A Theme is made up of four parts:

- The Theme itself.
- Theme Fonts.
- Theme Colours.

- Theme Effects.

You can modify the fonts and colours of Themes but not the Theme Effects . We'll look at modifying a colour in the PowerPoint section of this handout.

You can make your template a Theme that can be applied to any document by:

While the template is open, just before you close it, press Alt + G, T, H, S to save the current Theme.

Focus is in the area where you can give the Theme a name.

Once you give the Theme a name and save it, your new Theme will appear in the Themes Gallery for all Office applications. It will include its own Theme Fonts and Theme Colours based on your choices.

You can choose an existing Template such as a report, invitation, flyer or other type of document by pressing Alt + F, N for File/Backstage area, L.

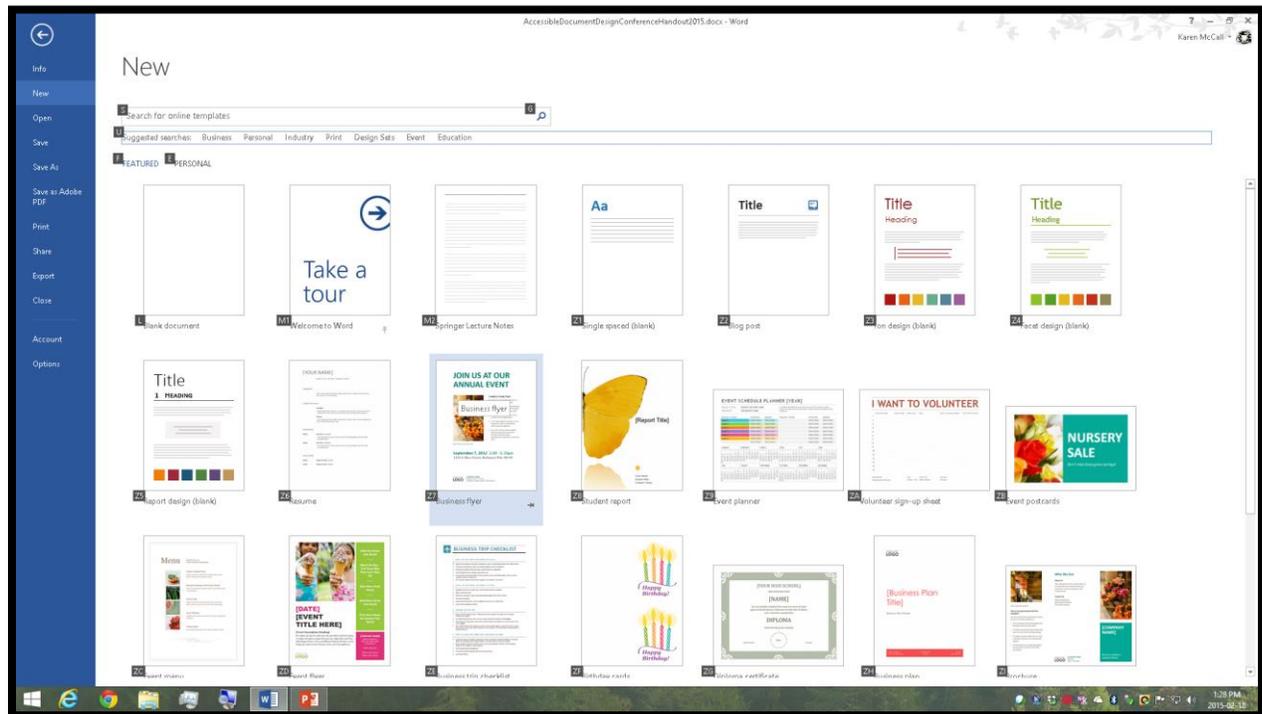


Figure 9 New document Template for Word.

Press Tab to move into the list of document templates and then the Up, Down, Left and Right Arrow keys to locate the template you want to use. Press Enter on the document template to use it.

Turning off the Word Start Screen

If you want to turn off the Start Screen, which shows each time you open Word 2013, press Alt + F, T for File/Backstage area, Word Options.

In the General category, press Alt + H to uncheck the check box to Show the Start Screen. This is a toggle that will move you to that check box and either check or uncheck it. This option is checked by default.

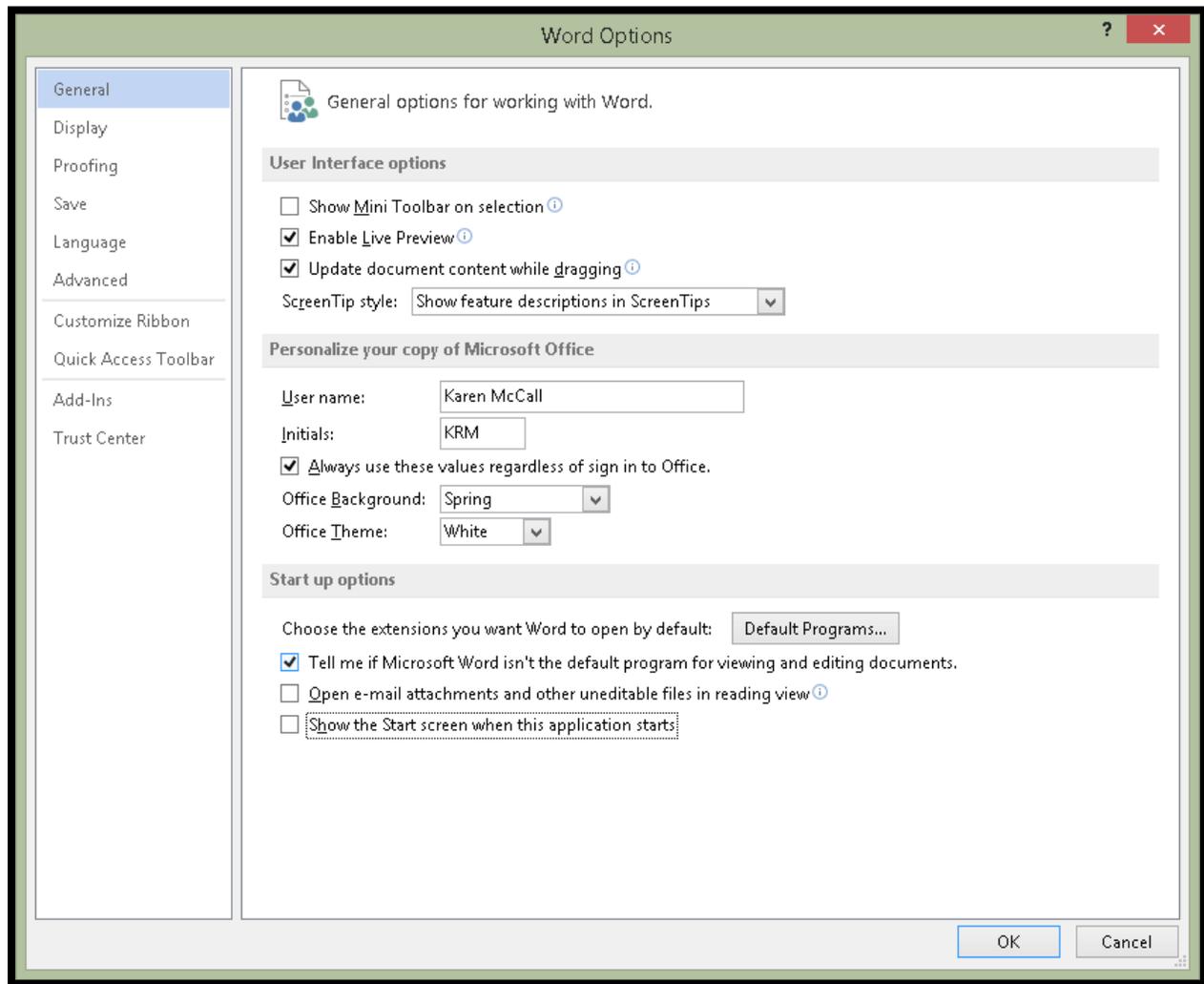


Figure 10 Word Options dialog with setting to show Start Screen turned off.

Headings and Custom Headings

One of the most critical structural elements of a document is the use of heading styles in our documents. Typically our first instinct is to fling formatting at text to make it look like a change in topic.

To create a more accessible document use proper heading styles and custom heading styles based on existing ones. You must also use Heading Styles in a hierarchical order, moving

from Heading 1 to Heading 2 and not from Heading 1 to Heading 3. Headings are navigational points in a document and help everyone find the content they need when they need it. The Table of Contents is generated from the Headings in a document.

To apply a heading style:

1. Select the text to be formatted with the heading style.
 - a. Press Ctrl + Alt + the number 1 for a heading level 1.
 - b. Press Ctrl + Alt + 2 for a heading level 2.
 - c. Press Ctrl + Alt + 3 for a heading level 3.

If you are not familiar with keyboard commands, use the Apply Styles Pane by pressing Ctrl + Shift + S.

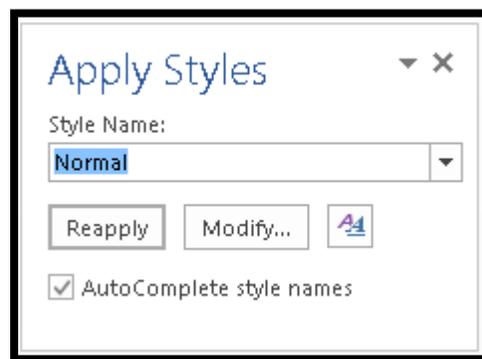


Figure 11 Apply Styles Pane.

You can either type the name of the style you want to apply or press Alt + Down Arrow and use first character navigation to locate it. Press Enter and the style is applied to the selected text.

When you are finished working with the Apply Styles Pane, pressing Ctrl + Space, C while focus is in the Apply Styles Pane will close it. To put focus back on the Apply Styles Pane, press Ctrl + Shift + S again.

I recommend putting the Apply Styles Pane on the Quick Access Toolbar. There are instructions on how to do this in the [Office 2013 Settings and Changes](#)⁵ document on the Karlen Communications web site. There are also instructions for this later in this document.

You can use the Quick Styles Gallery on the Home Ribbon to apply a Style by pressing Alt + H, L and clicking on it. While the Styles in the Quick Styles Gallery are accessible using the

⁵ Office 2013 Settings and Changes, Karlen Communications web site:
<http://www.karlencommunications.com/MicrosoftOfficeAccessibility2013.html>

keyboard, you cannot use first character navigation so this is a tool better left to those who are mouse dependent.



Figure 12 Quick Styles Gallery from the Home Ribbon.

Additionally, you could use the Styles Pane by pressing Alt + H, F, Y. This is one of those tools where the icon on the Home Ribbon is tiny and using the keyboard command to show the Styles Pane will save you time.

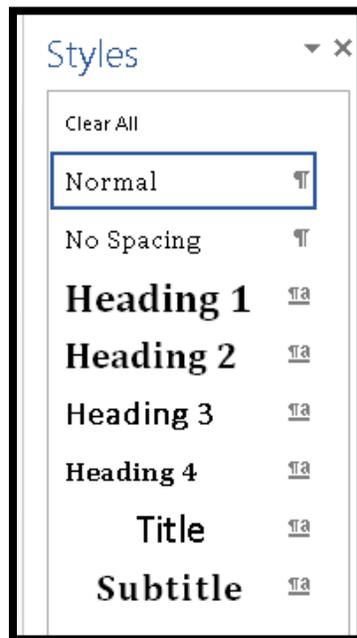


Figure 13 Styles Pane in Word.

Pressing Alt + H, F, Y again while focus is on the document will close it. If focus is on the Styles Pane, press Ctrl + Spacebar, C to Close it.

An advantage to using proper heading styles is the ability to generate a table of contents and to have headings in Word tagged as headings in an accessible PDF or Braille document or in an ePub book.

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Figure 14 Linked Table of Contents for this document.

If you want keyboard commands for heading levels 4 through 6, there is a [Customizing Keyboard Commands in Word](#)⁶ document on the Karlen Communications web site.

Custom Headings

If you need more than one look and feel for a heading level, you can create custom headings based on existing headings. This is the key for accessibility: the new headings are based on the existing heading structure in Word.

I usually add some text to the template, select it and then apply the inherent heading or other style I need to use as the base for the new style.

You can add random text to a Word document by typing the following and pressing Enter after the right parenthesis.

=rand(x)

Where “x” represents the number of paragraphs inserted, each having 3 sentences.

You can also type:

=rand(x, y)

⁶ Customizing Keyboard Commands in Word, Karlen Communications:
<http://www.karlencommunications.com/MicrosoftOfficeAccessibility2013.html>

Where “y” represents the number of sentences in each paragraph. If you prefer Latin text, use the same syntax but type the following:

=lorem(x, y)

Once you have some text in a document, you can begin modifying and adding Styles.

To create a new Style:

1. Open the Styles Pane by pressing Alt + F, Y.
2. The New Style button is at the bottom left of the Styles Pane. It is the button to the far left in the group of three buttons.
3. Once activated, the New Style dialog opens and you are ready to create the new style.

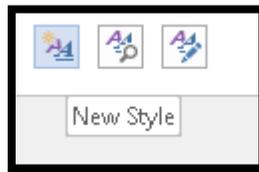


Figure 15 New Style button in the Styles Pane.

If you are creating a new Heading Style, I recommend that you name the Style something Like Heading 1A so that it falls alphabetically in line with other Styles in the Styles Pane. This makes it easy to find and use, especially if you are creating a template for others to use. If you will be the only one using the template, using a standard naming convention will help you remember what Style to use months or years later.

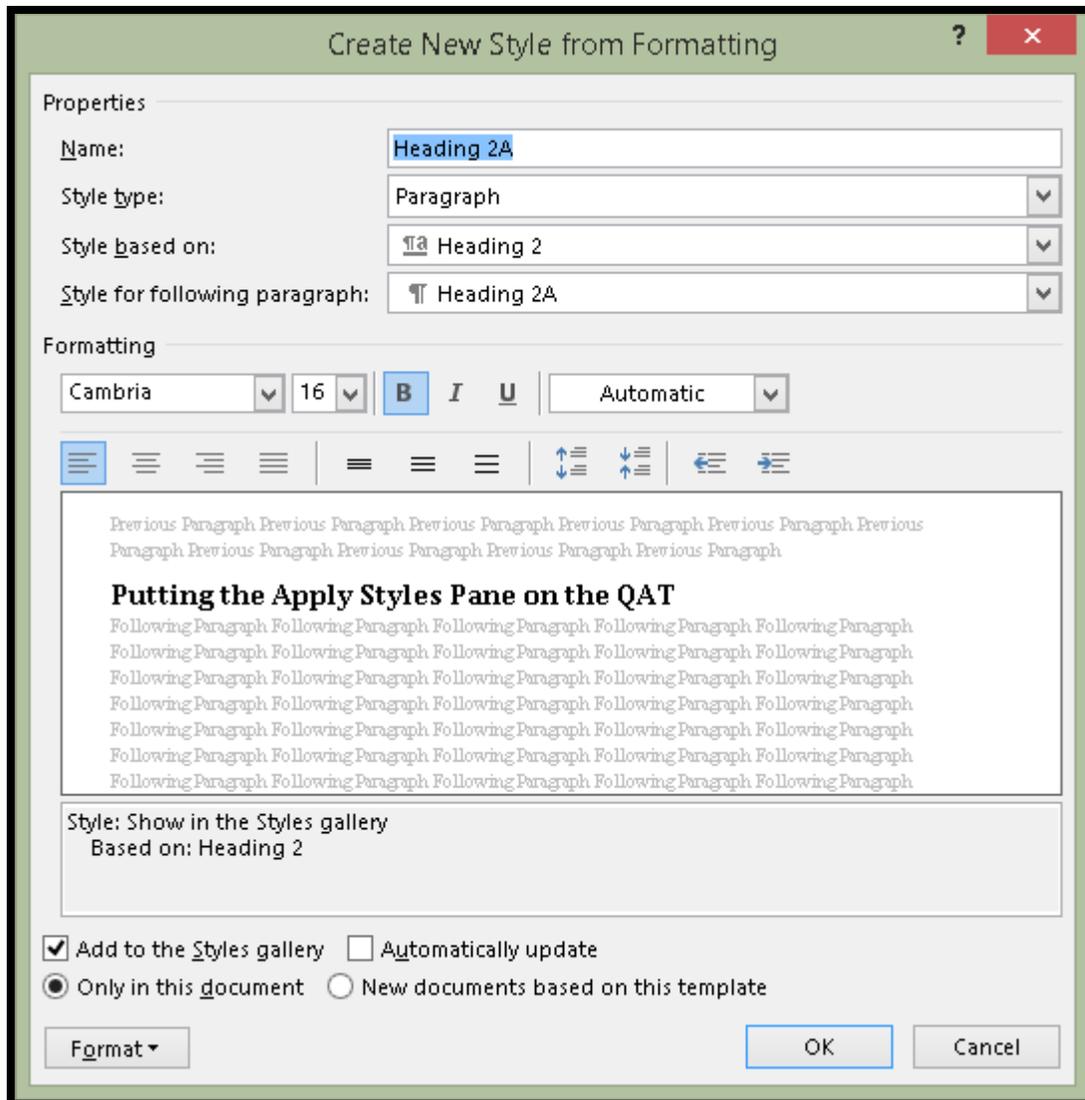


Figure 16 New Style dialog showing Heading 2A Style.

Note: In the preceding image I’ve created a Heading 2A based on Heading 2. This is important. If you create a Heading 2A and it is based on the Normal paragraph Style, it will not be a real heading. Any new heading styles you create must be based on an existing heading style.

You can now make any formatting changes that would apply to a Heading 2A in your documents.

When you are finished, don’t check automatic update! This will add a new style for EVERY one-off formatting you apply in subsequent documents creating a “dog’s breakfast” of formatting that is impossible to sort through and use.

The one thing you do need to decide is whether you want the new style to be available only in this document or for new documents based on this template. The keyboard command to move to the first radio button is Alt + D while you are in either the Modify Style or New Style dialog.

To modify an existing style:

1. Select the text formatted with that style.
2. Press Ctrl + Shift + S to open the Apply Styles Pane.
3. Tab to the Modify button and press Enter.

You don't need to rename the style because you are just going to modify it. The Modify Style dialog looks the same as the New Style dialog.

If you are mouse dependent, you can right click on a style in the Quick Styles Gallery and choose Modify. You can also do this from the Apply Styles Pane. While this can be done from the keyboard in both places, it is faster using the Apply Styles Pane.

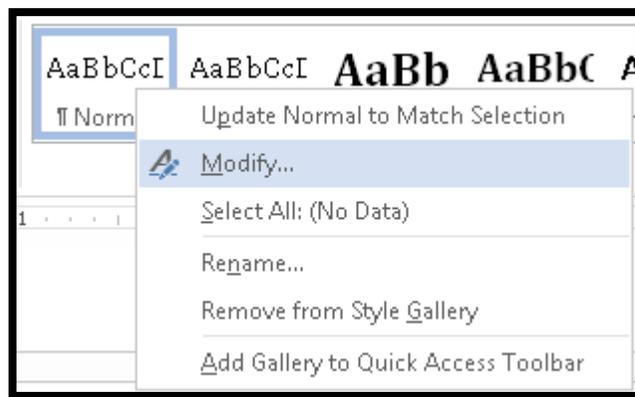


Figure 17 Modify Style option from the Quick Styles Gallery.

Putting the Apply Styles Pane on the Quick Access Toolbar

If you used the style drop down list in Word 2003 you probably miss it. If you didn't use it, you will want to start using it.

Word does have the Quick Styles Gallery; however, it is sometimes faster to use the keyboard. The Apply Styles Pane is easier to glance at and verify the formatting for the selected text.

The Apply Styles Pane is a floating dialog that is located to the right of the document when you open it using Ctrl + Shift + S.

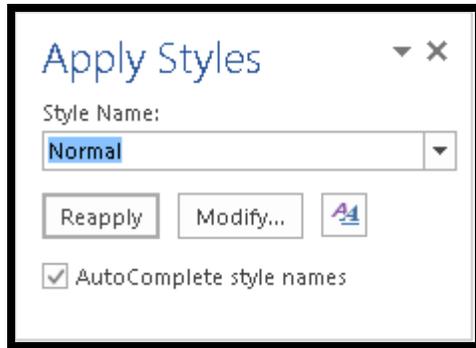


Figure 18 Apply Styles Pane.

To put the Apply Styles Pane on the Quick Access Toolbar:

1. Press Alt F, T to open the Word Options dialog.
2. Press Q to move to the Quick Access Toolbar category.
3. Press Tab to move into the options for the Quick Access Toolbar. You are in the list of possible types of commands to list.
4. Choose All Commands from the list of commands.
5. Find "Style" with no other verbiage associated with it.
6. Press Alt + A to add it to the Quick Access Toolbar.
7. Tab to and press Enter on the OK button.

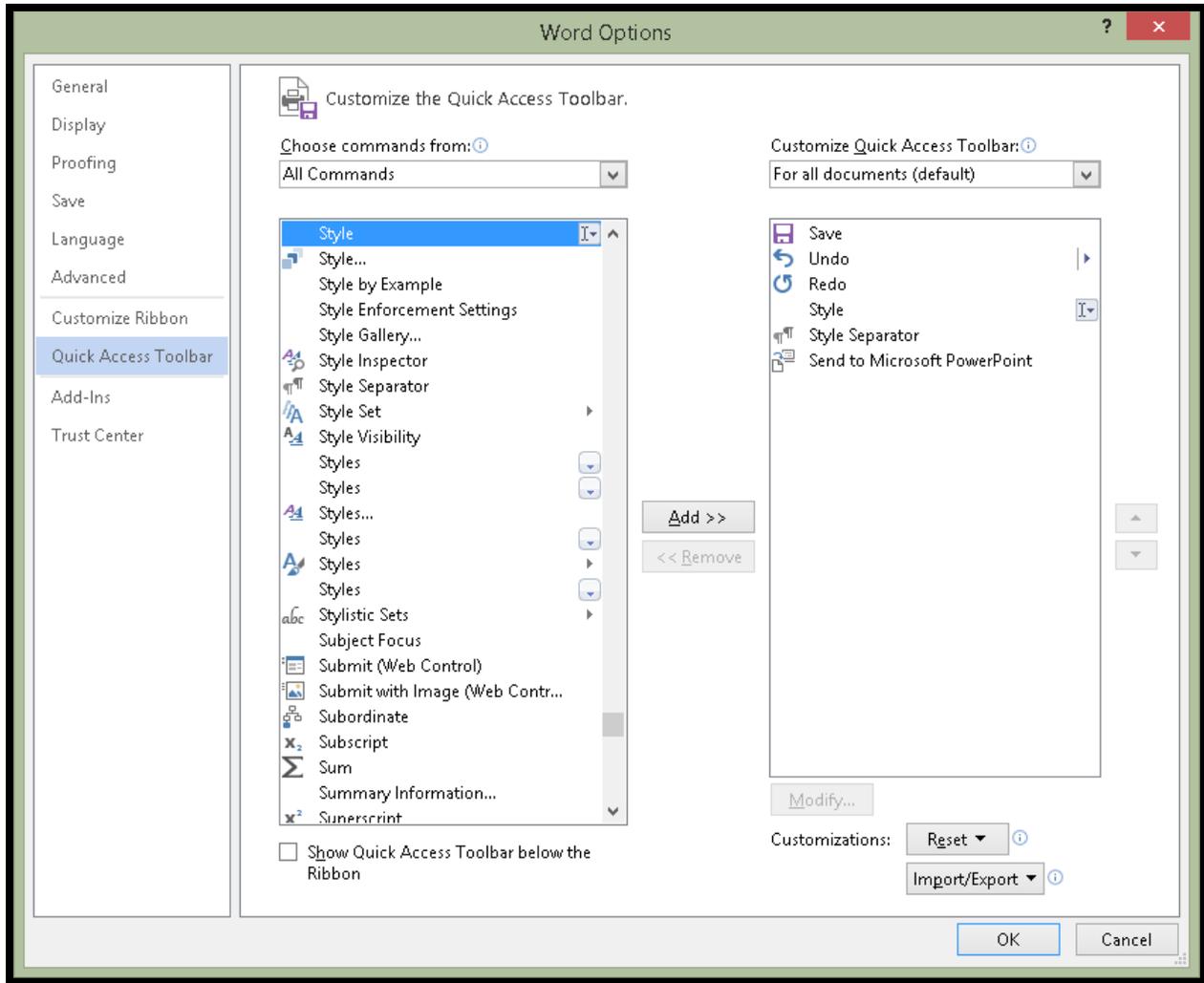


Figure 19 Word Options dialog showing Quick Access Toolbar options.

