

A Primer for Accessible PowerPoint Presentations



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No part of this publication may be reproduced or transmitted in any form or any means, electronic or mechanical, for any purpose, without the express written permission of Karen McCall.

This book is dedicated to my “sister”, Aimee Todd, who passed away December 2022.

It is dedicated to my “kids” Zoie (2009-2021), Barnaby (2006-2022) and Olivia (2006-present).

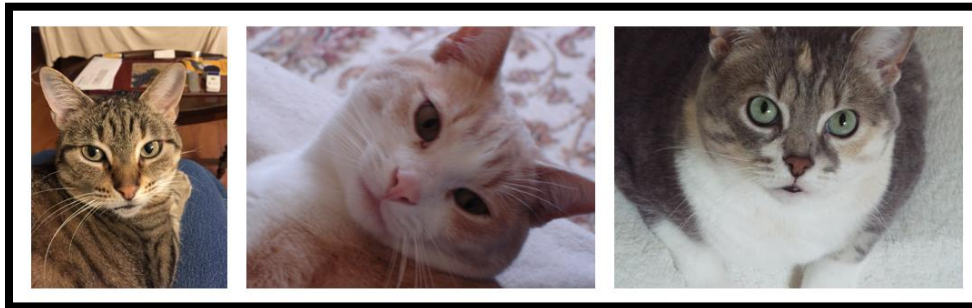


Figure 1 Zoie Robert (left), Barnaby Edmund (centre), and Olivia Zane (right).

We always appreciated their fan club!

This book is also dedicated to my “sister” Joyce Malombe who continues to inspire me!

Introduction

This book is designed as a reference and guide for using PowerPoint to create more accessible and visually engaging presentations.

One of the most popular tools for presenting and organising information creates some of the most inaccessible content. PowerPoint presentations are an integral part of our business lives and are often used in our personal lives to create artful masterpieces showcasing our poetry and photography skills. The key to creating accessible presentations is to design the presentations before you begin adding content to slides.

As with creating more accessible documents using Microsoft Word, it is easy to create an accessible presentation without detracting from the visual appearance of the presentation. Remember that part of “accessible document design” is the word “design.” Content stands on its own. Planning and storyboarding for presentations are an integral part of messaging.

I have provided white space at the bottom of some pages for notes you might make.

Initial Decisions

Before you start flinging content or bling at a slide or presentation, you need to decide how the presentation will be distributed. Depending on your choice, you may be limited to the types of content you can add to a slide.

If you are handing out a slide show or tagged PDF document of the presentation, you will need to examine and make decisions about content that will not Tag appropriately. For example, embedded objects, multimedia and grouped objects.

Likewise, if you provide an Outline view of the presentation for large print or Braille, the objects on a slide like Text Boxes or images, will not be visible in the Outline view or in the resulting DOCX file you'll create. For content in Text Boxes, you'll need to copy and paste it into the RTF/Word document. You will need to copy images into the RTF/Word document and add captions to accompany the Alt Text. I usually copy and paste the text from the Alt Text as the Caption text (using Insert Caption).

If you are adding information from the Notes area to a DOCX alternate format of the presentation, ensure the heading is nested under the corresponding slide, and the slide reference is included in the Heading.

Inserting a Table on a slide (Slide 5)

- Video provides a powerful way to help you prove your point.
- When you click Online Video, you can paste in the embed code for the video you want to add.
- You can also type a keyword to search online for the video that best fits your document.
- To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

◀ **Notes (Slide 5)**

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Figure 2 Example of how to include Slide Notes in an alternate presentation format.

These Headings will be nested correctly in the Table of Contents for the DOCX alternate format version of the presentation.

Inserting a Table on a slide (Slide 5).....	2
Notes (Slide 5).....	2

Figure 3 Sample Table of Contents in the alternate format of a presentation showing slide content with Notes content.

Working with Slides from the Keyboard

It is easy to work with slides using the keyboard. The main keyboard commands are Tab to move forward through objects on a slide, Shift + Tab to move backward through objects on a slide and press Enter to go into edit mode to type content into Slide Title, Subtitle, text or content placeholders.