Items on the Quick Access Toolbar can be accessed by pressing Alt + a number. In this case, the Apply Styles Pane is Alt +4 because on my Quick Access Toolbar, it is the fourth item.

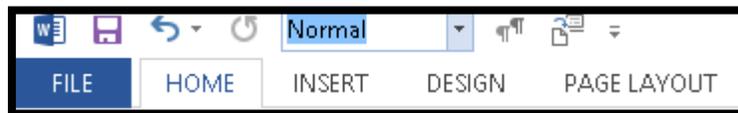


Figure 20 Quick Access Toolbar with focus in the Apply Styles Pane.

Other tools you will want to put on the QAT are:

- Select Table which is in the Popular Commands.
- Send to Microsoft Office PowerPoint which is in the Commands not in the Ribbons.

- Reveal Formatting which is in the Commands not in the Ribbons. (Shift + F1 is the only way to see the Reveal Formatting Pane if you don't put it on the Quick Access Toolbar.)

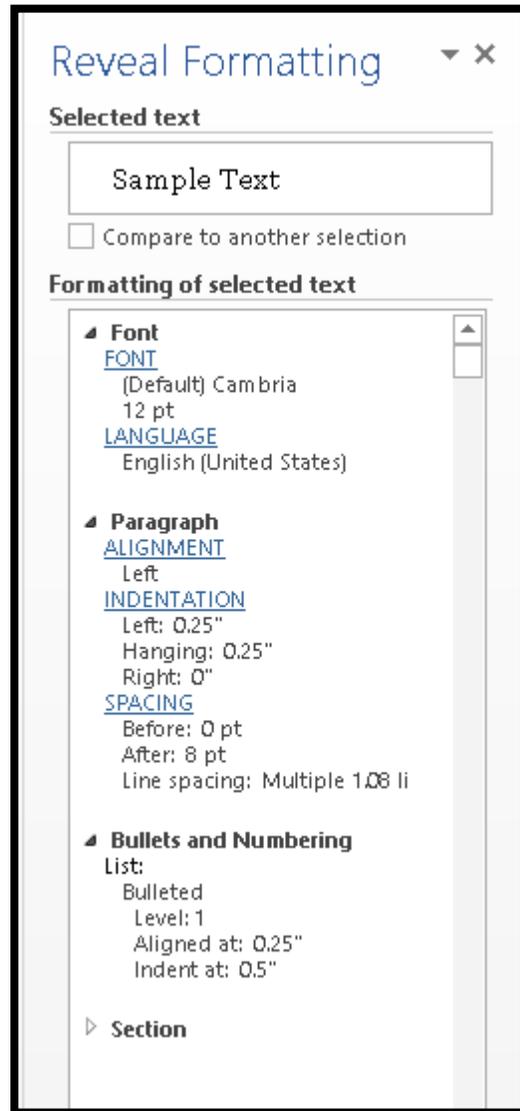


Figure 21 Reveal Formatting Pane.

Pressing Shift + F1 again will close the Reveal Formatting Pane.

The Reveal Formatting Pane shows you the formatting at the cursor point.

Bulleted and Numbered Lists

Use the Bullets and Numbers tools to create standard lists. Avoid using non-Unicode symbols for lists.

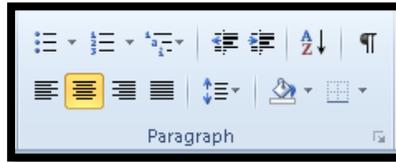


Figure 22 Bullets and Numbering icons in upper left of Paragraph Group.

Do not press Enter to put space between list items. This breaks the list into several individual lists rather than one list of items. Select the list and use the paragraph dialog to add space after each list item.

Modify the List Paragraph Style to ensure that all lists in a document have the same spacing.

Select an individual list to adjust the spacing of that list only.

The keyboard command to open the Paragraph dialog is Alt + H, P, G. This is another of those tools that is accessed faster using the keyboard than the mouse. The small icon for it is located in the lower right of the Paragraph Group on the Home Ribbon.

To add space between list items, uncheck the check box to “Don’t add space between paragraphs of the same style.”

Usually 8 point to 10 point spacing after a list item works well visually. I don’t generally add spacing above each list item because the purpose is to add a bit of spacing and as you can see from this document, adding space below each list item provides just enough spacing to separate the list items. (In this template the spacing is 8 point after each list item.)

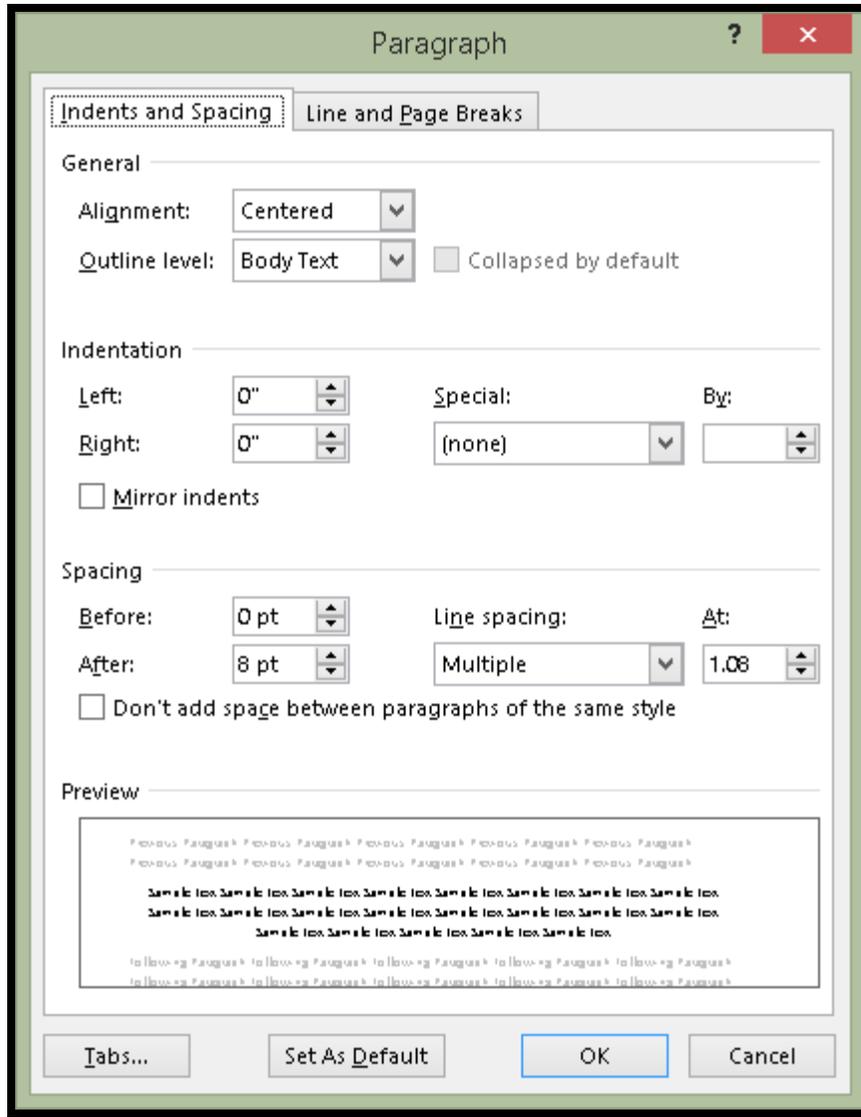


Figure 23 Paragraph dialog.

Import/Export Styles

Perhaps one of the “coolest” features available to us in Word is the ability to import or export styles. Once you have a template you like with your branding and formatting, you can apply it to any other document. This means that revising legacy documents becomes much easier and faster.

You will still have to add the structural elements such as headings and lists, but the look and feel of the document will be consistent with the current look and feel of all of your documents.

This process is accessible using the keyboard and adaptive technology.

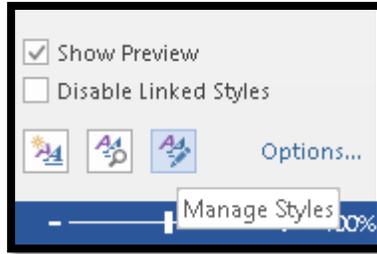


Figure 24 Manage Styles button in the Styles Pane.

To use the Import/Export tool:

1. Open the Styles Pane by pressing Alt + H, F, Y.
2. When the Styles Pane opens, press shift + Tab to start at the bottom of the Styles Pane and locate the Manage Styles button.
3. Press Spacebar to open the Manage Styles dialog.
4. In the lower left of the Manage Styles dialog is the Import/Export button. The keyboard command is Alt + X.
5. The Import/Export dialog opens and focus is on the Style stab.
6. Press Tab to move into the list of styles in the current document. The current document is represented on the left of the dialog.
 - a. On the right side of the Import/Export dialog is the document you will be sending styles to.
 - b. You can choose which way to import and export styles, left to right or right to left, but I try to be consistent so I don't get confused.
7. When you press Tab to move into the list of styles, nothing is selected. Press Spacebar to select the first style and then press Up or Down Arrow to move through the list of styles.
8. If this is not the document you want to copy styles to or from, press Alt + F to Close File. The Close File button becomes an Open File button and you can choose to open a different file.
 - a. For each side of the Import/Export dialog, there is an edit area just above the Close/Open button with the filename in it.
 - b. The JAWS screen reader announces the filename when you enter the list of styles on the left or right of the dialog.

9. On the right side of the Import/Export dialog is a list of styles in that document (many of them are the same) and a Close File button. The keyboard command for that button is Alt + C.
 - a. As with the other document, the Close file button becomes an Open File button and you can then choose to open a different document.
10. By default, Word thinks you want to copy the styles to the Normal document template. We don't.
11. Close the document represented on the right side of the Import/Export dialog and then open the file you want to copy styles into.
12. When the Open dialog appears, make sure to change the files of type to All documents from Word Templates.
13. When you select styles on the left, the Copy button between the two documents has an arrow pointing to the right.
 - a. If you select styles in the left side of the Import/Export dialog, the arrow points to the left.
 - b. This information is not conveyed to those using screen readers which is another reason I always transfer left to right.
14. To copy all styles, hold down the shift key and select all styles in the dialog.
 - a. The Home and End keys work in this dialog but Ctrl + A to Select All does not.
15. With the styles on the left selected, press Alt + C for Copy.
 - a. If there are styles such as Headings, you will be asked if you want to replace the inherent Word styles with the ones in the document you are copying from. Say yes.
16. Once the styles have been copied to the second document, the one on the right, the change will be instant.
17. Tab to and activate the OK button in the Import/Export dialog.
18. Tab to and activate the OK button in the Manage Styles dialog.

You don't have to have the second document open, but I like to see the instant effect of the style changes.

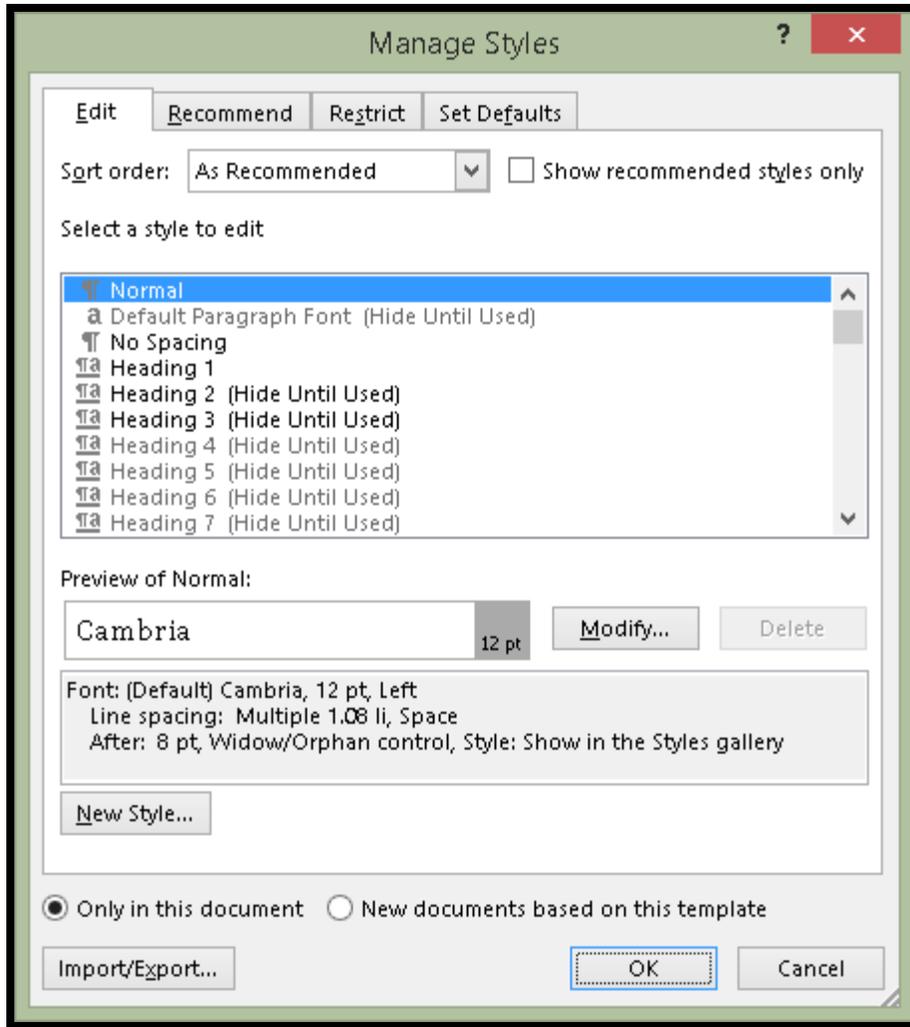


Figure 25 Manage Styles dialog.

The preceding image shows the Manage Styles dialog. Press Alt + X to open the Import/Export dialog.

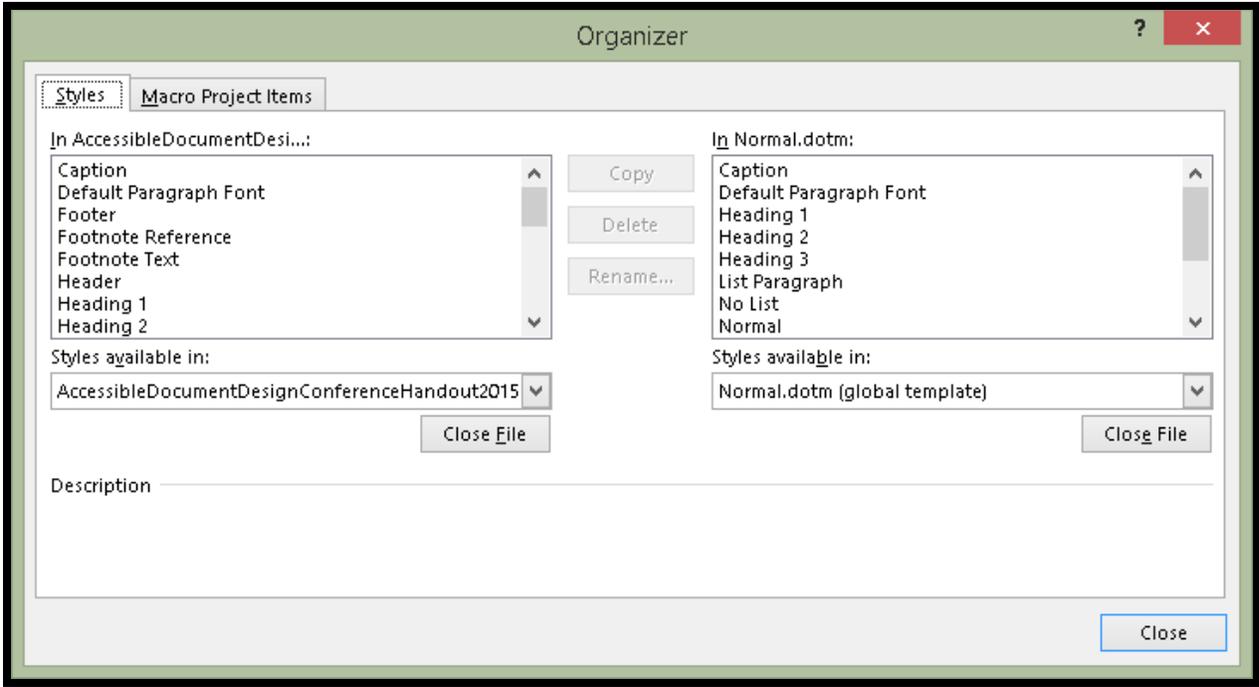


Figure 26 Import/Export dialog.

The preceding image shows the Import/Export dialog. You can open or close documents on either side of this dialog.

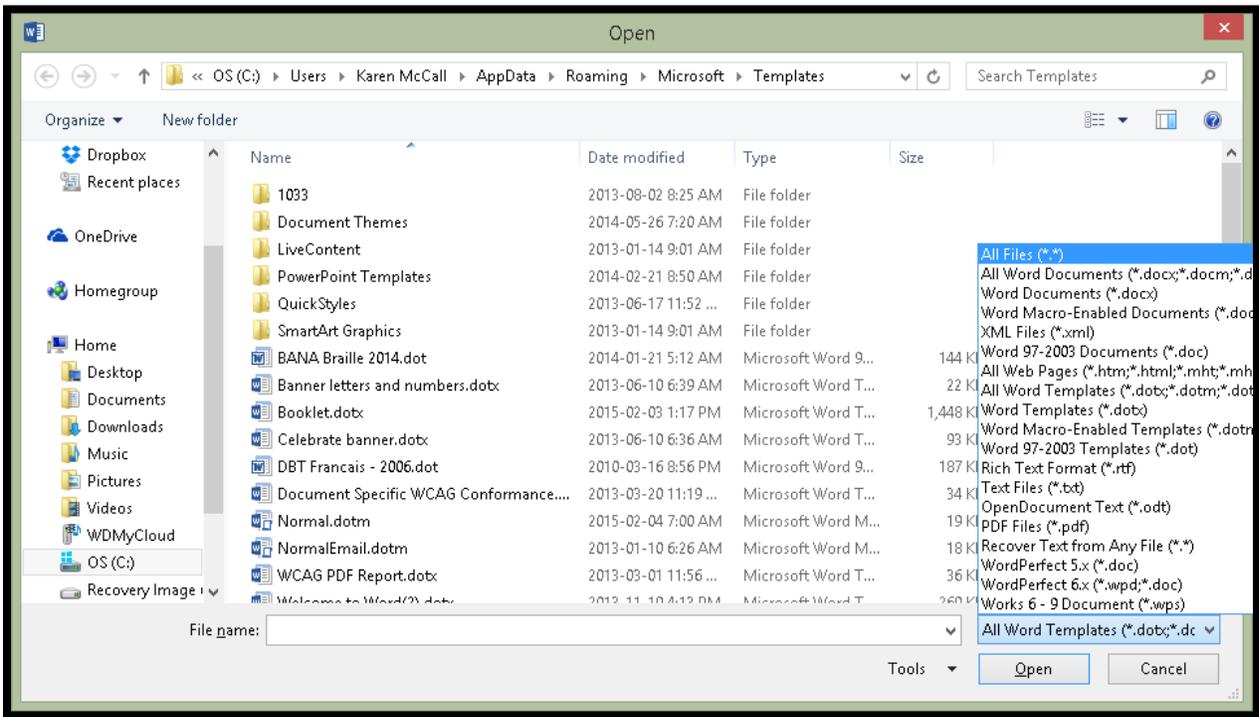


Figure 27 Open dialog in Import/Export tool.

Be sure to choose “All files” in the files of Type list so that any Word documents you want to use are shown. You will also need to locate the file on your computer or storage device. By default, the Import/Export dialog looks in the Templates folder on your computer.

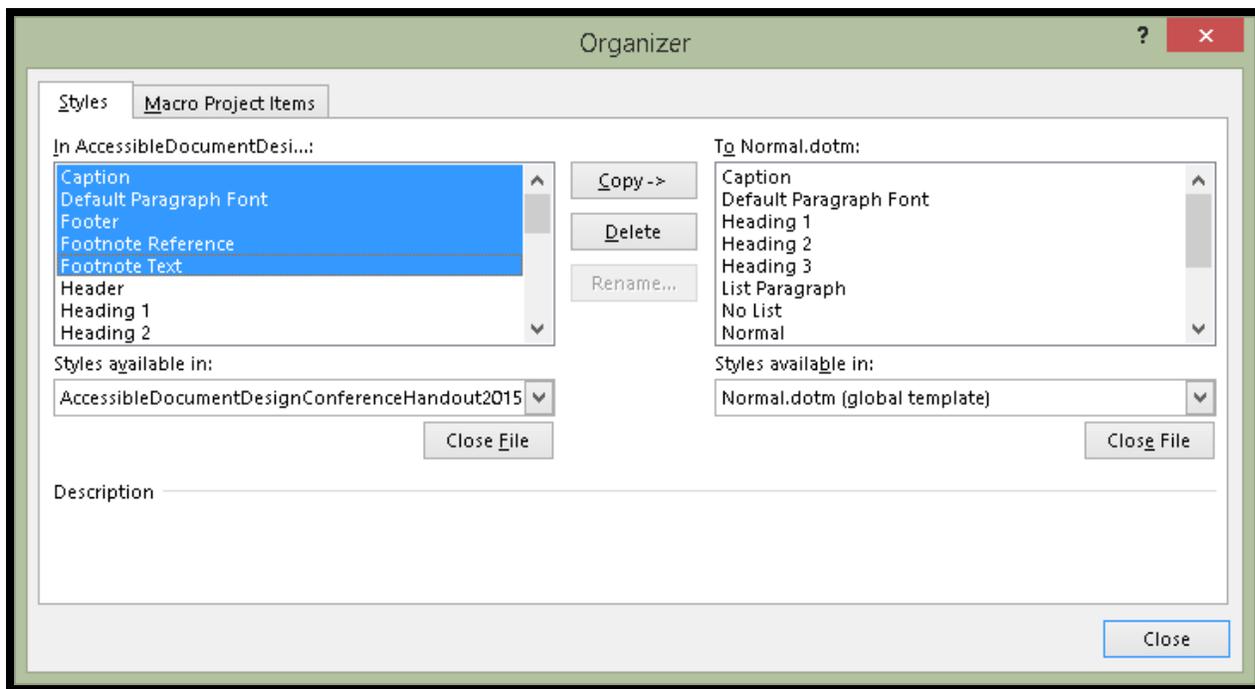


Figure 28 Import/Export dialog with styles selected to copy to another document.

You can select one style to copy or hold down the Shift key and use the Up or Down Arrows to select multiple styles. To select all styles, press Home to put focus at the top of the list of styles and then hold down the Shift key, press Down Arrow until you reach the end of the list of styles.

This is what I usually do as it is sometimes faster than locating each style I want to copy. If there are no changes to a style from one document to the next, no “harm” is done.



Figure 29 Dialog asking if you want to overwrite existing styles.

When you are asked if you want to overwrite the existing styles, say yes.

Building Blocks

Building blocks replace the “AutoText” in versions of Word from 2003 backward. Microsoft Office comes with a separate file that can be accessed by Office applications that contains the pre-formatted gallery items as well as preformatted text or content.

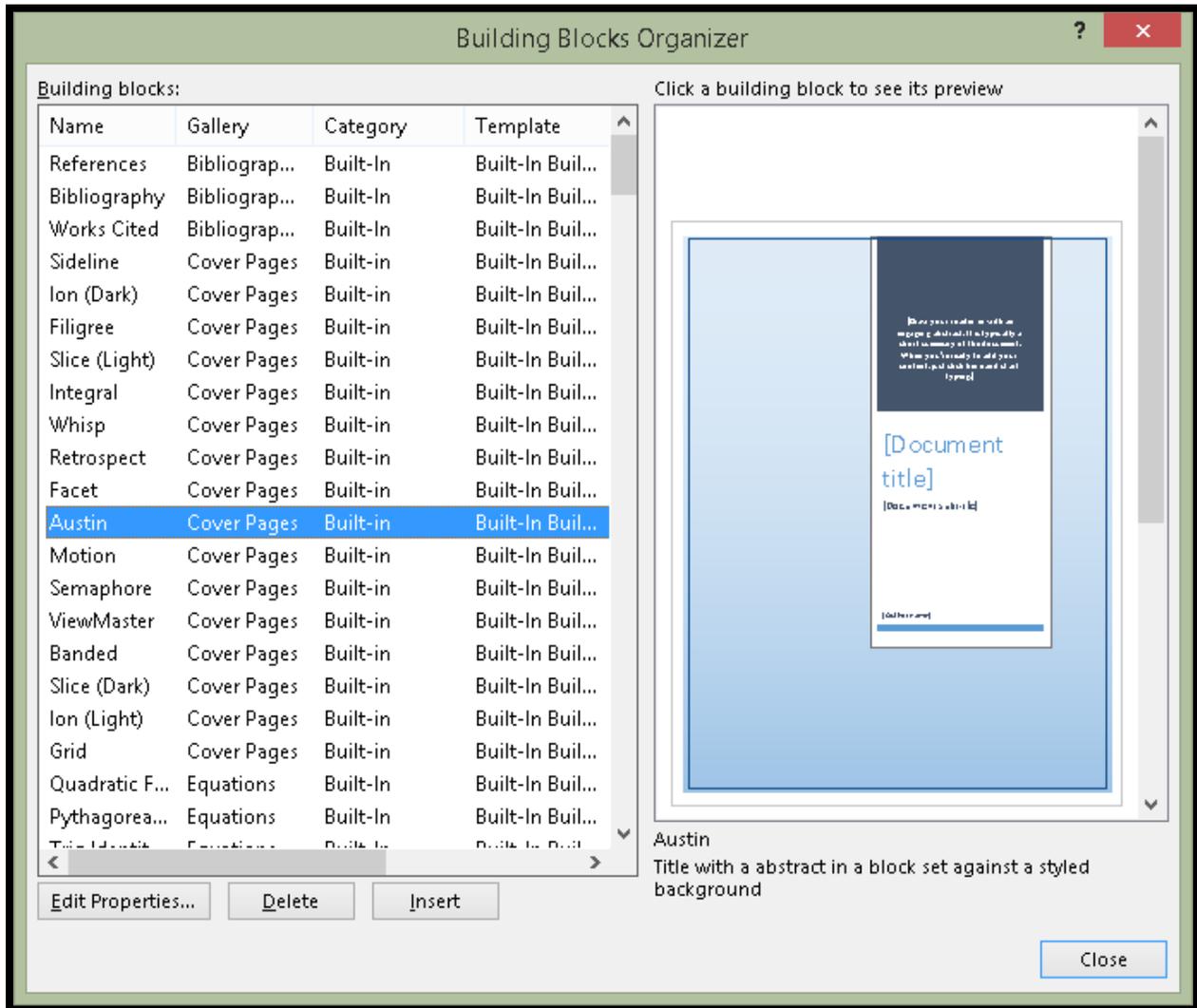


Figure 30 Building Blocks Organizer.

You can access or create building blocks by pressing Alt + N, Q.

Building Blocks can contain any type of content including tables, pictures, Headings and text.

To create a Building Block, select what you want to be the Building Block and press Alt + N, Q, S for Insert Ribbon, Building Blocks, and Save Selection to Quick Parts Gallery. The Quick Parts Gallery is the view of your own Building Blocks.

A dialog opens for you to fill in with information including a name for the Building Block. If you are creating a Building Block for your contact information you might want to name the Building Block “Contact” or “Contact Information.”



Figure 31 Create New Building Block dialog.

When you create building blocks you can choose whether formatting is retained or will match the current document.

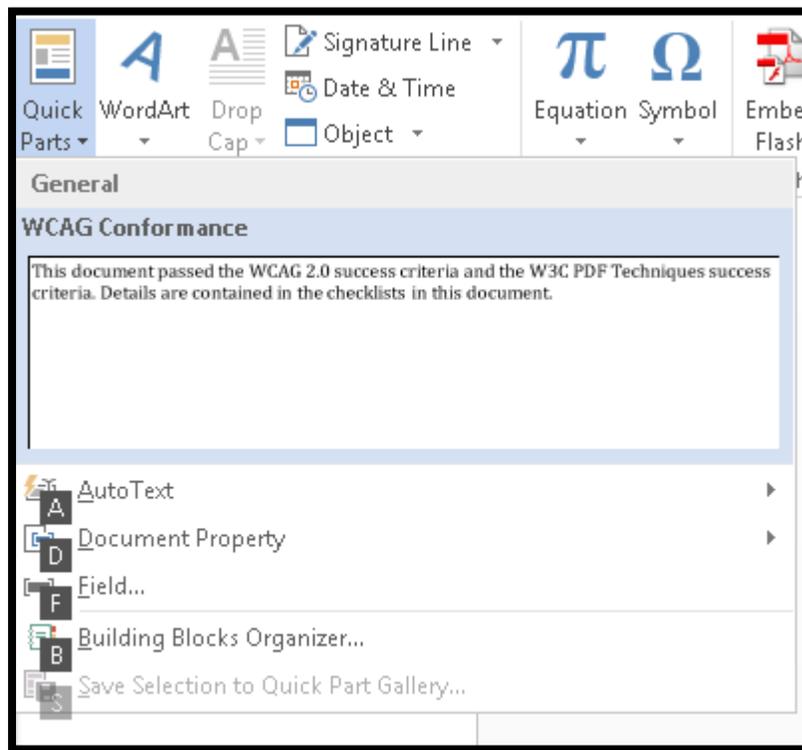


Figure 32 Quick Parts Gallery from the Building Blocks button on the Insert Ribbon.

You can create cover page building blocks, static content building blocks such as copyright or contact information, and include images with Alt text and captions as building blocks.

Note: Content Controls are still not accessible to adaptive technology or the keyboard so avoid using them when creating Building Block/Document parts.

Putting a Heading on the Next Page

There are times, as shown in this tutorial, when you want to put a heading on the next page for either visual effect or to further separate content/topics/chapters.

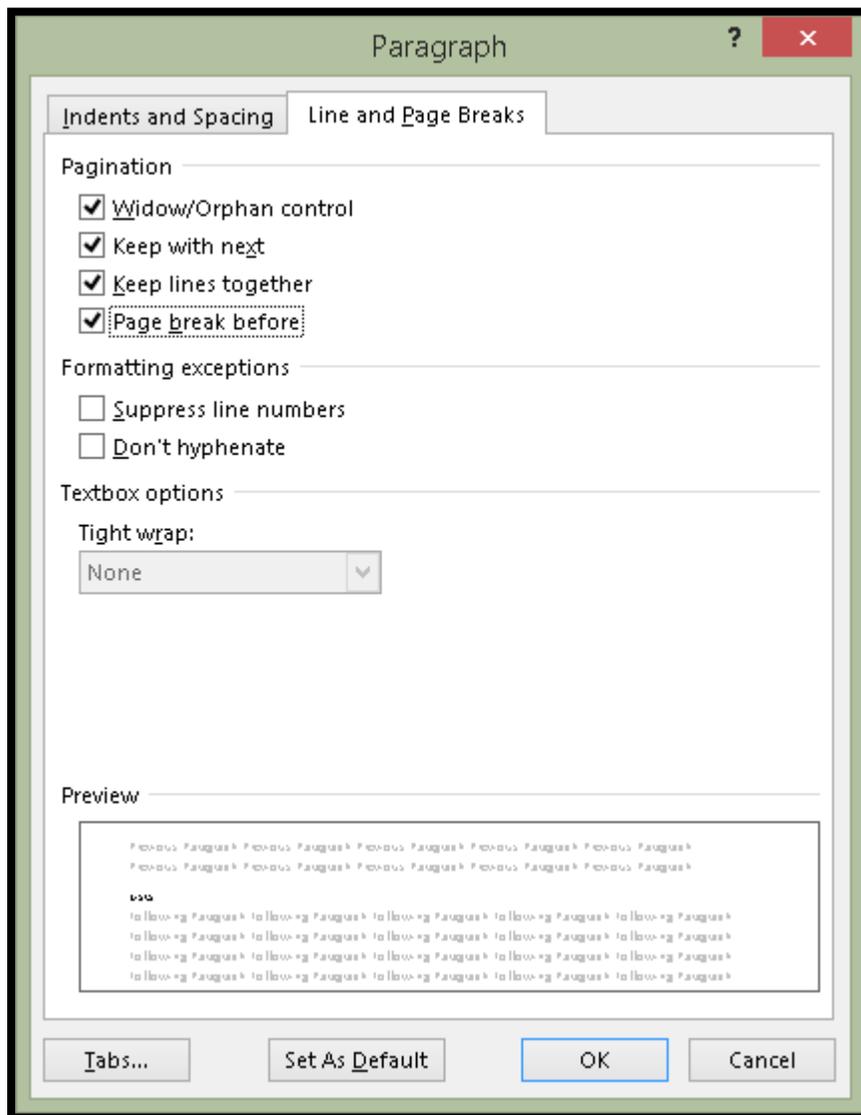


Figure 33 Paragraph dialog with Line and Page Breaks tab showing.

To add a page break before text in a document:

1. Select the Heading or piece of content you want at the top of the next page.
2. Press Alt + H, P, G for Home Ribbon, Paragraph dialog.
3. Press Ctrl + Page Down to move to the Line and Page Breaks tab.
4. Press Alt + B to move to and check the check box to put a Page Break Before.
5. Tab to and activate the OK button by pressing Enter.

This technique provides a cleaner page break than using Shift + Enter and is easy to remove if you have to due to additional content or reorganizing of content.

To remove the page break before, access the Paragraph dialog again and uncheck this check box. By using this method consistently, it is faster and easier to add or remove the page breaks before content.

Images, Tables, Columns and Text Boxes

I've attached recent updates to the techniques for Adding Accessible Images to Documents, Tables and Columns, and Text Boxes and Accessibility to this PDF document. They are tagged PDF and the two documents, Tables and Columns and Text Boxes and Accessibility have sample documents attached.

You can download these documents on [Tables, Accessible Images and Text Boxes and Accessibility](#)⁷ individually from the Karlen Communications web site.

Word Accessibility Checker

Word has an Accessibility Checker to help with accessibility barriers that might be lurking or overlooked in the document. There are time when I am writing and forget to add Alt text to an image and the Accessibility Checker keeps me on track.

Press Alt + F, letter I for File/Backstage area, Information.

Press the letter I again to open the Inspect Document sub-menu.

There is no keyboard command once you are in the Inspect Document sub-menu. Press down Arrow to move to Accessibility Checker and press Enter.

⁷ Karlen Communications Handouts page: <http://www.karlencommunications.com/handouts.html>

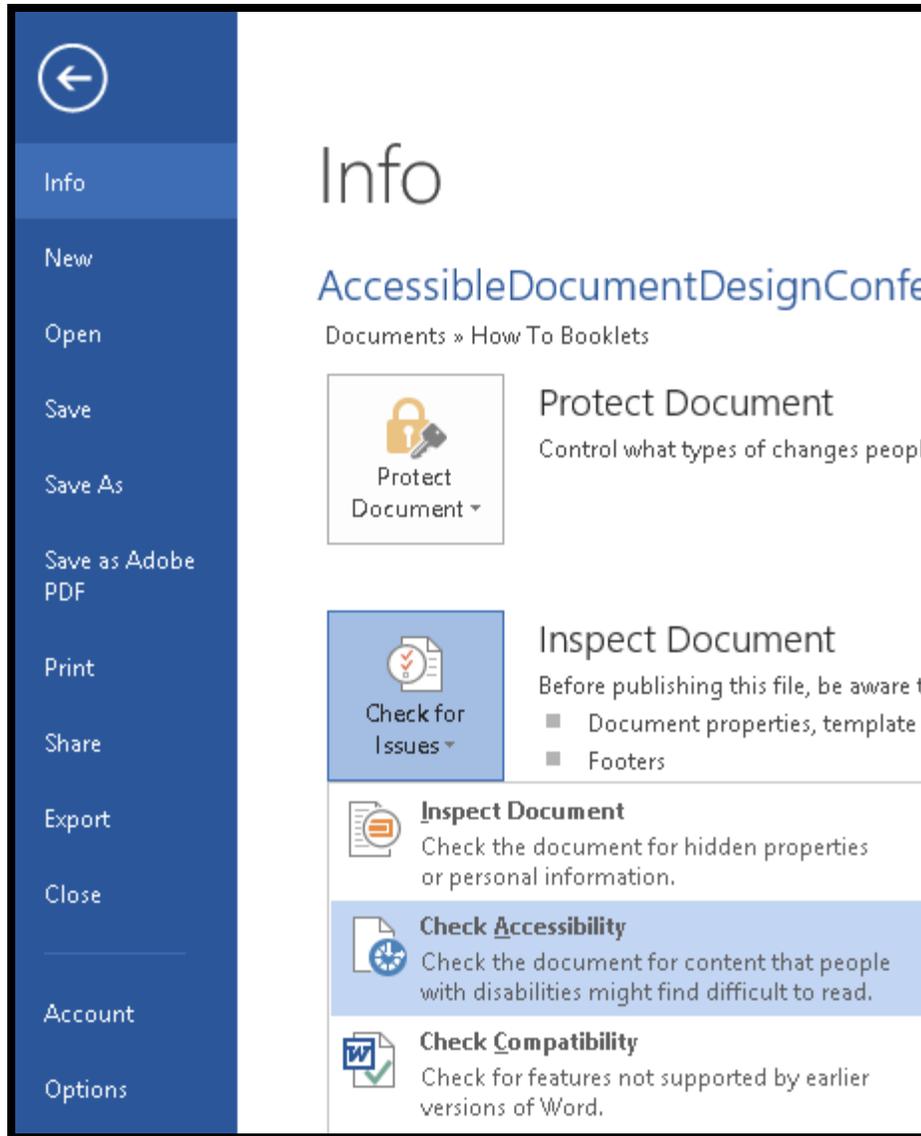


Figure 34 Word Accessibility Checker under the Info tab.

The Accessibility Checker opens to the right of the document in the Accessibility Check Pane and begins checking the document.

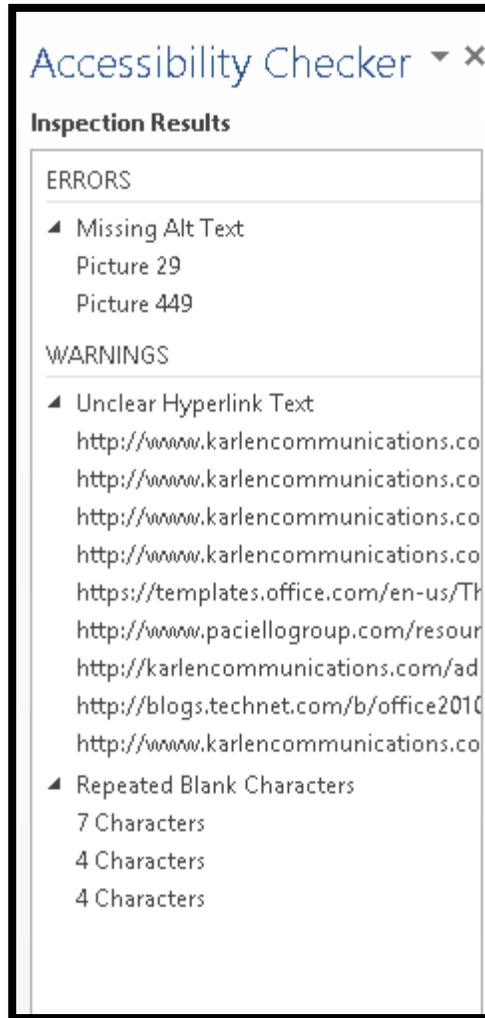


Figure 35 Accessibility Check for this document at this point in time.

The preceding image shows the results of an accessibility check for this document at this point in time. Because I created images for an entire process and then will go back and add the text and Alt Text, two images have been flagged as not having Alt Text.

The check also found the links in the Footnotes and has identified them as not being contextual. Since I want the long URL's in the Footnotes, I can ignore this. I might, however, want to click on or activate each of them in the Accessibility Check Pane to make sure that they are all Footnotes.

It also appears that I have repeated blank characters which is something I need to investigate because I don't use spaces for positioning.

Of course, they are the blank lines between the title of the document and the picture of Olivia and Barnaby. I removed the blank line after my name and once that was done, that item was automatically removed from the Accessibility Check...so I don't have to run it again to see that remediation.

I also went to the images and added Alt Text to them. The following image shows the up to date Accessibility Check.

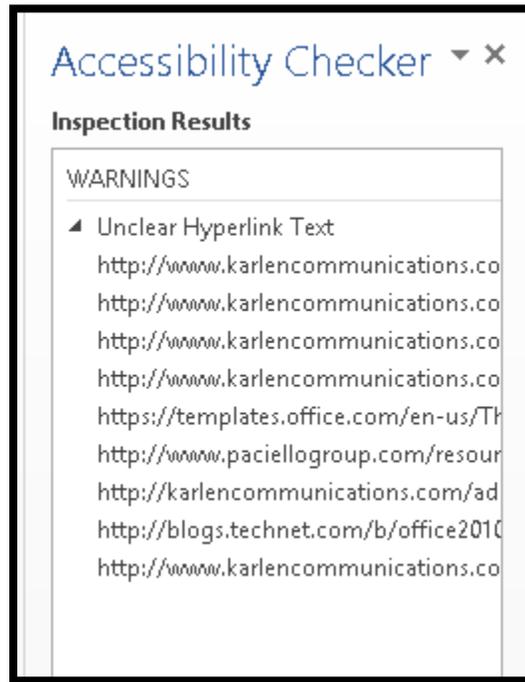


Figure 36 Updated Accessibility Check for this document at this point in time.

To fix the remaining repeated characters error, I modified the Title Style to create the space I want below the style and before the image. I used the Paragraph dialog from the Modify Style, format dialog to add 120 points of spacing under the Title style. Since I am only going to use the Title Style in this way, modifying the Title style will not affect any other aspect of the cover page.

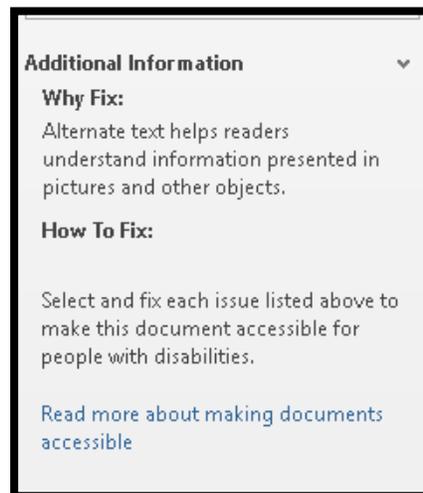


Figure 37 Additional information at bottom of Accessibility Check Pane.

PowerPoint 2013

You have flexibility in PowerPoint to make more accessible templates and presentations. Unlike PowerPoint 2003 where it was difficult to use the Slide Master View and insert an accessible Content or Text Placeholder, you can do this easily in PowerPoint 2013.

An accessible PowerPoint presentation includes:

- Correct Tab Order of content.
- Decorative images in background on Slide Master.
- Text or Content Placeholders NOT text boxes
- Tables are inserted not drawn.
 - Use Insert Ribbon to define the table.
- Use of Themes so that if someone can't use the colours you've chosen they can use their own or a different Theme.
- Create a template of your own!
- Good colour contrast and simple design.

One of the frustrating things about PowerPoint presentations is something I talked about back in 2001. I was searching for a specific piece of information on the Internet, for example, accessible PowerPoint design. I found the exact text! It was a single PowerPoint slide with the slide title "Accessible PowerPoint Design." The only content on the slide was a picture and the text "You should create accessible PowerPoint." This was a presentation to a conference and I thought that there would be more information than that on the topic/slide. I understand the need to "protect" your knowledge, but at some point, finding these types of cryptic non-informative pieces of information just turns people of.

A common mistake is in the belief that PowerPoint is a word processor. Slides are for brief speaker prompts not essays.

Another common mistake is in thinking that the slide designs and templates available in PowerPoint or on the Microsoft [PowerPoint Templates and Themes](https://templates.office.com/en-us/Themes)⁸ web page are inherently accessible. They are not.

⁸ Microsoft PowerPoint Themes and Templates page: <https://templates.office.com/en-us/Themes>

New Slide Sizing

With PowerPoint 2013 Microsoft introduced a new “widescreen” slide size. This is to accommodate the larger, wider monitors.