To work with slides using the keyboard:

1. Press Tab to move to a placeholder.
2. Press Enter to go into edit mode for the placeholder in focus.
3. Begin typing.
4. Once you've typed the content for the text placeholder, press the Escape key. The placeholder will still be selected but you are no longer in edit mode.
5. Press Tab to move to the next object on the slide. If it is a text or content placeholder, press Enter to add content.
6. You can press Shift + Tab to move backward one object on the slide once you've pressed Escape to exit edit mode.

This is how to work with PowerPoint slides without using a mouse. It is offered here as an alternate way of working with your presentation. It is also how you test the logical reading order of content on a slide. Press Tab to move from placeholder to placeholder watching, the order in which you Tab through the content. That is your reading order. Make sure it is logical logically the content on the slide.

Note: Although you Tab through the placeholders on a slide using the keyboard with or without adaptive technology, this is an anomaly. We have standard keyboard commands for navigating and reading text, navigating, and reading tables, and keyboard commands for navigating and reading PDFs and web pages. For PDFs and web pages, we are constantly using our “virtual cursors” and reading the Tags instead of being in the text layer of the content. This is due to the nature of HTML and Typically, we only Tab through links and form controls. PowerPoint is an exception.

Microsoft has a web page with [PowerPoint Keyboard Commands](#)¹ that include all Office 365 versions.

Selecting Placeholders and Objects on Slides

The standard keyboard commands don't work for selecting multiple placeholders or objects on the slide canvas at the same time. You must use either the Selection Pane or the

¹ Use Keyboard Shortcuts to Create PowerPoint Presentations: <https://support.microsoft.com/en-us/office/use-keyboard-shortcuts-to-create-powerpoint-presentations-ebb3d20e-dcd4-444f-a38e-bb5c5ed180f4>

Reading Order Pane. I recommend using the Reading Order Pane because you have an idea of the logical reading order when you select placeholders or objects.

To select placeholders or objects on a slide:

1. Press Alt + R, A, number 1, R for Review Ribbon, Check Accessibility and Reading Order Pane.
2. Focus might be on the Move Up or Down Arrows.
3. Press Tab to move into the list of placeholders or objects on the slide.
4. Select the first object you want to be selected and press Shift + Enter.
 - a. If you are using a screen reader, it may not announce that the item is selected.
5. Press the Down Arrow to move to the next object to select.
 - a. You can mark a placeholder for selection or not by pressing Shift + Enter to select it or Shift + Spacebar to deselect it.
 - b. If you don't want a placeholder or object selected, keep using the Down Arrow until you find the next placeholder or object to select.
6. Once an object/placeholder is selected, press Shift + F6 to move back to the slide canvas.
7. Press Alt + J, D to access the Format Shape Ribbon or Alt + J, P to access the Format Picture Ribbon.
8. Pressing A, A will open the context menu for Align.
9. Use the UP, and Down Arrows to find the desired alignment and press Enter.
10. Remove selection from all placeholders or objects by pressing Escape.

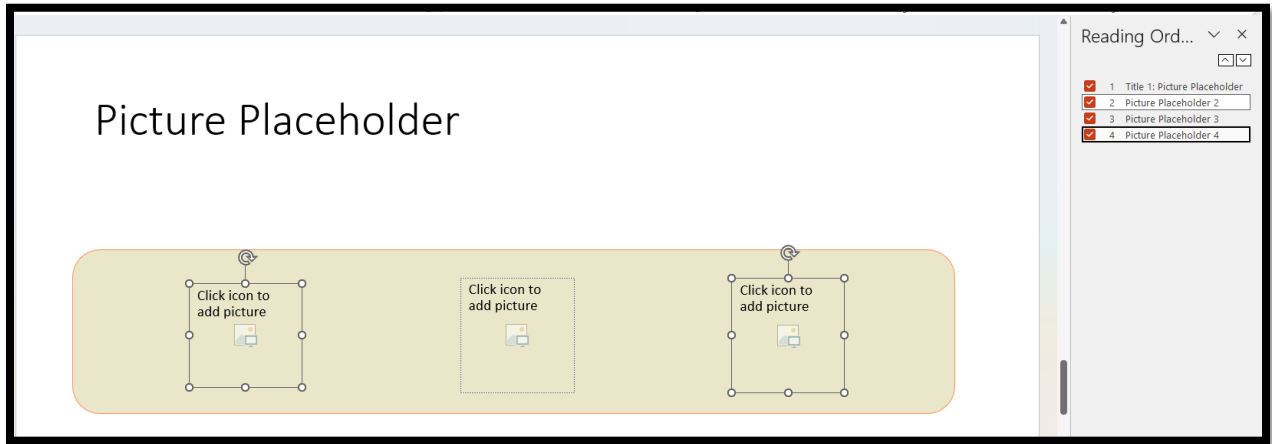


Figure 4 Slide canvas with three contiguous placeholders selected using the Reading Order Pane.

The following image shows two non-contiguous placeholders or objects selected on a slide using the Reading Order Pane.

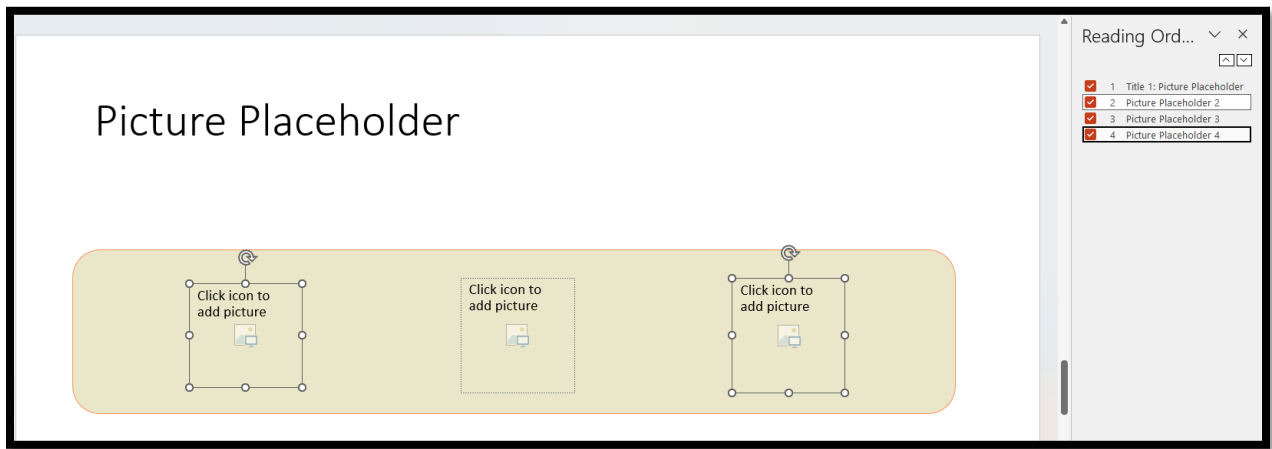


Figure 5 Two non-contiguous placeholders selected on a slide canvas using the Reading Order Pane.

Terminology

In PowerPoint there is terminology you need to know and begin using.

The AppKey

The AppKey is used instead of a right mouse click. You can also use Shift + F10 if your keyboard doesn't have an AppKey or application Key, I find the AppKey works in more places.

The AppKey is located on the right side of the Spacebar, between the Alt and Ctrl keys on a Query keyboard. Laptop keyboards may or may not have an AppKey and it may be anywhere on the right side of the keyboard. It has two “applications” on it.



Figure 6 AppKey is located between the Alt and Ctrl keys on the right side of a QWERTY keyboard.

Moving Between Open Panes using the Keyboard

There is a keyboard command to move among open panes in Microsoft 365 applications. With focus on the current open pane, for example, the Reading Order Pane, press F6 one more time to move into the list of open “tabs”. These are the panes that are currently open. Once focus is on a pane, use the Up or Down Arrow to locate the pane you want. Press Shift + F6 to move back into that pane and work with it.

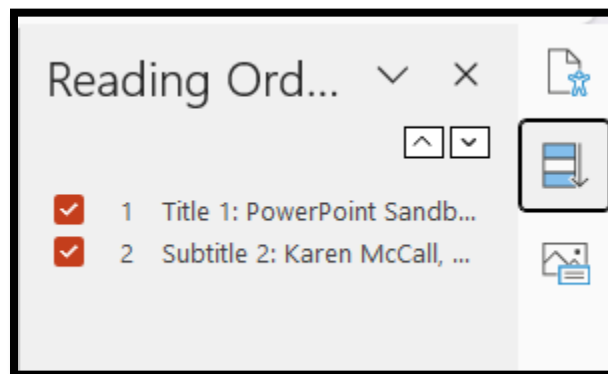


Figure 7 Three “tabs” or panes open with focus on one of them.