Figure 38 Two slide widths, Standard (left) and Widescreen (right).

If you have an older presentation and want to bring it into the widescreen size, you can do this. You can also take the widescreen size and make it smaller.

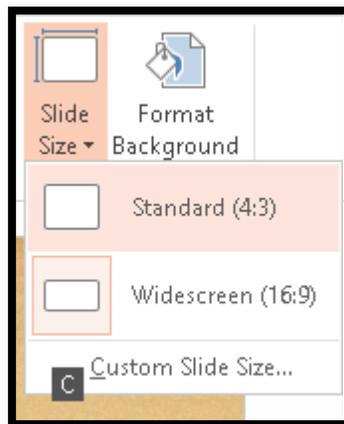


Figure 39 Design Ribbon, Size sub-menu.

Press Alt + G, S for the Design Ribbon, Size.

The sub-menu will open and your choices are Standard, which is the old size, or Widescreen, which is the new size.

If you are using a Widescreen size and decide you want to change it to a Standard size, you will be asked how you want to implement the sizing.

A dialog opens and your choices are Maximize which will maximize the slide area for that sizing; or, Ensure Fit, which will adjust the sizing to ensure a good fit for content. I would choose that one!

When the dialog opens focus is on the buttons which are not accessible BUT, you can press Alt + M to choose Maximize Fit or Alt + E to choose Ensure Fit.

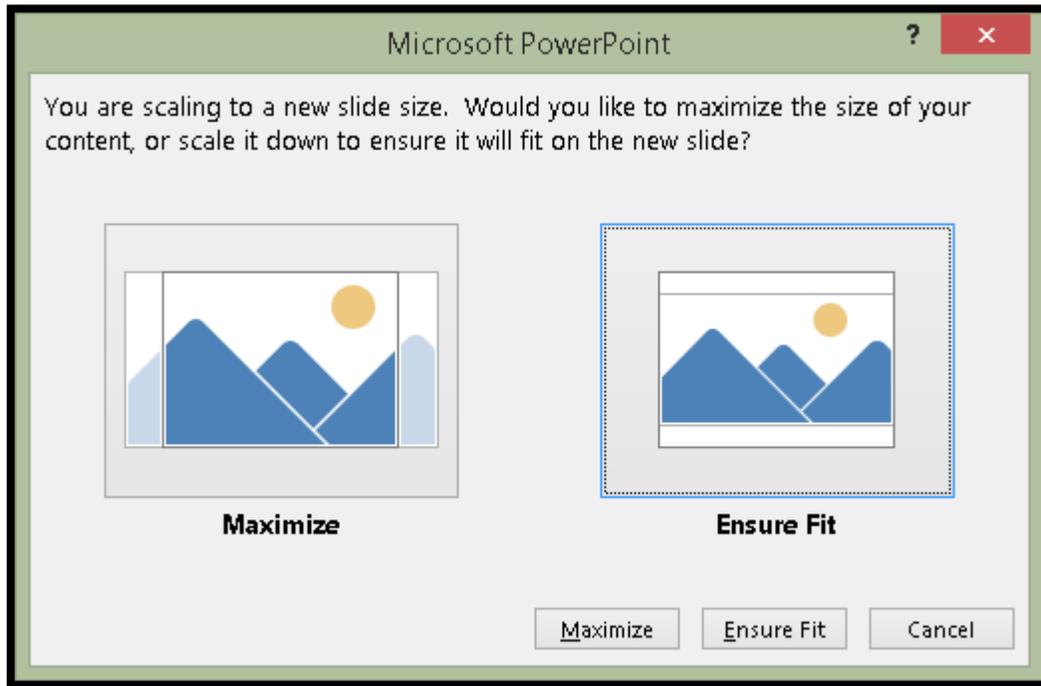


Figure 40 Adjust Standard size dialog.

If you are using the mouse, you may have to click OK to complete the process. If you are using the keyboard you don't. Your instructions are carried out immediately.

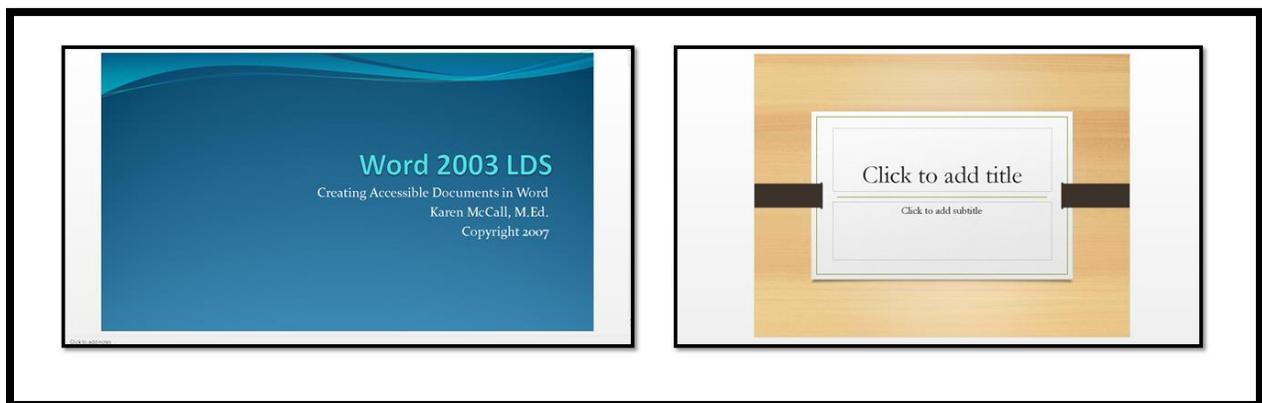


Figure 41 Presentation on left changed to Widescreen, presentation on right changed to Standard.

Creating a Presentation in Word

It is easy to create your presentation in Word and then send the content to PowerPoint.

In Word 2010, unlike Word 2003, we will need to put the “Send to PowerPoint” item on the QAT or Quick Access Toolbar first. Follow the instructions for putting the ASP or Apply Styles Pane on the QAT or Quick Access Toolbar. The “Send to PowerPoint” item can be found in the “Commands not on the Ribbons” list.

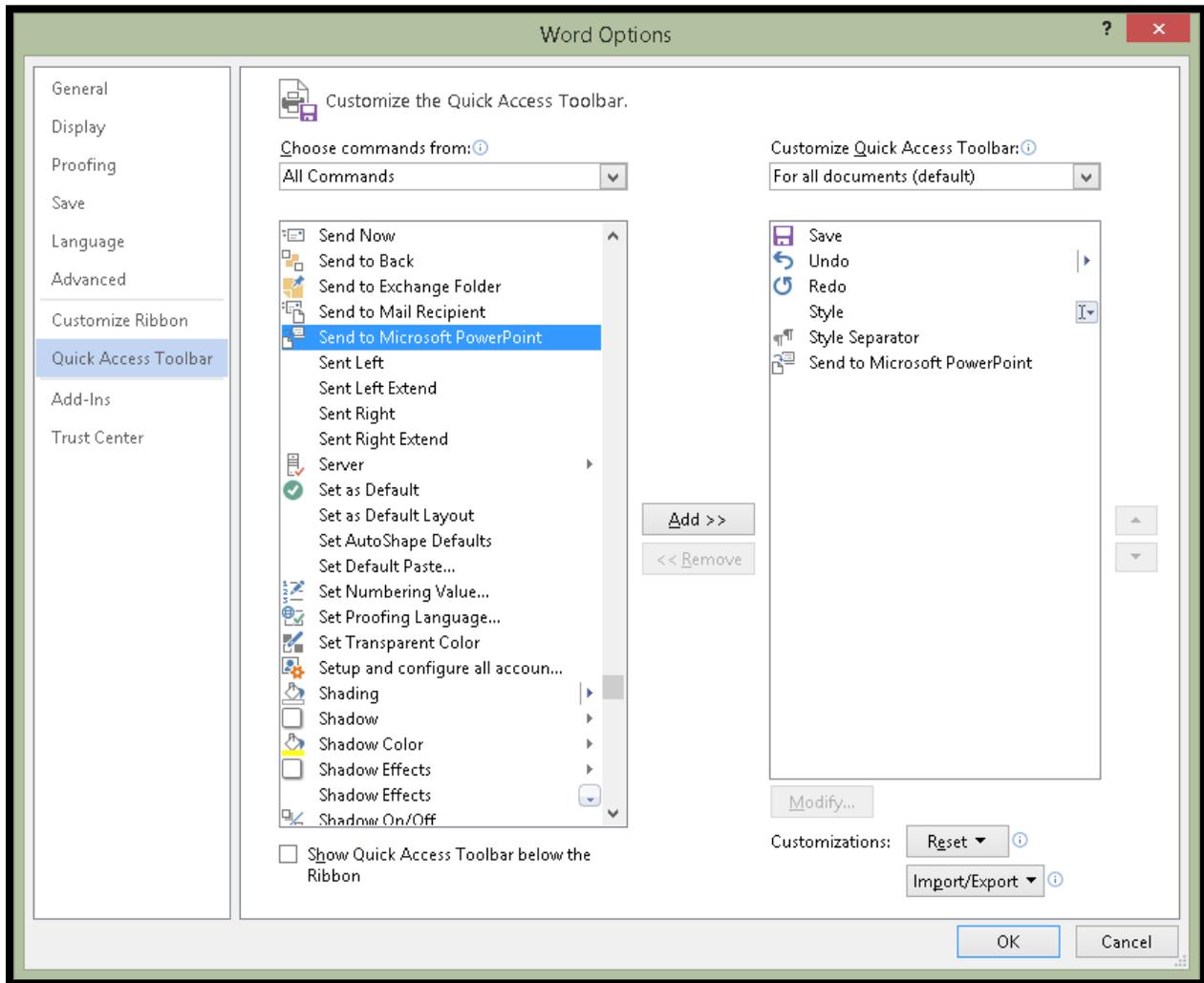


Figure 42 Customize Quick Access Toolbar showing Send to Microsoft PowerPoint tool.

I've attached a template for creating your PowerPoint content in Word to send to PowerPoint to this PDF document.

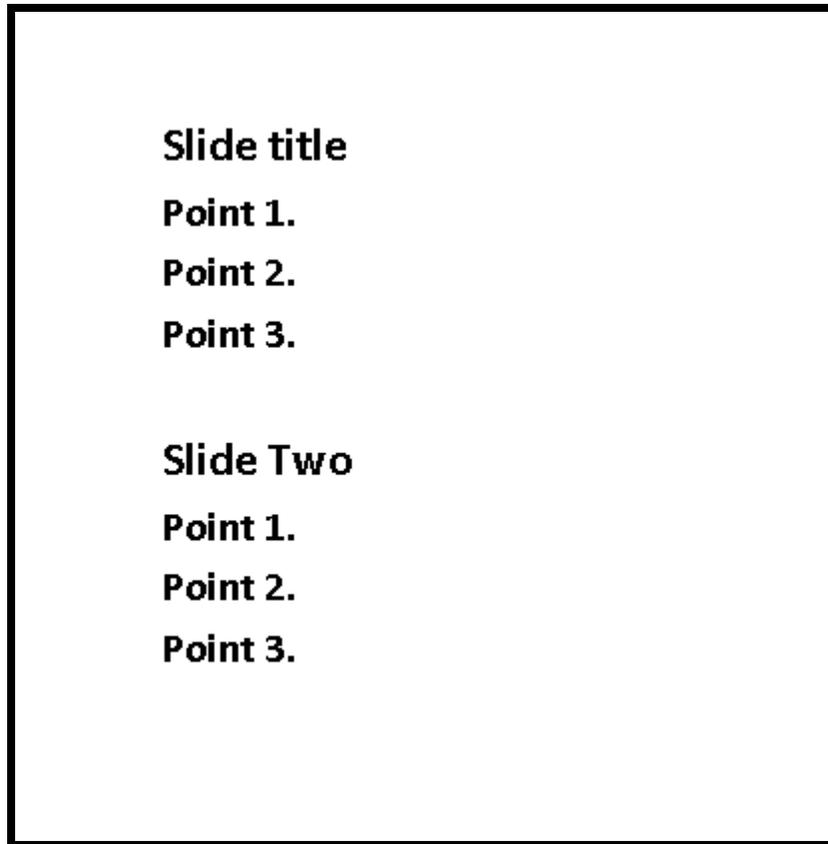


Figure 43 Sample text in a Word document for PowerPoint slides.

To create a PowerPoint presentation in Word:

1. Open a new blank document. It doesn't have to be a template; it is the underlying structure that will be converted to the slide components.
 - a. The "Send to PowerPoint" template I've included uses black text on a white background to avoid any conflicts with a slide design or Theme you might choose.
 - b. You can copy and paste it or simply save it to your Custom Office Templates folder.
2. When this gets sent to PowerPoint, the text will start on the second slide. Type the text for the second slide.
 - i. We will add the title slide in PowerPoint.
3. Type the bullet points for the first slide but do not format them as bullets.
4. Select the text that you want to be the title of the second slide.
5. Press Ctrl + Alt + the number 1 to make it a heading level 1.
6. Select any bulleted items on "the slide" and make them heading level 2.
7. Repeat this process for each slide of the presentation: slide titles are heading level 1 while bullets are heading level 2.

8. Save your document as something meaningful to your presentation.
9. Activate the “Send to PowerPoint” item placed on the QAT or Quick Access Toolbar.

When you do this, the slide presentation is created. PowerPoint will open, the slides will be constructed and you are ready to add images and the title slide.

This lets you work on the content of your presentation without being distracted by visual design and bling. It also creates an accessible version of your presentation that can be sent to participants who can then access it on note taking devices or laptop computers or it can be Brailled To tidy up the Word document as an alternate format document, open the Styles pane, select all instances of heading level 2 and make then normal text once you’ve sent the document to PowerPoint.

Finishing the Presentation in PowerPoint

Once the slide content has been sent to PowerPoint, switch to slide sorter view in PowerPoint by pressing Alt + W, letter I for View Ribbon, Slide Sorter. .

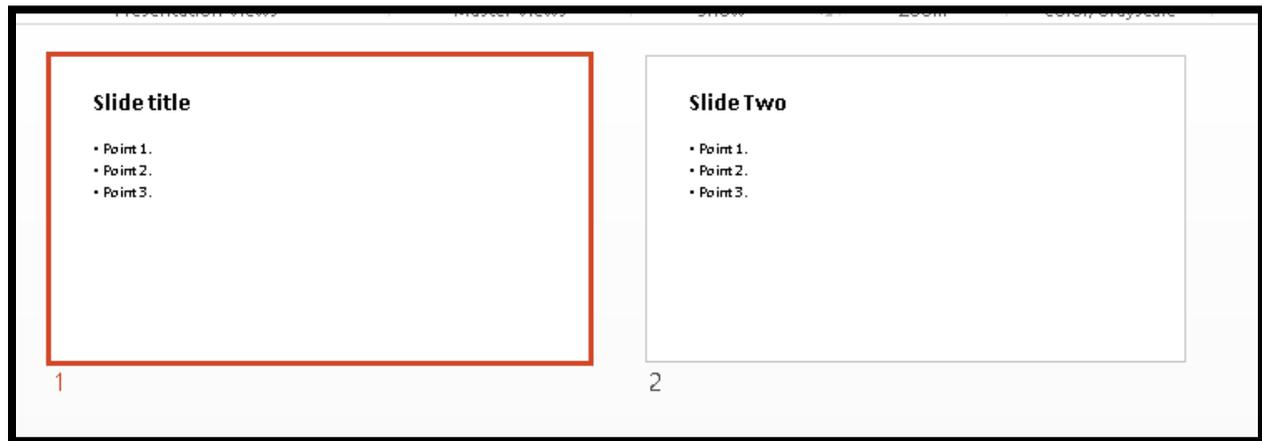


Figure 44 Slide Sorter View in PowerPoint showing text for two slides created in Word.

In Slide Sorter view use the keyboard because it is more accurate and faster to position the cursor just before the first slide.

To finish the slide presentation:

1. Press Left Arrow to take focus off of the first slide and put it just before the first slide.
2. Choose Insert, Slide, and choose the Title Slide layout.
 - a. If your cursor was just before the first slide, this is where the Title Slide will be placed.
3. If you were a bit off, you can drag the Title Slide to its position or cut and paste it there.
4. Switch to Normal view by pressing Alt + W, L for View, Normal.

5. Press Tab to move into the Title placeholder.
6. Press Enter to activate Edit mode.
7. Type in the title of the presentation.
8. Press the Escape key once to get out of Edit mode.
9. Press the Tab key to move to the Subtitle placeholder.
10. Press Enter to activate Edit mode.
11. Type in The Subtitle information.
12. Press Escape to get out of Edit mode.
13. Save your presentation and continue working on it.

Now you can add the bling.

Press Alt + G for the Design tab and then press H for the Themes Gallery. Choose your Theme!



Figure 45 Focus in Slide Sorter View just before first slide.

Once you add the Title Slide, switch to Normal Layout View

Begin adding a Theme and other content.

This approach is useful for those of us who get distracted by the bling!



Figure 46 Slide sorter View with Title Slide added.

The following image shows the slide presentation once a Theme was added.

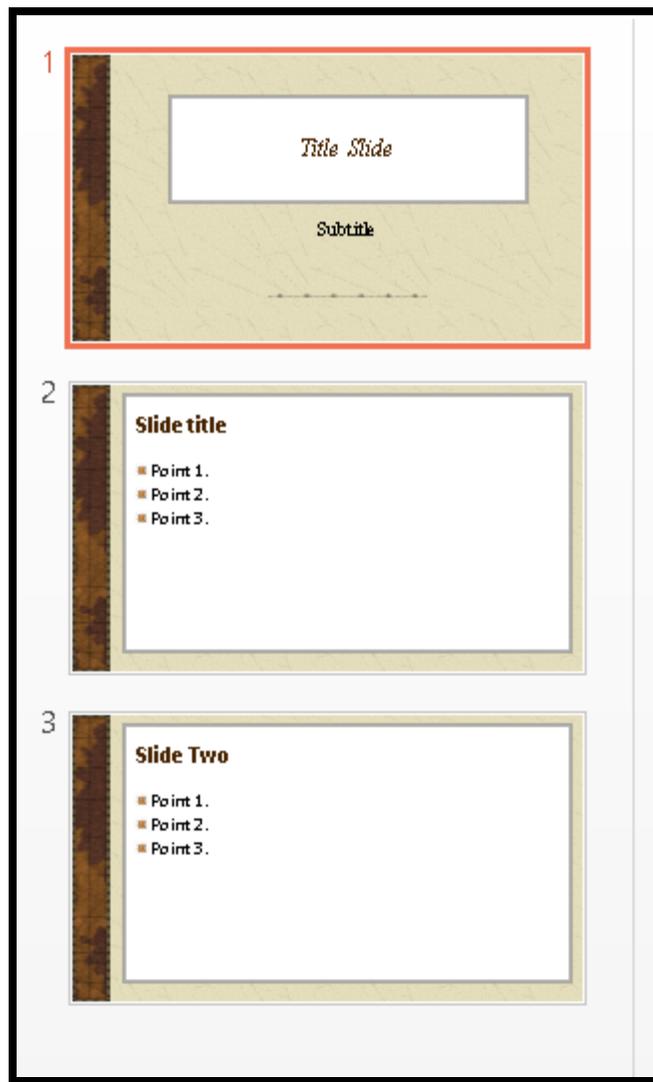


Figure 47 Finished PowerPoint presentation.

Slide Masters

It is always a good idea to create a custom slide template that can be used for various presentations. Just as we created a template in Word, we can create or add to templates in PowerPoint.

- To access the Slide Master press Alt + W, M.
- To return to the Normal slide view press Alt + W, L.

Slide Master shows you all the possible slide choices for a presentation. Just as with Word, once you create your template, you can save it as a Theme, or you can begin the process by using the Theme you created in Word.

To choose an existing Theme for your template, press Alt G, H for the Design Ribbon, Themes.

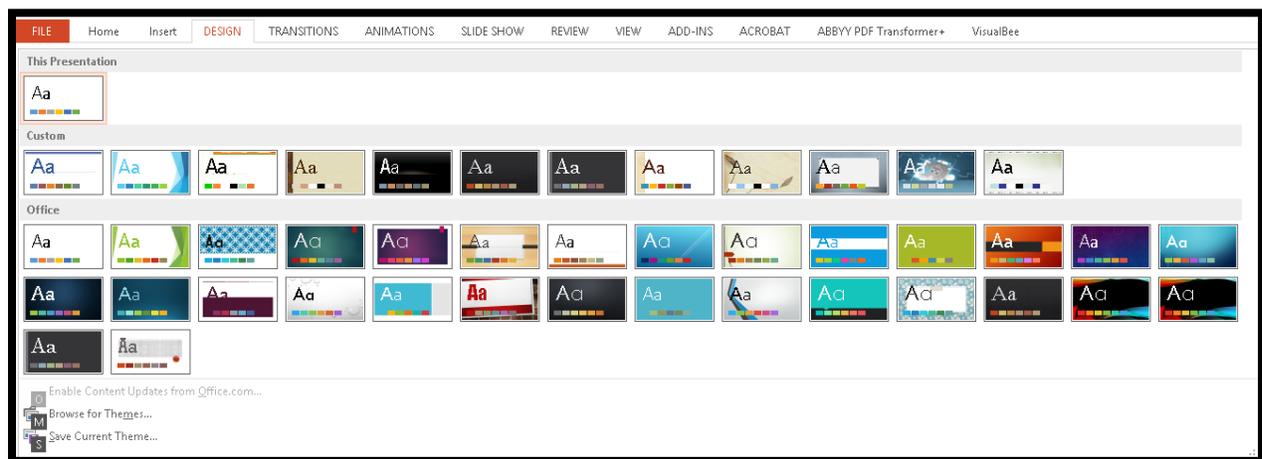


Figure 48 PowerPoint Themes from the Design Ribbon.

If you are starting with a template, press Alt + F, N for File/Backstage area, New. Tab into the list of possible Templates and press Enter on the one you want.

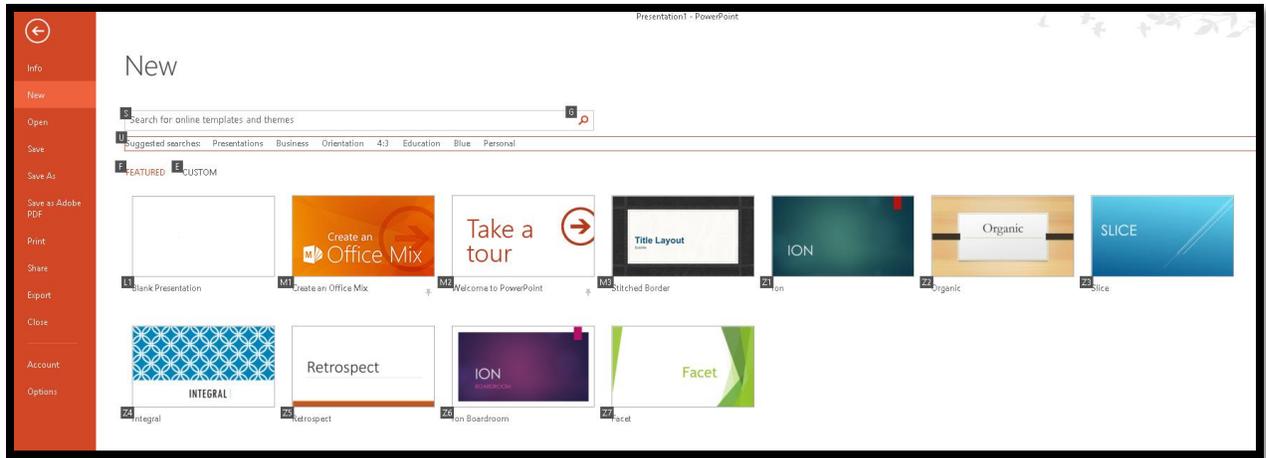


Figure 49 New presentation from Template.