If you are using a screen reader, you can verify your location. As you move through the tabs, you should hear: “Accessibility tab expanded”, “Alt Text tab expanded” and so forth.

As soon as you land on a “tab”, that pane has focus. Press Shift + F6 to move to the first tool in that pane and work with it. Tab and Shift + Tab work to move among the tools in a pane.

Title Slide

The Title slide is the first slide of a presentation. It has the title of the presentation, a logo, a subtitle which often includes the presenter's name and copyright information that may be in a Footer or in the subtitle placeholder. The Title Slide has a Slide Title placeholder and Subtitle placeholder by default. Both are accessible.

Title Placeholder

Slides have “placeholders” for content. Every slide has a Title placeholder. To optimize a presentation for accessibility, each slide should have a unique title. The title placeholder cannot be replaced by a Text Box. There is an underlying code for each of the placeholders on a slide that converts correctly to tagged PDF but also lets someone using adaptive technology know which placeholder they are in on a slide. The Slide Title Placeholder is an accessible placeholder.

Subtitle Placeholder

The Subtitle placeholder appears on the Title slide and the Section Header slide. It is an accessible placeholder.

Content and Text Placeholders

The Content and Text placeholders are accessible placeholders. By default, each slide will have a Content placeholder. This is not the same as the Content Controls for forms that you find in word. These are accessible content “containers” that are on slides.

Text placeholders can be added when working with Slide Master View.

There is currently no way to add Content or Text placeholders while in Slide Layout View. When you add a container for text on a slide in Slide Layout View, it is a Text Box.

The Content placeholder has the faint images of the types of content that can be added using a mouse click. Some may or may not be accessible. When I refer to a Content placeholder as being accessible, I’m referring to being able to add text or a graphic to it.

Picture Placeholder

When you add a Picture placeholder to a slide on the Slide Master, you can only add a picture to that slide or placeholder. This is handy if you want people working on a presentation to be limited in the content that can be put in a placeholder.

Table Placeholder

A Table placeholder can be added in Slide Master view to create a unique slide layout where only a table can be added to the slide or placeholder. This is an accessible placeholder. It functions like the Picture placeholder.

Chart and SmartArt Placeholders

While in Slide Master view, a Chart placeholder can be added to create a unique slide layout. This means that only a chart will be added to that slide or placeholder. This is an accessible placeholder and functions like the Table and Picture placeholders.

The SmartArt placeholder works the same way. Once added as a unique slide layout in slide Master view, only SmartArt can be added to that slide or placeholder. However, there are some accessibility barriers when using SmartArt. Strategies for using SmartArt are covered in a chapter on SmartArt in this book.

Text Boxes

Text boxes are a bit more accessible on the slide canvas. However, as mentioned, you need to consider whether you will need to create an alternate format of the presentation in Braille or Large Print. This consideration is not just for the one presentation you might give, but for all iterations of the presentation that might be given. You will need to manually copy and paste all content in text boxes to the Word document for the alternate format. This takes time. Whenever possible, accessible placeholders on unique slide layouts created in Slide Master view should be used to optimize the accessibility of the presentation.

Turning off the PowerPoint Start Screen

If you want to turn off the Start Screen, which shows each time you open PowerPoint, 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.