Turning off the PowerPoint Start Screen

If you want to turn off the Start Screen, which shows each time you open PowerPoint 2013, press Alt + F, T for File/Backstage area, Word Options.

In the General category, press Alt + H to uncheck the check box to Show the Start Screen. This is a toggle that will move you to that check box and either check or uncheck it. This option is checked by default.

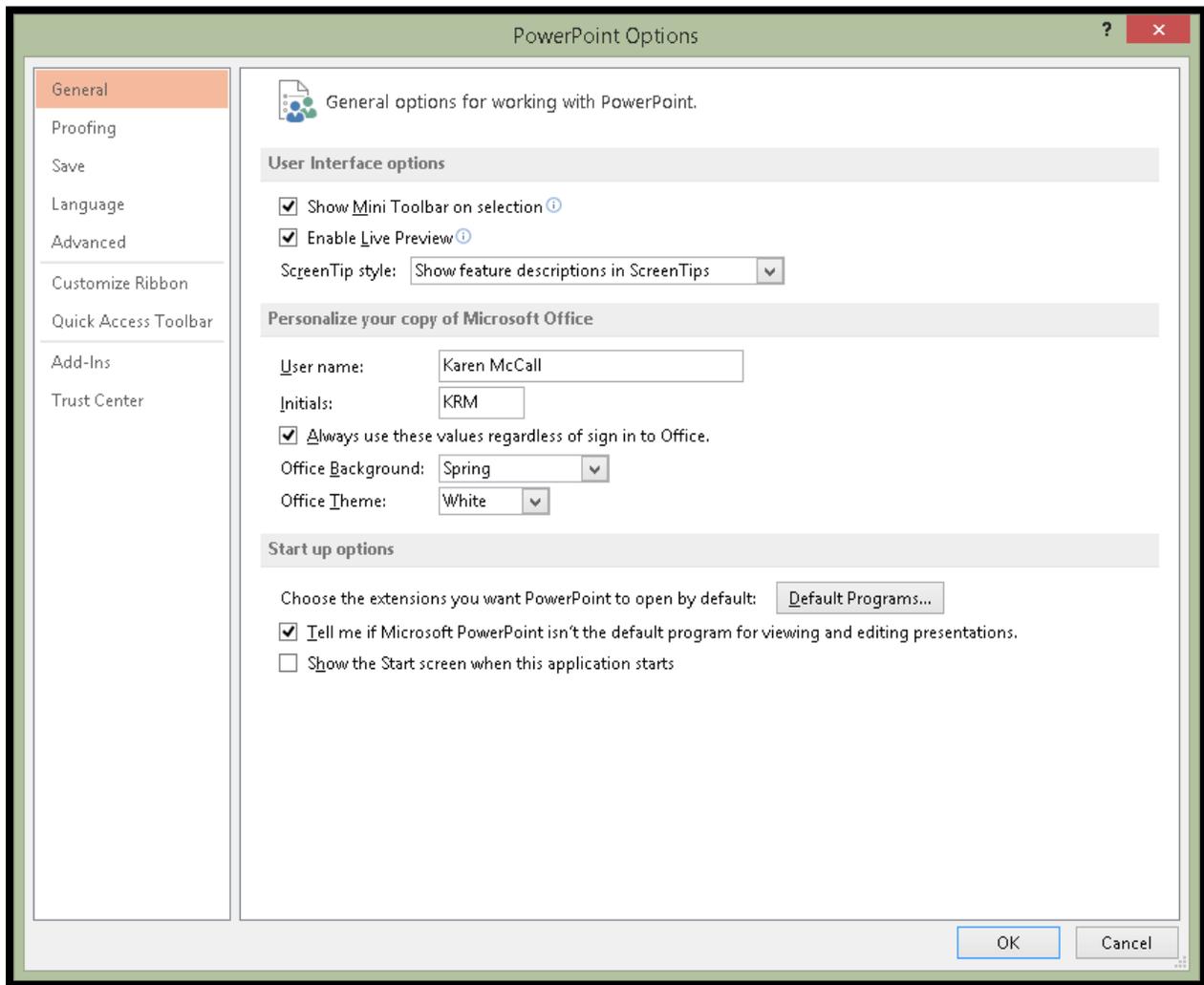


Figure 50 PowerPoint Options dialog showing Start Screen turned off.

Colour Contrast and Readability

This brings us to an important accessibility and usability issue: the readability of the content on the slides.

In the Background options you have some fills and textures that can be applied to slides. Always test these to ensure that the content of your slides is still readable once you apply the fill or texture. Consider the following combination:

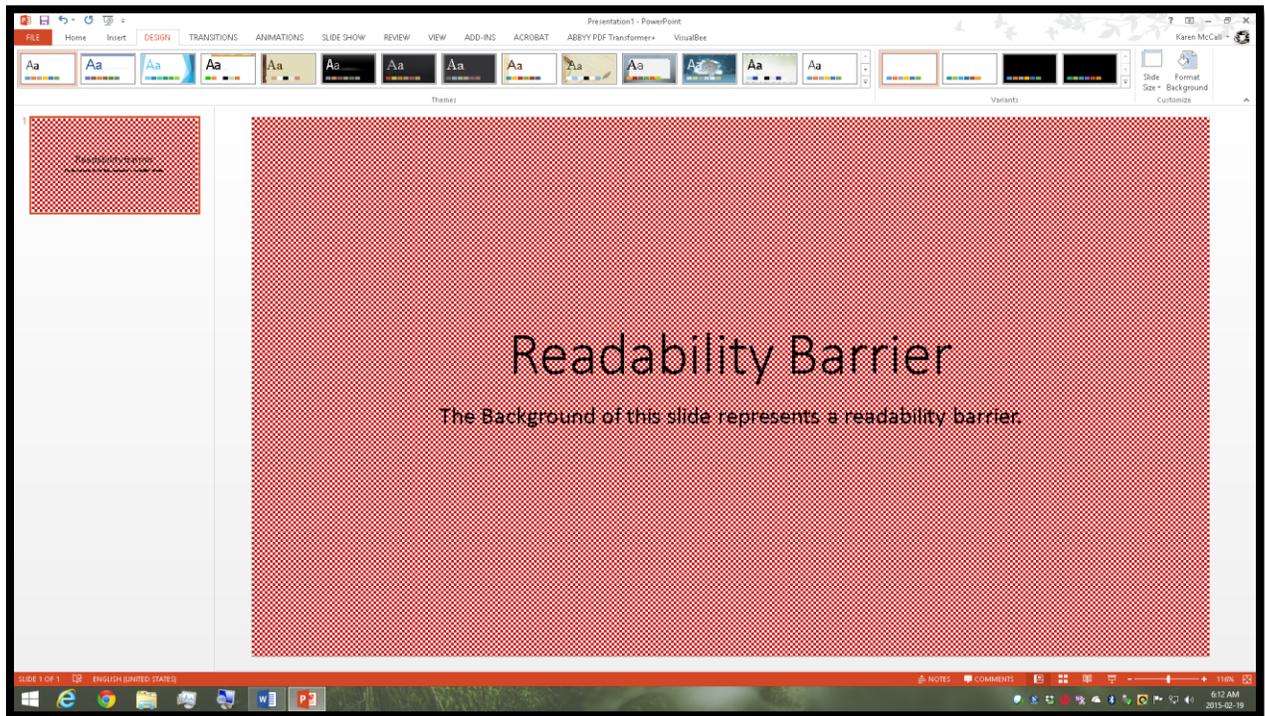


Figure 51 Slide with small red check background and black text.

Even if we chose another pattern and colour, we affect the readability of content by the choices in slide design and fonts that we use.

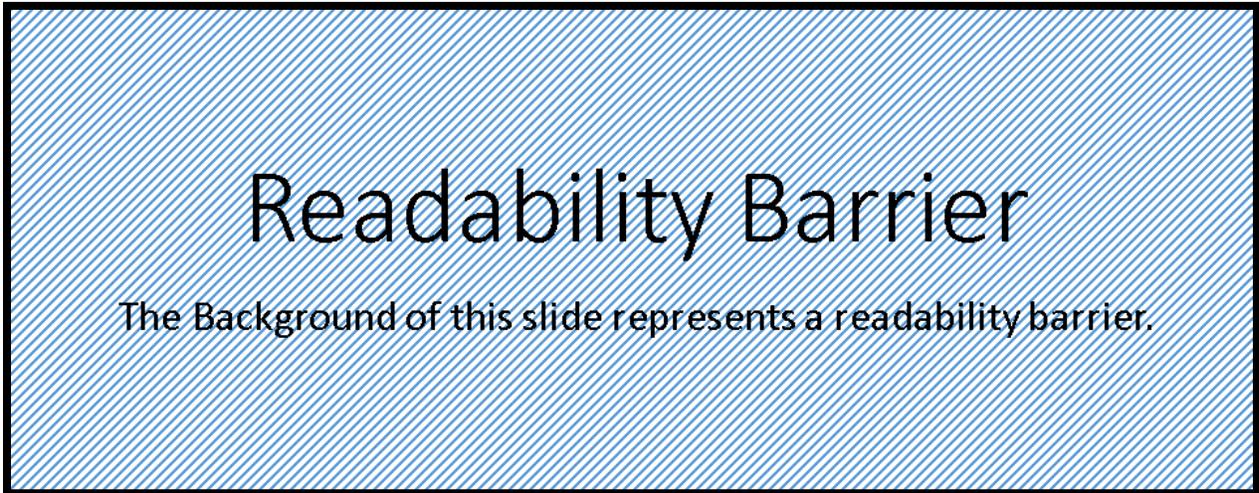


Figure 52 Light blue diagonal line background with black text.

When you go to Office online Templates, you should also be wary of the template you are choosing. Just because it is on the Templates site does not mean it is accessible.



Figure 53 Three PowerPoint Templates and Themes with readability or contrast barriers.

The preceding image shows three built-in templates and Themes with readability and/or accessibility barriers based on colour and/or fonts. They are, from left to right, "Berlin," "Main Event" and "Basis."

The "Berlin" template/Theme is oranges and dark browns and although the text is white, the person in the audience is overwhelmed by the amount of colour and the colour choices. When choosing a template or theme, consider how it will look "on the big screen."

This design does not pass the Paciello Group's [Colour Contrast Analyzer](#)⁹.

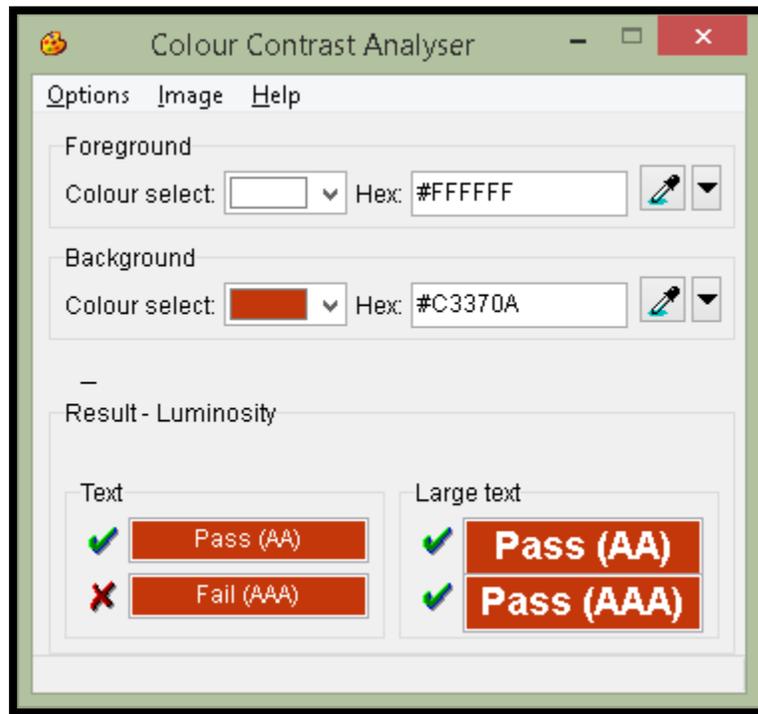


Figure 54 "Berlin" template/Theme fails the Colour Contrast Analyzer.

The "Main Event" template/Theme uses a lot of red which is a barrier to those with red/green colour blindness. The template/theme also uses all capital letters for all placeholders and a bold version of the font in the content area of all slides. It fails the Colour Contrast Analyzer on the grey text with white background.

⁹ Colour Contrast Analyzer, The Paciello Group: <http://www.pacielllogroup.com/resources/contrastanalyser/>

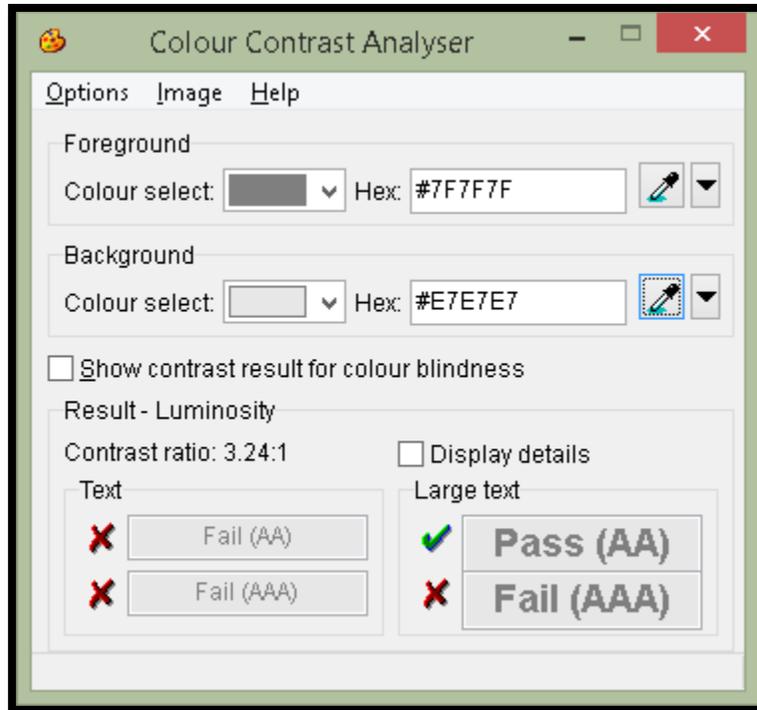


Figure 55 "Main Event" template/Theme fails Colour Contrast Analyzer.

The "Basis" template/Theme has a lime green colour with white text for the Title slide and subsequent slides have the lime green border with lime green text.

This design fails everything in the Colour Contrast Analyzer.

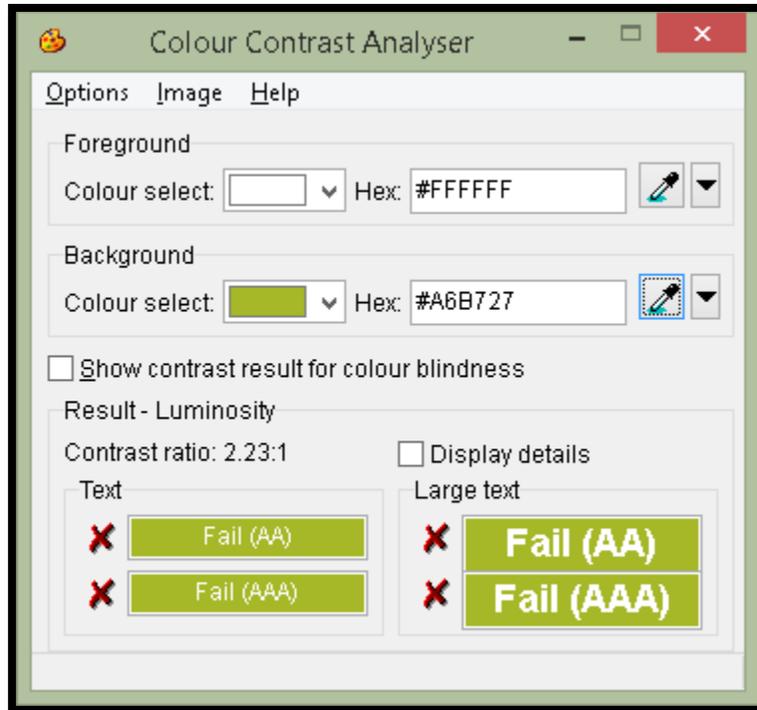


Figure 56 "Basis" template/Theme fails the Colour Contrast Analyzer.

Most of the recommendations for working with PowerPoint are to start with your own Slide Master. By creating your own Slide Master, the Slides can be synchronized with your brand. You can also choose colours and designs that compliment your presentation rather than distract from it.

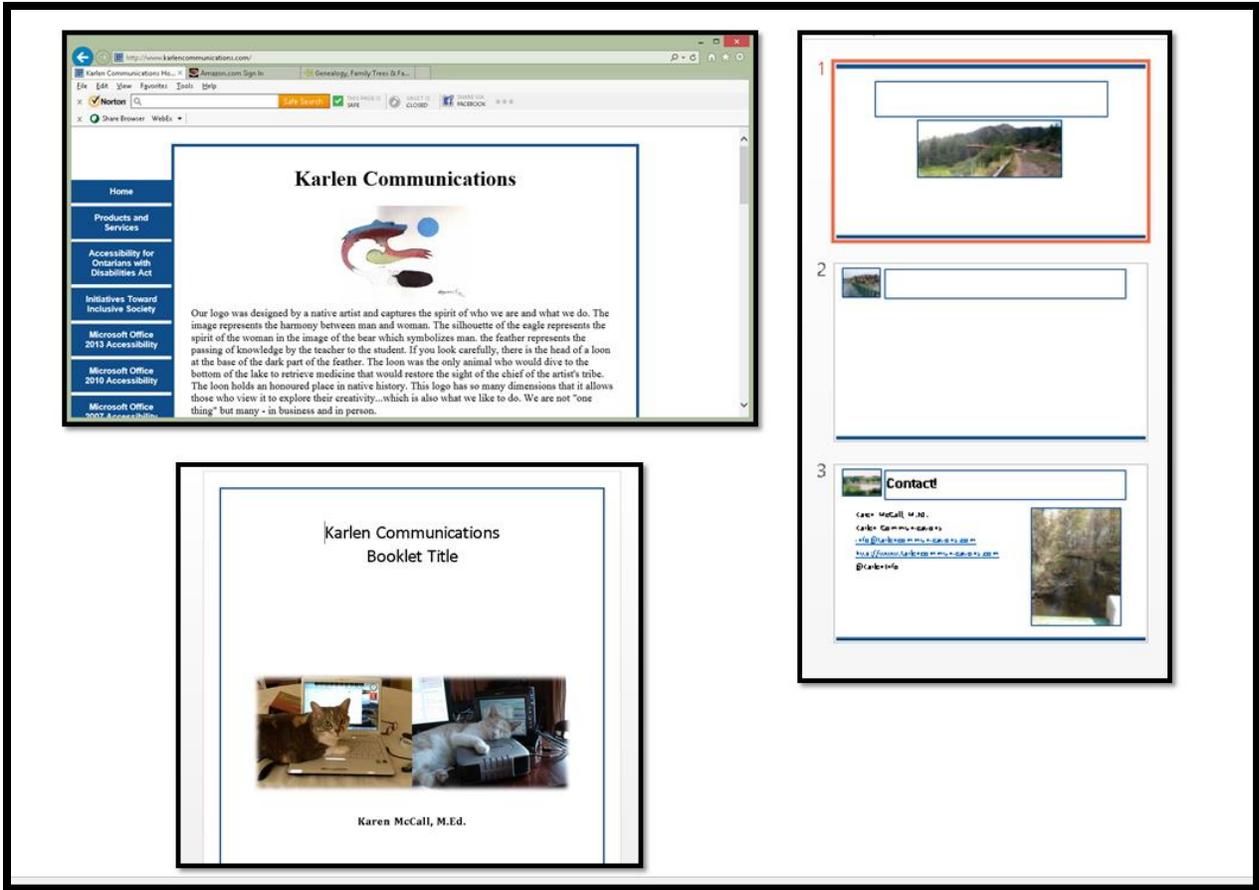


Figure 57 Karlen Communications web page, Word template and PowerPoint template.

With PowerPoint, although someone using a screen reader or Text-to-Speech tool might be able to avoid the eye candy, those with learning, cognitive, print or visual disabilities cannot. Colour, fonts and Tab Order are among the most significant barriers to content when working with PowerPoint.

Graphics and Colours

One of the areas of accessibility and readability to watch for is the use of graphics with some slide Themes. If you are using graphics, they should not be overwhelmed by the presentation Theme.

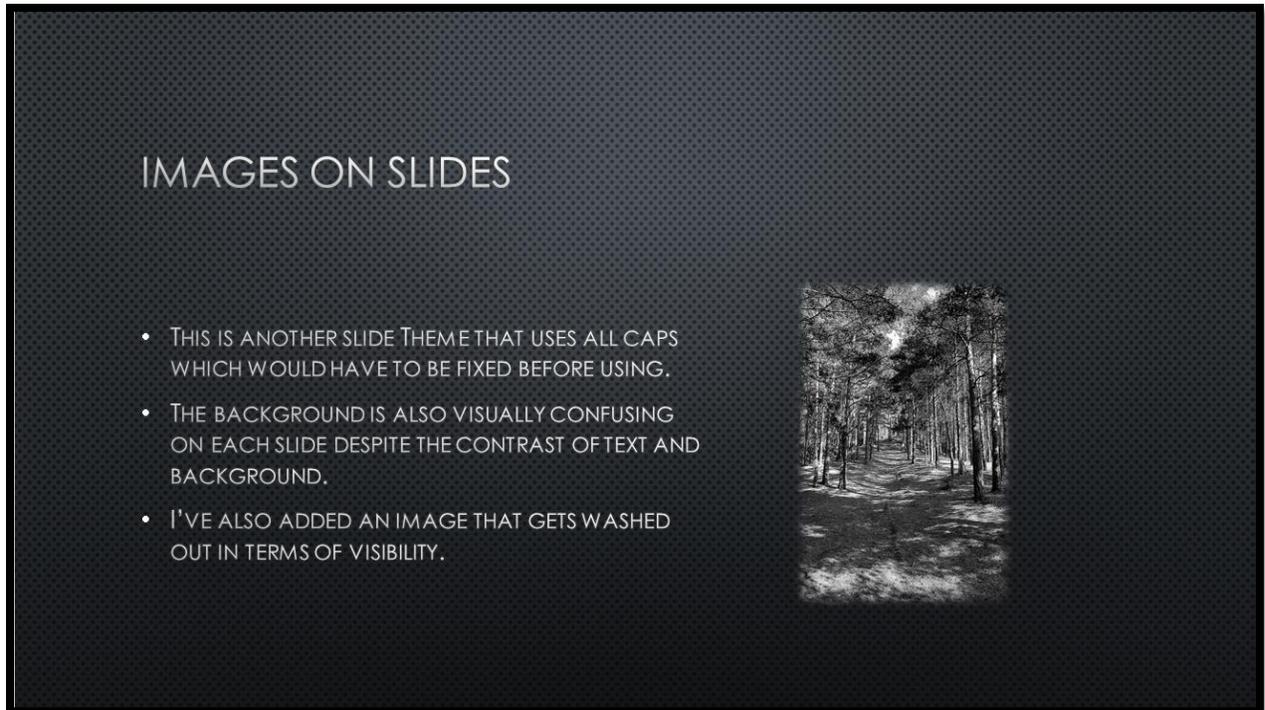


Figure 58 PowerPoint Theme with greyscale dotted background, all caps and visually busy greyscale image.