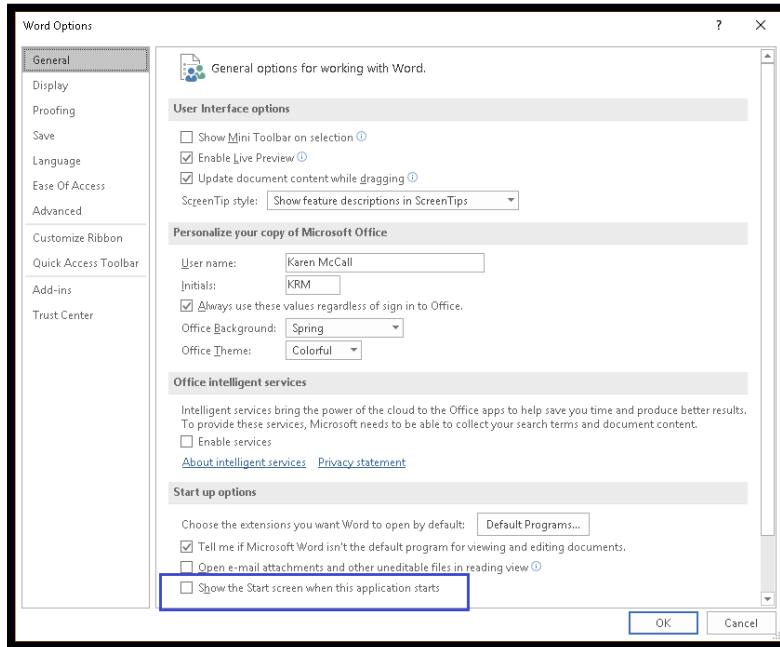


Figure 8 PowerPoint Options dialog, General category, turn off Start Screen.

If you are using the mouse, click File, Options, General and uncheck the Show Start Screen check box.

Intelligent Services and PowerPoint Designer

Microsoft is committed to inclusion and accessible digital content. To that goal, new tools are constantly being added to Office applications. Two of those tools directly related to PowerPoint are Intelligent Services and PowerPoint Designer.

Note: These are cloud-based services. If your organisation does not support cloud-based services, you may not have access to these tools. Some features of Editor are also part of the Intelligent Services and may not be available in some organisations.

Intelligent Services

If you have a subscription to Office 365 you have access to “[Intelligent Service](#)^{2s}.” These are services that incorporate tools like Presentation Coach, PowerPoint Designer, Translator, Smart Lookup, Researcher or Jump Start.

PowerPoint Designer

PowerPoint Designer is part of the Intelligent Services and can be turned on or off. The check box to turn PowerPoint Designer on or off can be found in the PowerPoint Options dialog, General tab.

The keyboard command is Alt + F, T, G for File/Backstage area, Options, General category, then Tab until you land on it. Press Spacebar to check or uncheck PowerPoint Designer.

² Intelligent Services for Office 365: <https://support.office.com/en-us/article/make-office-work-more-intelligently-for-you-e69ee5f5-d510-4c2c-ae3-d5410a353049>

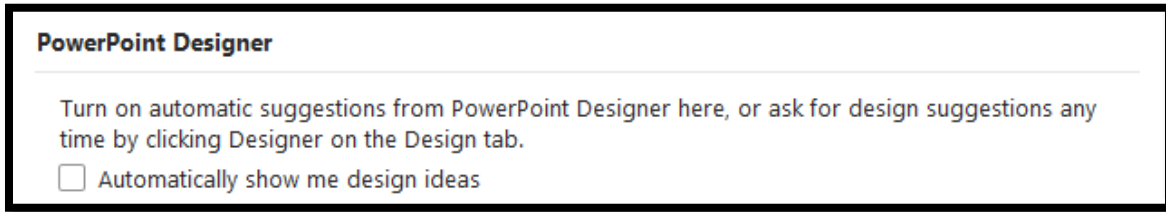


Figure 9 PowerPoint Designer check box in PowerPoint Options dialog, General category.

What does PowerPoint Designer do?

If I am on a slide in Slide Layout view, and have PowerPoint Designer turned on, or activate it by pressing Alt + H, C, 2, the Designer Pane opens to the right of the slide canvas. At this point in my example, there is no context for the type of designs and graphics it finds. Once I begin adding images or text to a slide, I can get more contextually based designs. This is not always the case. For example, if I type “cake” into a slide title, I don’t really get any kitchen, recipe, or baked goods design suggestions. Currently, some of the designs have animations that are not accessible and often block content on the slide.



Figure 10 PowerPoint Designer suggestion with no context.

If I add the word “flowers” in the slide title, the design suggestions change.