Checking Link Colours

Before you get too far into formatting and adding new slide templates, check the contrast of the link colours. This is often one area that causes accessibility issues. The contrast between the link colour and the background colour or design makes the links unrecognizable.

The following image shows the presentations used to demonstrate lack of colour contrast (and use of red) with links on slides. The “Berlin” presentation the link colour makes the link text unreadable. The “Main Event” presentation which is the middle one in the picture, uses all caps and a light red link colour; and the “Basis” slide template uses a colour that also makes the link unreadable.

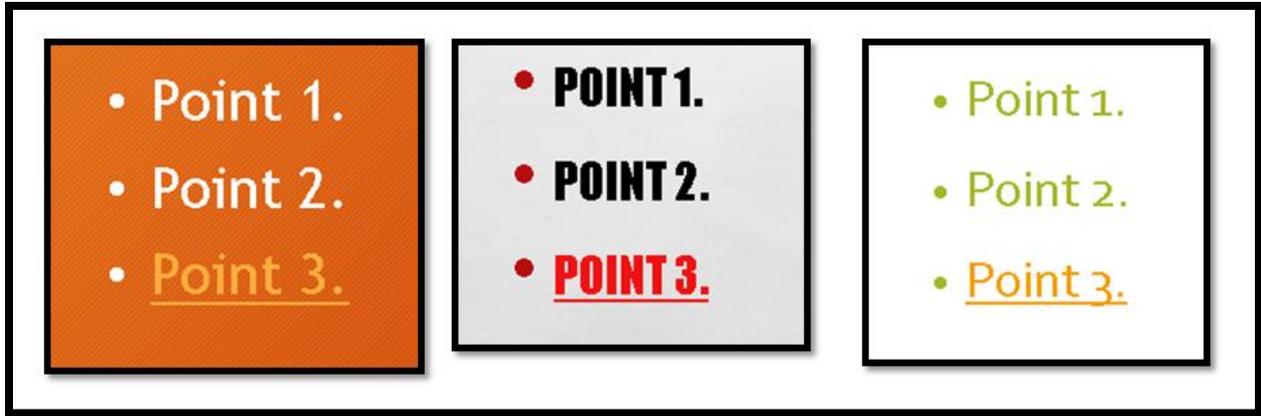


Figure 59 Three link samples from previous Slide Masters.

The links in all three slide templates/Themes fail the Colour Contrast Analyzer.

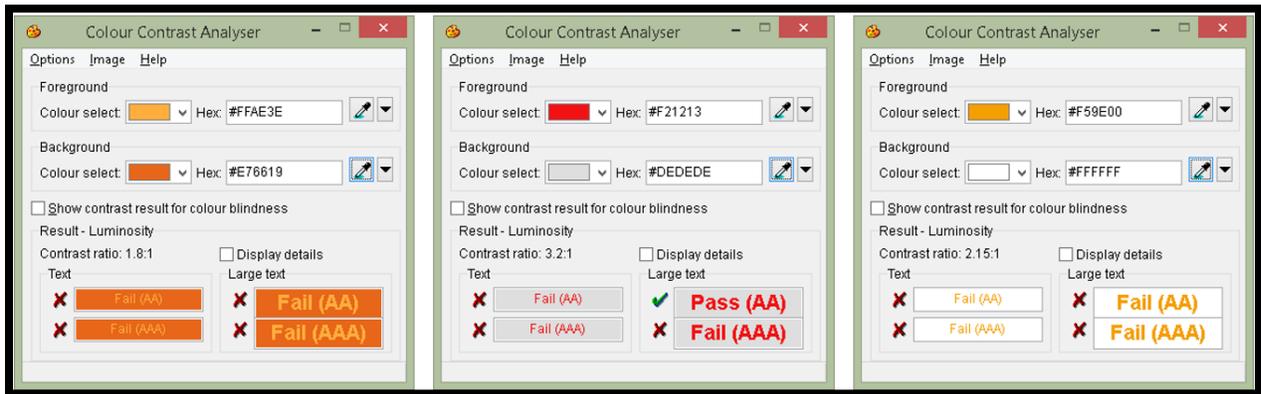


Figure 60 All 3 slide templates/Themes fail the Colour Contrast Analyzer for their links.

Even though the general accessibility and readability of content for these slide templates/Themes create barriers to the content, we are going to take one of them and demonstrate how to change the link colour and create a new Theme.

We'll use the "Basis" template/Theme for the demonstration as there is a white background and the change will be more effective.

To change the link colour for a template or Theme:

1. In the Slide Master View press Alt + M, T, which opens the Theme Colour Gallery.
2. Press C to choose Customize Theme Colour.
3. Open the Hyperlink colour palette and choose a good contrasting colour for links in presentations using this Theme.
4. Change the name of the colour Theme from "Custom 1" to match the name of the template.

- a. For example I might call this “Accessible Basis” or “Basis – Accessible” depending on how I want Themes displayed in the Theme Colour Gallery.
 - b. By keeping the original name, this set of Theme Colours will be in the list alphabetically. It would mean that all of my “accessible” Themes wouldn’t be under “A.” It is a strategy.
5. Tab to and activate the OK button.



Figure 61 Themes Colour Gallery.

As you can see from the previous image, I have a couple of custom Theme colours with modifications already.

Press Alt + H to move to and open the colour palette for the Hyperlink colour.

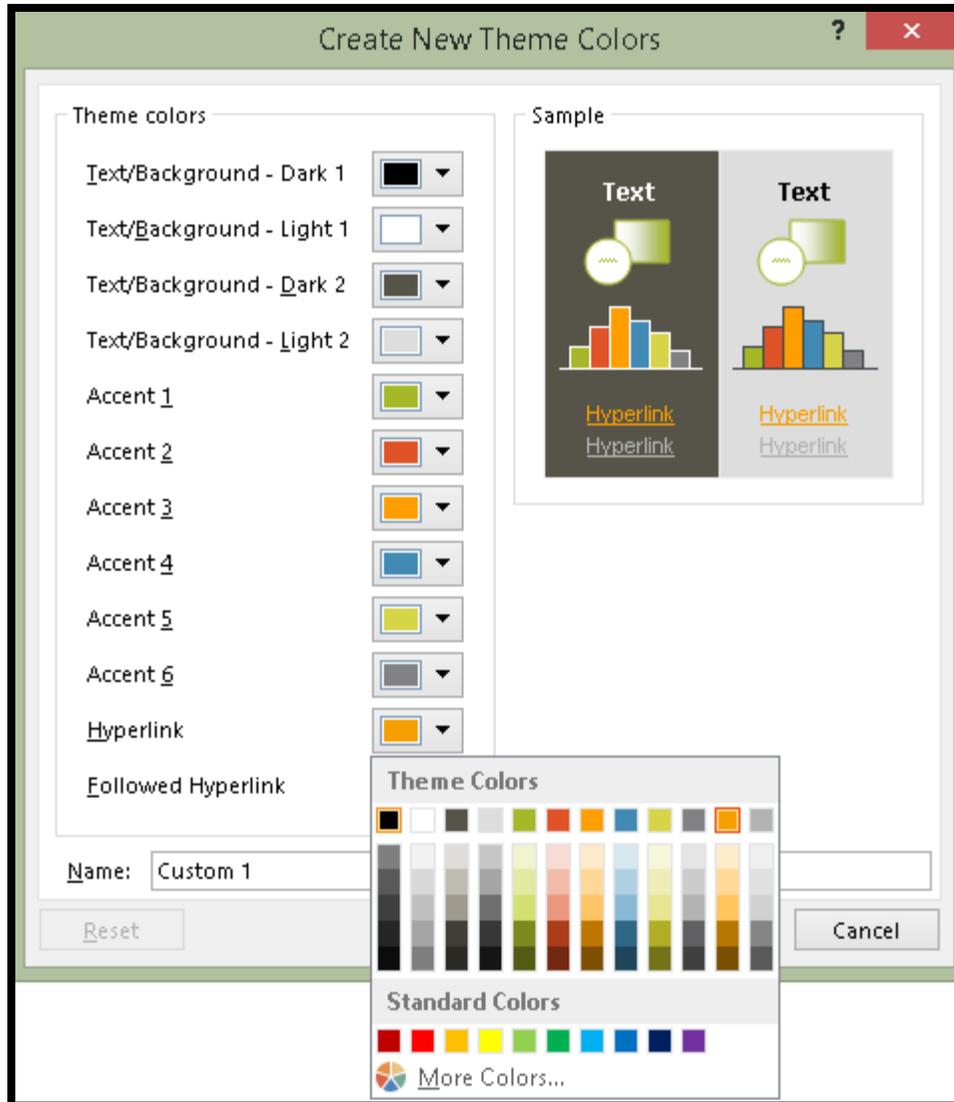


Figure 62 Create New Theme Colour dialog with Hyperlink palette open.

I'm going to choose one of the blue colours. If I wanted to use a darker colour or different colour than is shown here, I can press M for More Colours and either use the palette or RGB values to choose the colour.

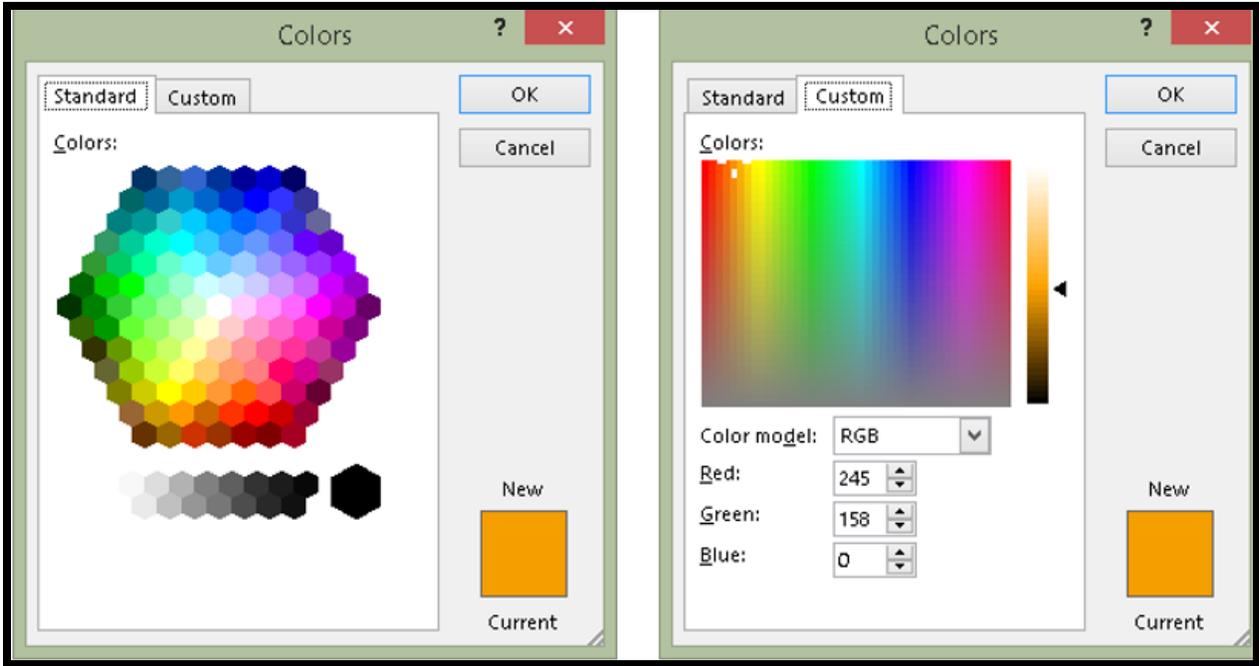


Figure 63 More Colours options for setting a Theme Colour.

Once I choose the blue colour I want and rename the Theme Colour (I called this one “Sample Hyperlink”), I can apply it to any slide presentation.

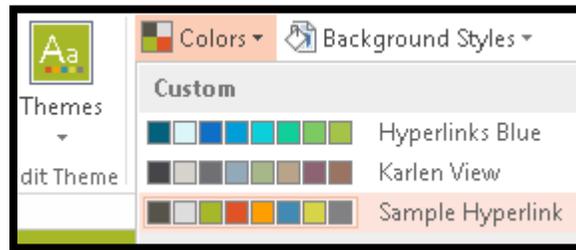


Figure 64 "Sample Hyperlink" Theme Colours in Theme Colours Gallery.

Your links for slide presentations using this Theme will now be more visible and therefore more accessible and usable. If you want to save this as a template as well, apply the Sample Hyperlink Theme Colour and then press F12, give the template a name and then choose PowerPoint Template from the Files of Type list. It will be placed in the Custom Office Templates folder on your computer.

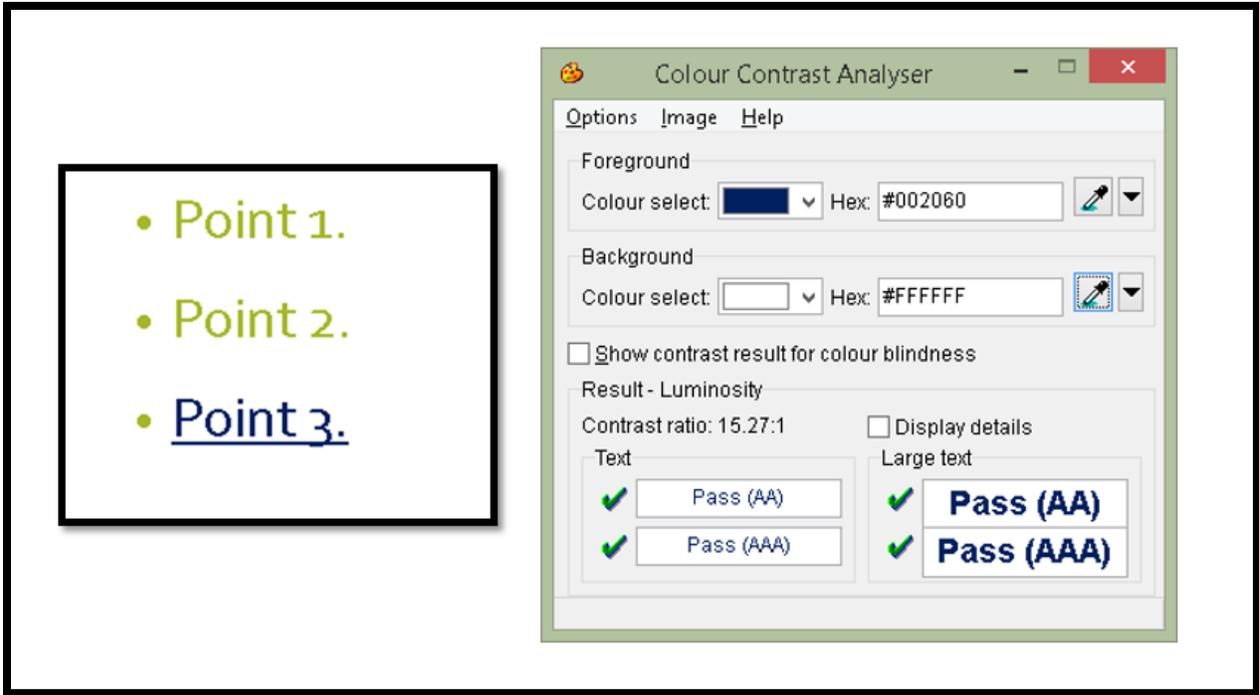


Figure 65 Colour Contrast Analyzer for blue link text.

Adding Accessible Slide Placeholders

There is an updated tutorial on how to “Add Accessible Placeholders to PowerPoint Presentations” document attached to this PDF document.

Outline View

An easy way to check the accessibility of a basic PowerPoint presentation is to look at it in the Outline instead of Thumbnail view.

The following image shows Outline View for a presentation I did on access to specialized public transport in rural communities.

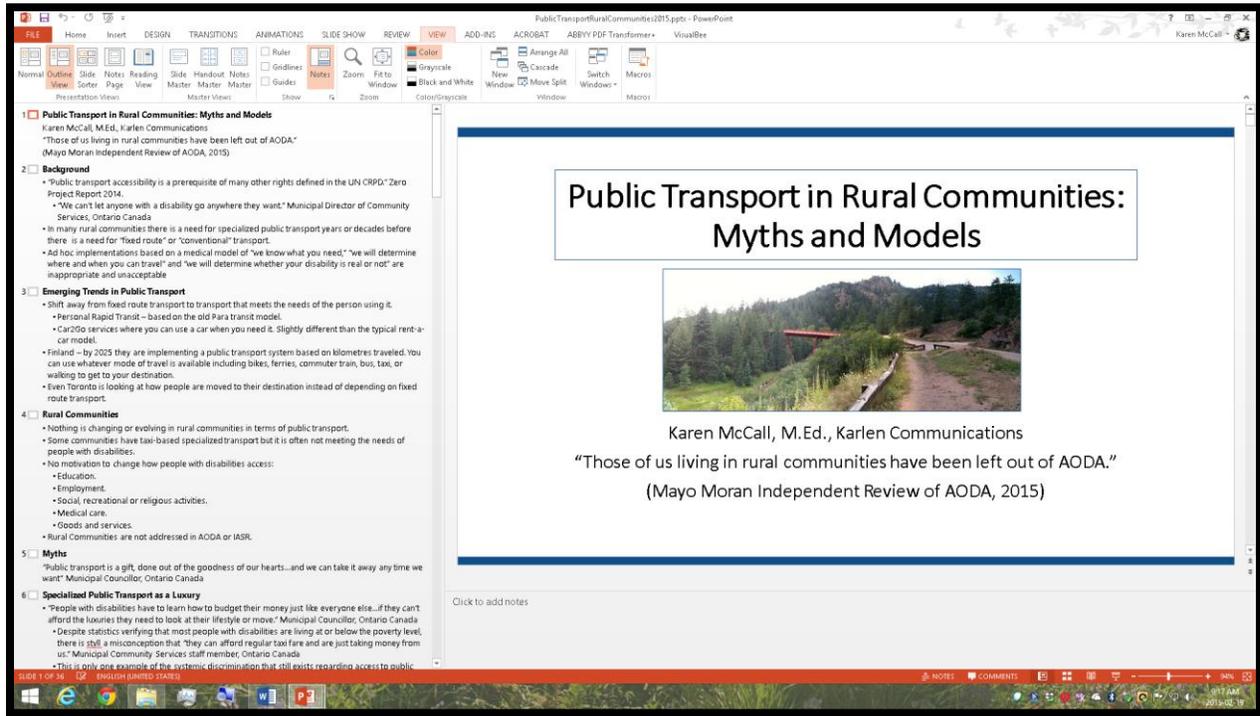


Figure 66 Slide presentation in Outline View.

All of the text shown in the Outline View will be exported to text when the presentation is saved as an RTF or Outline document.



Figure 67 Thumbnail and Outline Views of Text Box content on a slide.

While Text Box content might show up in the Thumbnail view as shown in the previous image, it does not show up in the Outline View.

Likewise, when a SmartArt graphic is added to a slide, it will show up in the Thumbnail View but not the Outline View as shown in the following image.

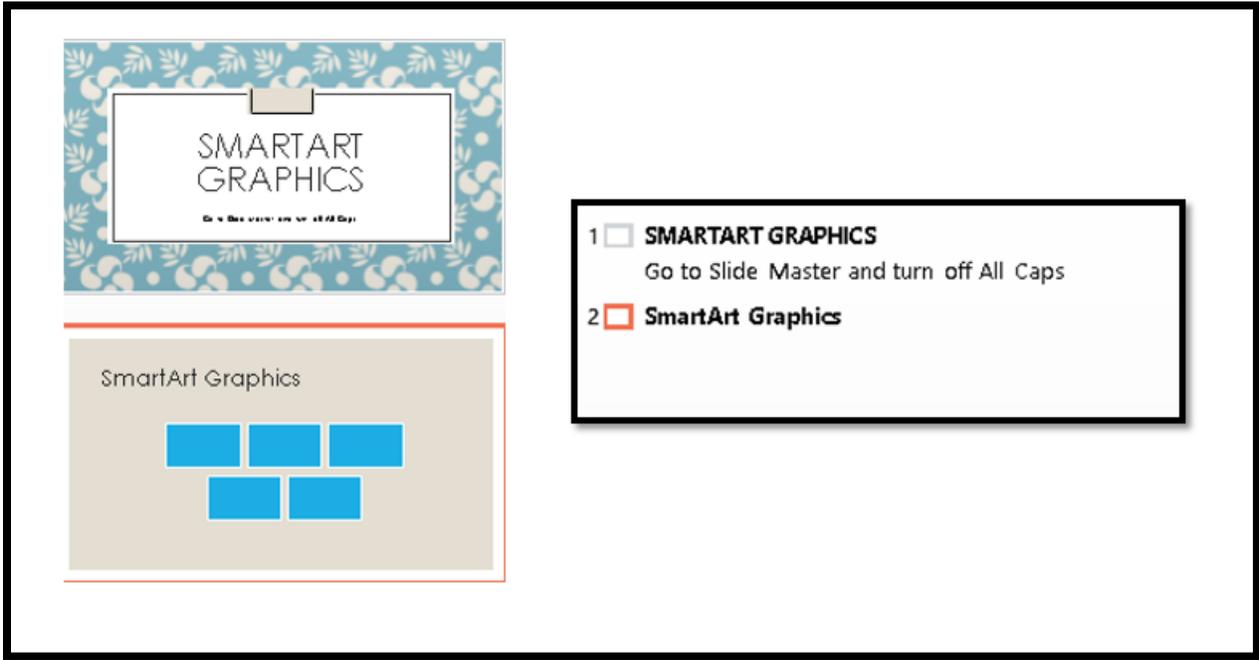


Figure 68 SmartArt Graphics in Thumbnail and Outline Views.

You can set PowerPoint to always show you the Outline View instead of the Thumbnail View which will save time in switching back and forth between views of the presentation.

1. Press Alt + F, T for File/Backstage area, and go to the advanced category by pressing A.
2. Press Alt + letter O to move to the list “Open all documents using this view.”
3. Choose “Normal, Outline, Notes and Slide,”

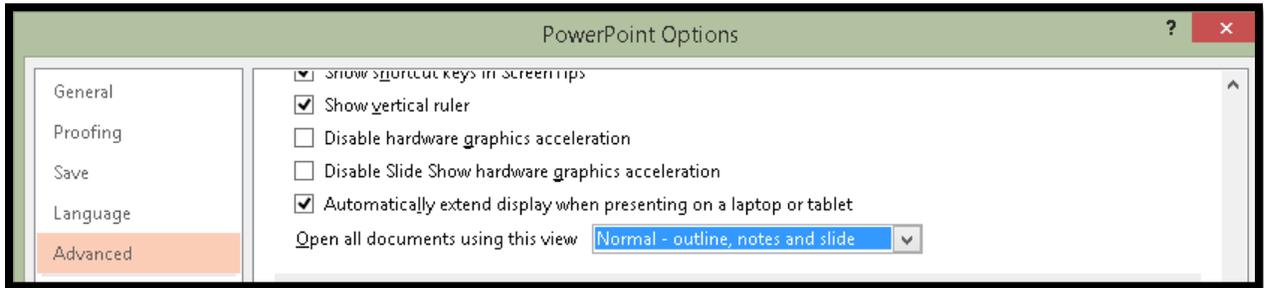


Figure 69 Set PowerPoint documents to open showing Outline View.

All presentations will now open showing the Outline View instead of the Thumbnail View.

Alt Text for Objects and Using the Notes Area

Any object on a slide must have Alt Text with the exception of Title, Text or Content Placeholders.

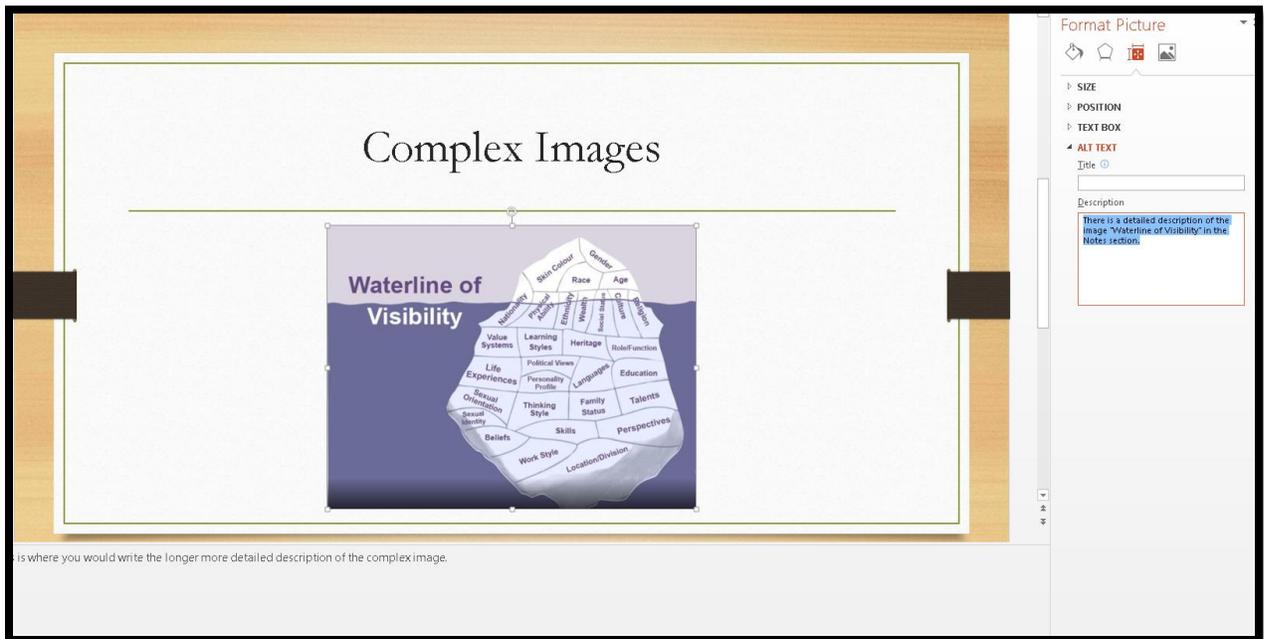


Figure 70 Complex image on slide with Format Picture Pane open and text in Notes area.

If you are not using the Notes area to provide detailed notes or a script for your presentation, you can use it to transcribe audio or video content or to describe complex images on slides. Remember that adaptive technology has buffers and the Alt text cannot be an essay or really long description of the image or object.

Each slide must have a Title using the default Title Placeholder.

The image used on the preceding slide is shown below to demonstrate its complexity.

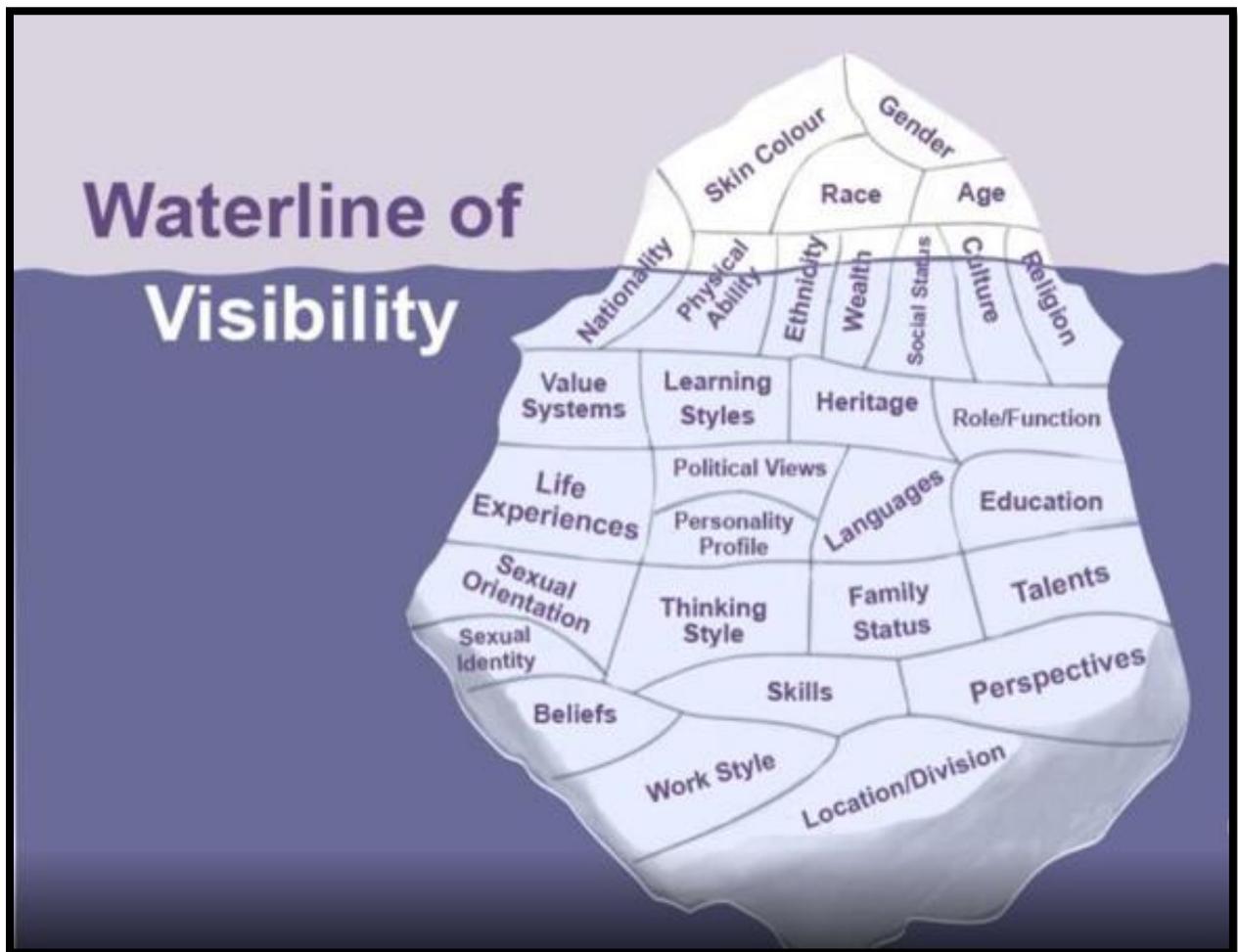


Figure 71 Waterline of Visibility showing the various components of ourselves that are visible and hidden.

The “Waterline of Visibility” is from the article “[The Diversity Iceberg](https://csuchicocdo.wordpress.com/2012/02/06/the-diversity-iceberg-3/).”¹⁰

The “Waterline of Visibility” is represented by an iceberg with a small number of characteristics above the waterline (visible) and many more beneath the waterline (invisible). It is an image that can be used to discuss cultural diversity.

¹⁰ The Diversity Iceberg, California State University blog:
<https://csuchicocdo.wordpress.com/2012/02/06/the-diversity-iceberg-3/>

If you are using the Notes area for descriptions, you will need to let people know this and to send the PPTX file not a Slide Show.

Adding Alt Text to Images Objects and Tables on Slides

PowerPoint 2013 uses the Format Picture Pane as do other Office 2013 applications to add Alt text to images.

If you are using adaptive technology, the best strategy is to close the Format Picture Pane once you've worked on an image. I find that sometimes the Panes steal focus from where I'm working in documents and presentations.

To add Alt text to images, objects and tables in PowerPoint:

1. Select the image, object or table.
2. Press the AppKey or use a right mouse click.
3. Choose Format Picture which is at the bottom of the list in the context menu.
 - a. The keyboard command is letter O.
4. The Format Picture (or Format Object) Pane opens to the right of the slide.
5. Focus is on the Effects tools.
6. Press Shift + Tab once to move up to the buttons level.
7. Press the Right Arrow once to land on the Size and Properties Grid.
8. Press Tab to move into the Size and Properties Grid. Focus will be on Size.
 - a. You are not imagining things, this is the "Layout" button in Word's Format Picture Pane.
9. Use the Down Arrow to locate the Alt text option and press Spacebar to open the options.
10. Press Tab to move to the Description edit area and either type or copy and paste the description for the image, object or table.
11. Press Ctrl + Spacebar C to open the context menu for the Pane and Close. The Pane.

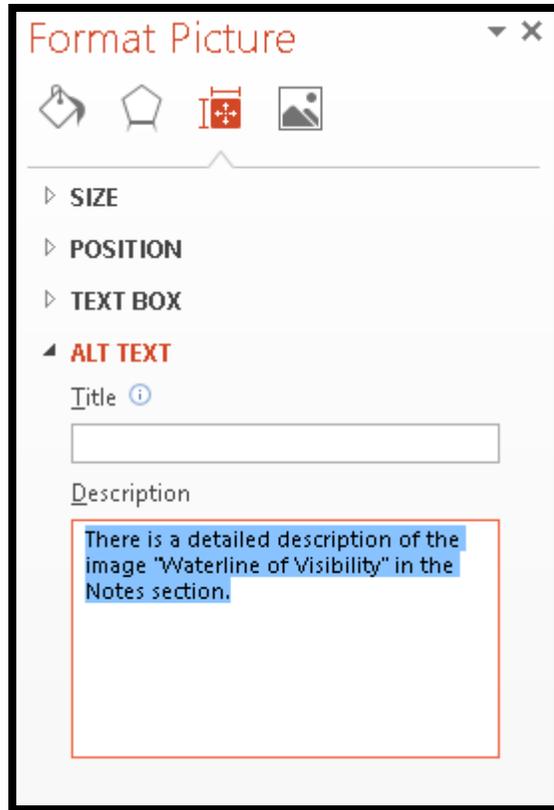


Figure 72 Format Picture Pane showing Alt Text for image.

If you are mouse dependent, you may be able to leave the Panes open and continue working. It may also help if you are using multiple monitors to stack Panes you are working with.

Using the Selection Pane to Order Content on Slides

In the case of PowerPoint slides, the order in which the title and text placeholders are tabbed to is the order in which they are read or accessed by someone using a screen reader. For tagged PDF it may also affect the logical reading order of the resulting tagged PDF document.

In PowerPoint you can reorder the text placeholders or objects on a slide by using the Selection Pane.

To reorder objects/content on a slide:

1. Press Tab to move to the first object on the slide.
2. It will then have handles around it.
3. Press Alt + J, A, P to open the Selection Pane from the Picture Tools, Format Ribbon.

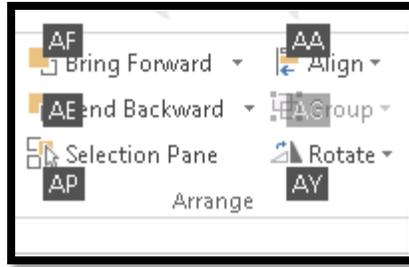


Figure 73 Selection Pane from the Picture tools, Format Ribbon, Arrange Group.

The Selection Pane opens to the right of the slide.

The logical reading order or the Tab Order of the objects on the slide will appear from bottom to top which is a bit counter intuitive since you expect that the first item in the Selection Pane will be the first item on the slide. It is the reverse. The objects are tabbed to from the bottom up. So the Title Placeholder will be the item "Title" in the Selection Pane.

The Selection Pane has up and down arrow buttons so you can move an object up or down in the Tab Order or logical reading order on the slide.

As you Tab through the objects, the corresponding item will be identified in the Selection Pane.



Figure 74 Title Placeholder highlighted in Selection Pane and on slide.

The slide used in the preceding image has the Title Placeholder, a Content/Text Placeholder and a decorative image that I put on a slide master so it will not show up in the Selection Pane and is not available to adaptive technology. It is a decorative image.

The following image is of a slide with a Title Placeholder, Text/Content Placeholder and an image. The Selection Pane was used to order the content on the slide.



Figure 75 Slide with 3 "objects" and the Selection Pane open to the right of the slide.

To reorder objects/placeholders on slides, select the object/placeholder and use the Up and Down Arrows to place it in the order you want the content accessed, moving from bottom (first read) to top (last read).

To close the Selection pane once you are finished, put focus in it and press Alt + Spacebar, C. This opens the context menu and chooses Close.

When you are working in Slide Master View and are adding additional Content or Text Placeholders, make sure you check their order before you save and start using the template/slides.

The arrangement of the objects/placeholders on a slide will affect the order in which the Tags are created in a PDF document. The tagging tools will follow the “logical” order you placed the content onto the slides. If you do not correct the Tab Order, you will need to repair this in Adobe Acrobat. In addition someone reviewing your PowerPoint presentation with adaptive technology will not be able to read slide content in a logical or meaningful order.

Tables on Slides

When using a table on a slide, use the tools in PowerPoint to insert a table. Although we can't use the tools to create <TH> Tags, if we use non-standard tables, images of tables, or drawn tables, these will represent barriers to accessibility in the presentation and any subsequent tagged PDF documents you will need from this presentation.

Note: tables will need to be copied and pasted into the outline or RTF document if this is the alternate format needed by participants. If you've used the proper table structure the table should convert nicely to Braille or DAISY format.

To insert a table onto a slide press Alt + N, T to open the Table Gallery. You can use either the Column and Row Gallery or the Insert Table item on the sub-menu.

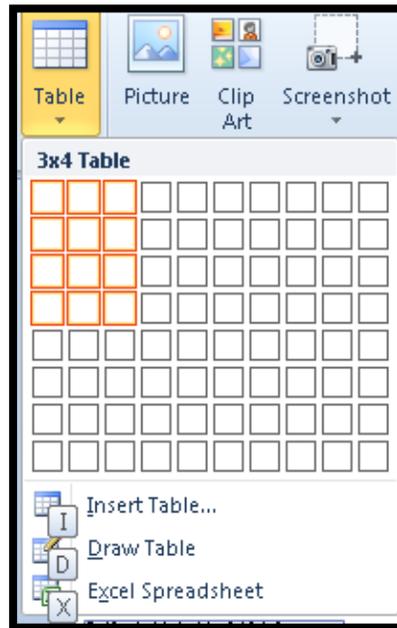


Figure 76 Insert Table on slide showing cells in the table Gallery selected.

Once the table is inserted onto the slide you can add the data. As with other types of documents, tables should not be used for layout on a slide. Tables should always be used to display data effectively.

Table Sample

Salesperson	First Quarter	Second Quarter	Third Quarter
Barnaby	500	575	800
Olivia	600	550	750
Zoie	550	500	775
Cloe	575	600	825

Figure 77 Table inserted on slide through the Insert Ribbon.

Don't use grouped objects to create the illusion of a table. Use the proper table structure. If you use grouped objects to create the illusion of a table, they will all need Alt Text as individual images both in the PowerPoint and subsequent tagged PDF documents. This means that the information will not be presented in table format to someone using adaptive technology such as a screen reader. It will be presented as individual bits of content.

If you are using colour in tables, make sure there is a good contrast so that the data is readable. As expected, the "Wood" colour palette resulted in a Colour Contrast Analyzer failure.

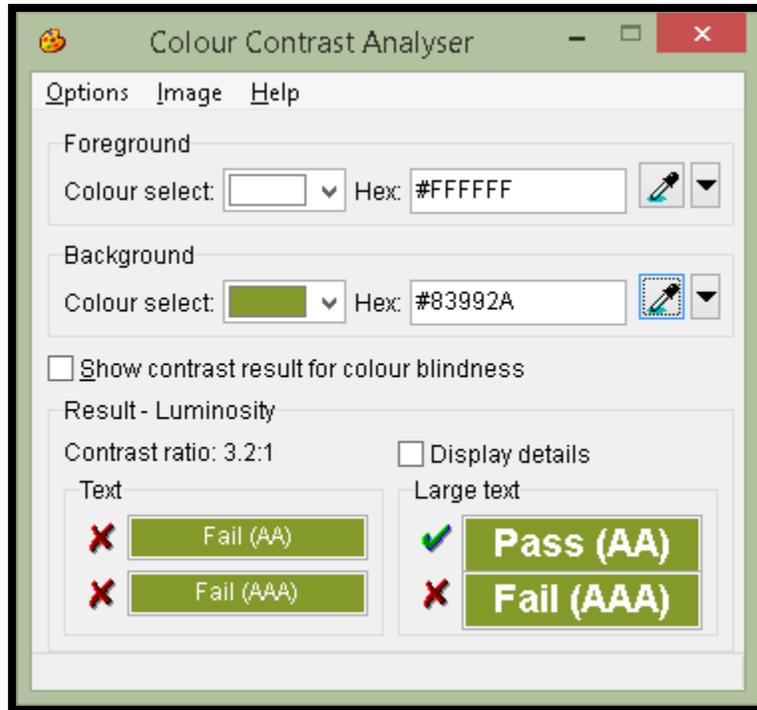


Figure 78 Text in title row of table fails the Colour Contrast Analyzer.

Tables in PowerPoint don't necessarily have the same level of keyboard access as tables in Word do. For this reason, it is important to create tables in PowerPoint properly and to use them for small amounts of data.

Links in Presentations

As with links in Microsoft Word, it is preferred that links be contextual rather than the full web addresses. The following is an example of a list of full web addresses from the JAWS screen reader. A person using a screen reader or Text-to-Speech tool has to listen to every character of those links to figure out where the link will take them. We can't use first character navigation because everything starts with the letter "H."

The following image is of a list of non-contextual links for a slide from the JAWS screen reader.

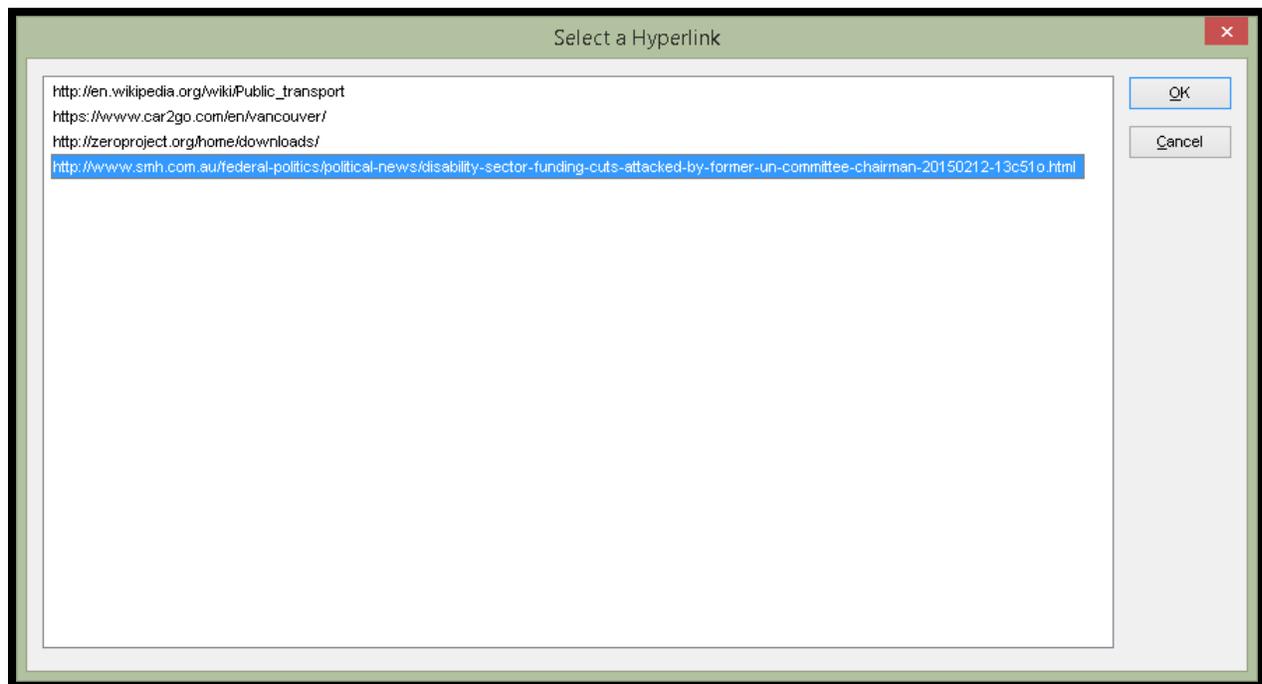


Figure 79 Non-contextual links in a PowerPoint presentation.

If the PowerPoint document is to be saved and distributed as an Outline for distribution in Braille or Large Print, you will need to provide contextual links as full web links in the RTF document. It is a good idea to put the long URL or web address in the Notes area for the slide.

You don't want to play around with the size of text used for links. In some presentations I've seen five or six font sizes on one slide in one text placeholder which is visually distracting and detracts from the message you are giving the audience. Your audience will be spending time concentrating on reading varied font sizes rather than listening to you explain what the points on the slide mean.

To add a contextual link for a PowerPoint slide select the text to be the link and press Ctrl + K to open the Insert Hyperlink dialog. From this point the steps are the same as they are for

Microsoft Word. You can link to a web page, e-mail address or other place in this presentation document.

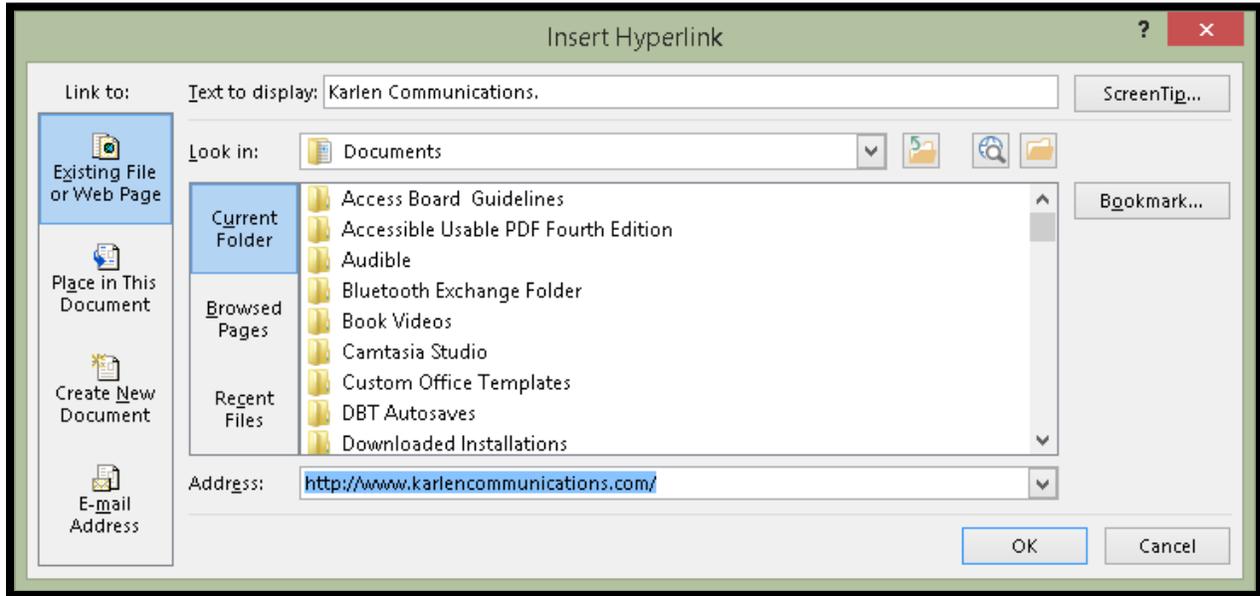


Figure 80 Insert Hyperlink dialog.

Not sure if this is a “feature” or a “bug.” JAWS 16 is listing the long URL’s and ignoring the “Text to Display” text which is normally used to list the links.

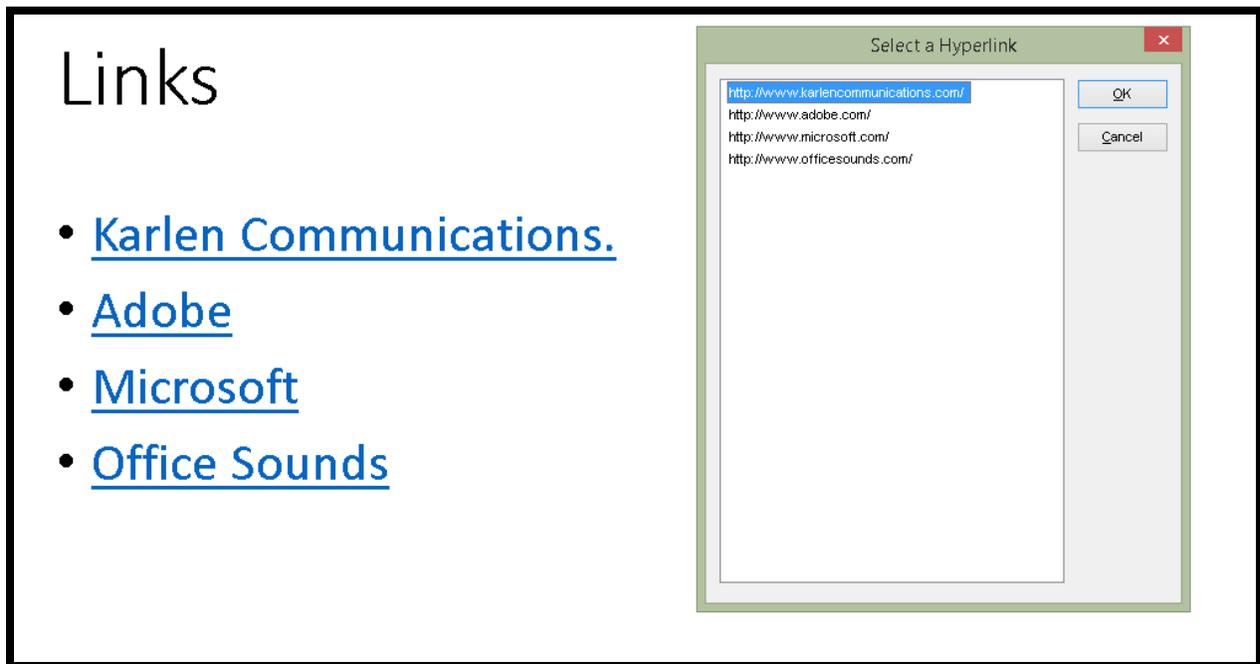


Figure 81 JAWS screen reader list of long URL's despite contextual ones on slide.

Bulleted Lists

Just as with Word, you don't use the enter key to create space between bulleted points in a PowerPoint slide presentation. Instead use the Paragraph dialog to add space below each bulleted item.

If you've put too much content into a slide and are readjusting the line spacing so that text doesn't overlap, choose "single" line spacing in the Paragraph dialog rather than "Multiple" which PowerPoint will do by itself when you ask it to cram too much content into one text placeholder.

To adjust the spacing between bulleted items, select the entire list and press Alt + H, P, G to open the Paragraph dialog from the Home ribbon.

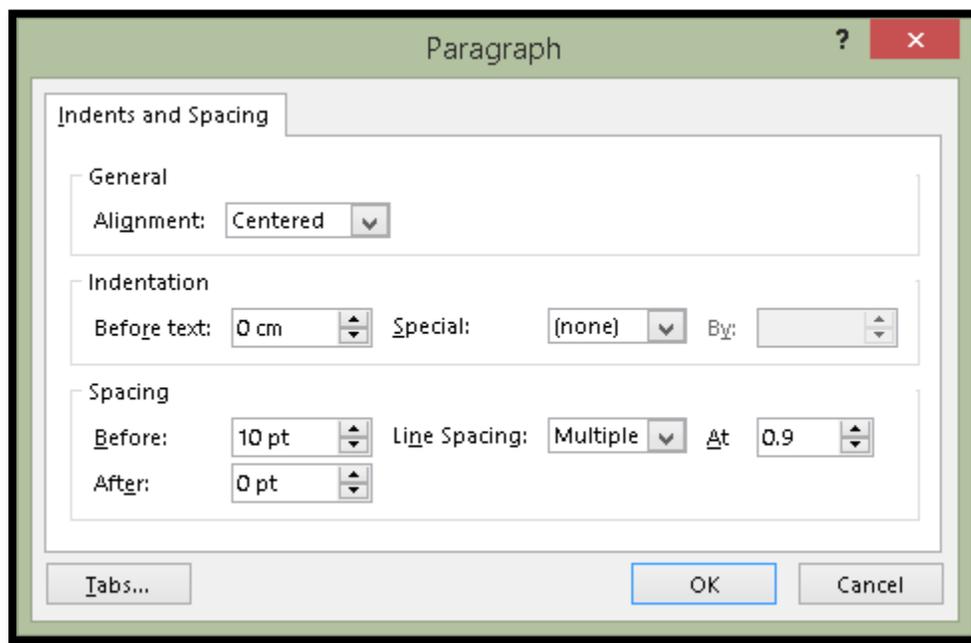


Figure 82 Paragraph dialog in PowerPoint.

In the example above I've used a 20 point spacing which gives the typical amount of space between bulleted items that a press of the Enter key would.

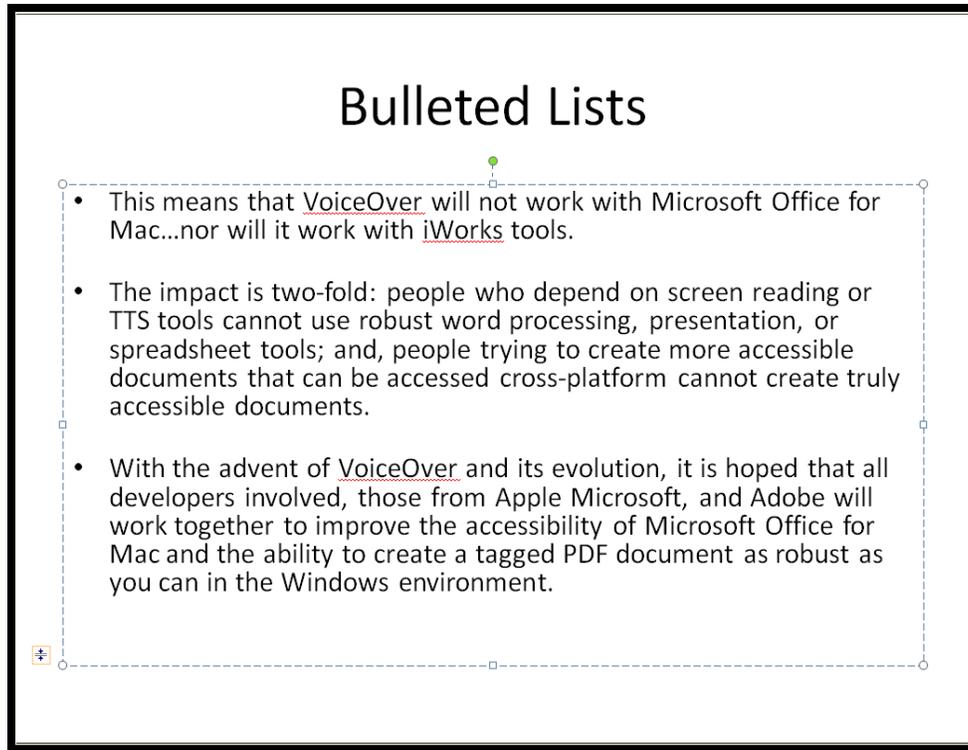


Figure 83 Bulleted list on a slide spaced using the Paragraph tools.

As with Word, we added the spacing after each bulleted item. We know that the first bulleted item has enough space around it because it is the first one in the text placeholder and the text placeholder is positioned by default to allow space between the title placeholder and the text placeholder or content on the slide.

By using the spacing between the bulleted list items the list is not broken. This means that the content will be read as one list of three bulleted items rather than three lists of single items. This will convert nicely to a List structure in a tagged PDF version of the presentation.

If you have a single piece of content on a slide, using bulleted text might not be the best way to present it. You can turn off the bullets by selecting the text in the text placeholder and pressing Alt + H, U for Home Ribbon, Bullets, and choosing "None" from the Bullets Gallery. You can then resize the text placeholder and position it where you want on the slide.

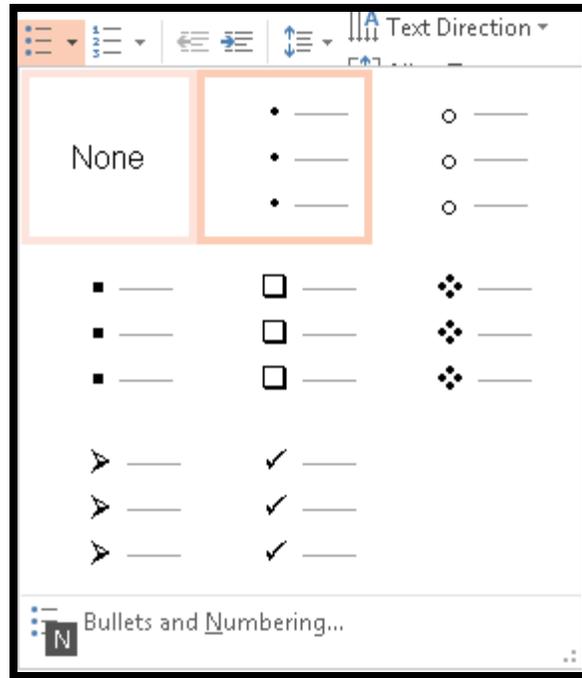


Figure 84 “None” chosen from the Bullets Gallery in PowerPoint.

You can create a slide template with a text placeholder that is not formatted for bullets or numbering by using the Slide Master to do this.

Slide Numbers

There is a tool for adding slide numbers that will automatically create a “Slide Number placeholder” that is more accessible than a text box with a number plunked into it.

Using the tool for adding slide numbers will also ensure that the numbering of slides in the presentation is consistent and sequential as you add or remove slides.

You’ll find this tool under Insert, Slide Number or by pressing Alt + N, S, N.

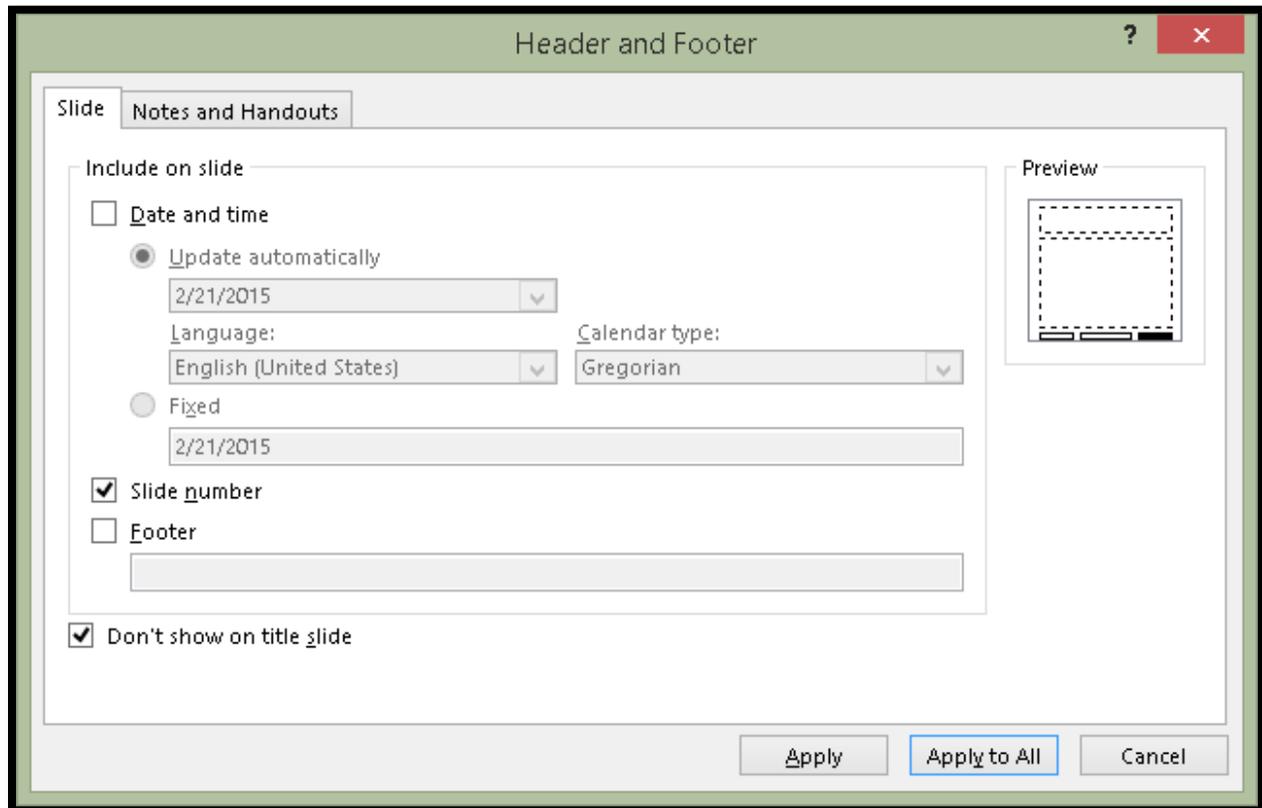


Figure 85 Header and Footer dialog.

Check the check boxes for Slide Numbers and “Don’t show on title slide.” The keyboard commands are Alt +N and Alt + S respectively to move to and check these check boxes.

Using the Accessibility Checker in PowerPoint

The Accessibility Checker in PowerPoint can help identify elements you may have overlooked such as Alt text on images or tables.

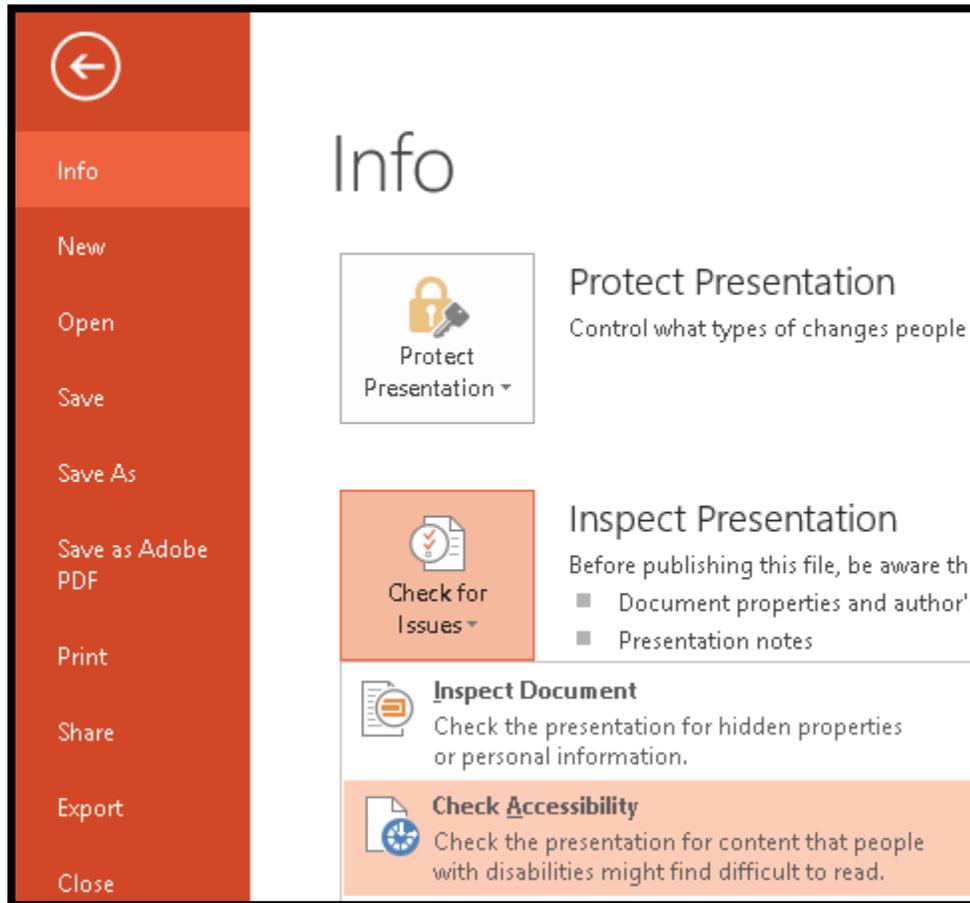


Figure 86 Accessibility Checker in PowerPoint.

To access the Accessibility Checker press Alt + F, letter I, letter I for File/Backstage area, Information (Info) and Inspect Document.

Press the Down Arrow to get to Check Accessibility or press A. The Accessibility Checker opens to the right of the slide area.

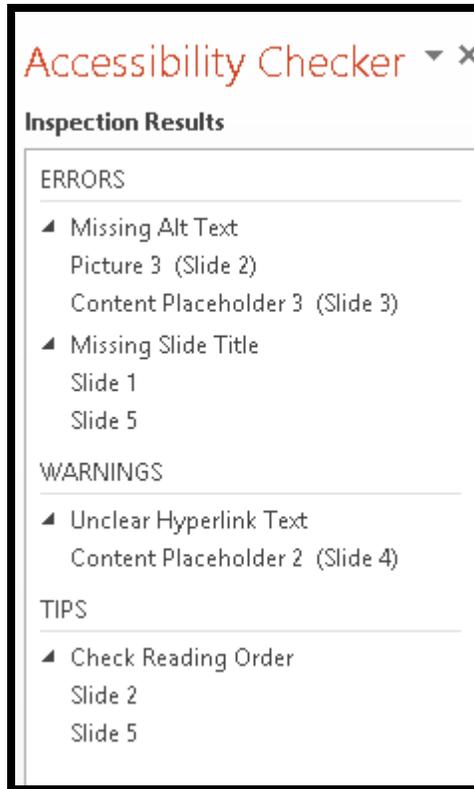


Figure 87 Accessibility Check for a PowerPoint presentation.

In the preceding Accessibility check, there are some problems that I need to fix. The image on slide 2 has no Alt Text and the Title Slide has no content, Slide 2 has no Title and I need to check a Hyperlink on Slide 4.



Figure 88 Presentation checked for accessibility.

As you make the repairs, the Accessibility Checker automatically updates to reflect the changes.

Animations and Transitions

Most tips on general PowerPoint presentations advocate that transitions and animations NOT be used. This is important in terms of accessibility. Timing the advancement of slides and having content fly in or out can cause readability barriers.

As with any PowerPoint presentation, avoid the use of animations and transitions.

If there are audio or video files embedded in the presentation, turn off their ability to play as the slide advances. For those using screen readers or Text-to-Speech tools, having an audio or video file begin in competition with their adaptive technology when they don't know where the embedded multimedia is, is a barrier to accessibility.

Other Accessibility Considerations for Presentations

The accessibility of a slide presentation also depends on how it is distributed.

If a presentation is packaged as a slide show with no ability to control the flow of the slides using the keyboard, it is not accessible.

If the slides contained linked content to other documents or slide elements such as Excel or Word content, this content is not seen by adaptive technology in slide show mode.

Additionally, if you expect people to be able to access this content, all embedded files must travel with the PPTX file and be accessible if the presentation is on an Internet or Intranet site. This will let people who need to explore the content in Word or Excel the ability to do so.

If the presentation is packaged as a slide show with no ability to access captioning or a transcript for any audio or video content, the slide show is not accessible.

If someone is using an older version of PowerPoint and their adaptive technology some parts of a slide may not be accessible that are accessible with a current versions of both.

Current versions of the JAWS screen reader do provide recognition and access to linked content from Excel or Word, however this content is not accessible if only the slide show view is distributed. They MUST have the actual slides to explore.

If you create grouped objects on a slide, they will be tabbed to individually. Adding Alt Text to the global frame for grouped objects or SmartArt does not mean that each element will be identified. In fact, there is no way to add Alt text to each element of a grouped object that would make sense to someone who can't see it or to parts of SmartArt objects. There is a tutorial document on the Karlen Communications website on "[Adding Accessible Images to Documents](http://www.karlencommunications.com/handouts.html)".¹¹ I've also added it to this PDF document for easy reference.

¹¹ Adding Accessible Images to Documents, Karlen Communications:
<http://www.karlencommunications.com/handouts.html>