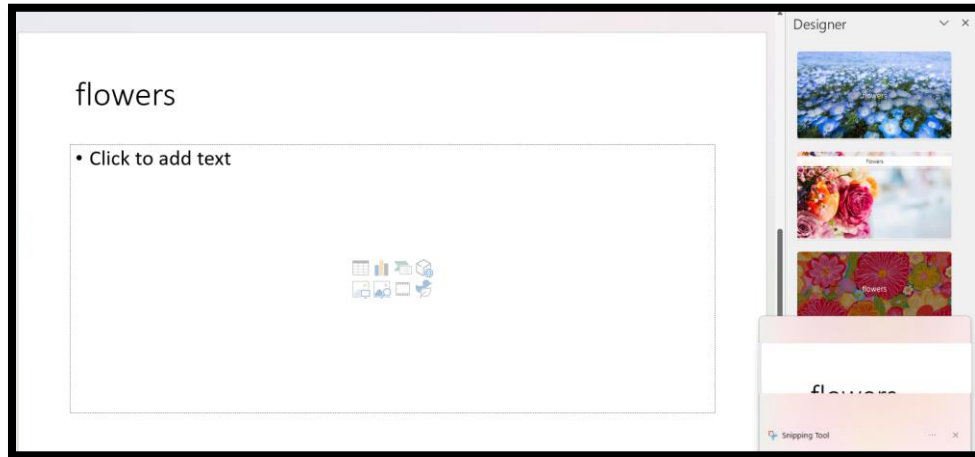


Figure 11 PowerPoint Designer suggestions with context of "flowers".

If I add graphics to slides, PowerPoint Designer makes suggestions on how to arrange them on the slide. This does not always create an accessible slide! Often white borders or “freeform shapes” are used, and Alt Text cannot be added to them.

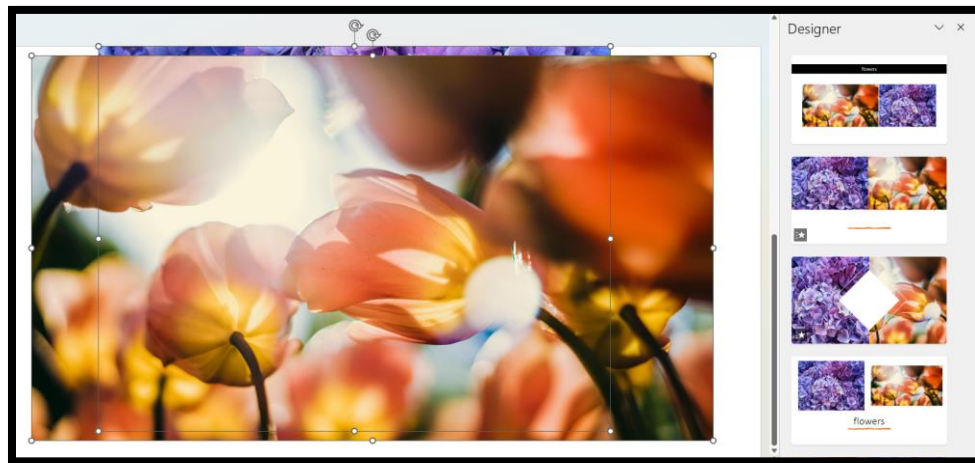


Figure 12 PowerPoint Designer suggestions when two graphics are added to a slide.

If you add two images to a slide, you don't have to separate them if you choose one of the suggestions from PowerPoint Designer. When you choose a suggested layout, the images are automatically resized, sometimes cropped, and reshaped and added to the slide.



Figure 13 PowerPoint Designer suggestion applied to a slide.

The preceding image has one of the “freeform shapes” around the blue flowers. It is not accessible. If I wanted to use this design, I would put it on a Slide Master. You can cut and paste the elements of PowerPoint Designer suggestions from the slide canvas in Normal layout to the slide canvas in Slide Master view.

The graphics you add to a slide canvas don’t have to be the same “format” in that one can be landscape and one can be portrait.

One thing you will need to do, if the image is not on a Slide Master, is to either identify it as decorative or provide Alt Text. You can’t do this with the “freeform” objects. This is why they are best put on slide masters.



Figure 14 PowerPoint Designer suggestion applied to a slide with text and a graphic.

The other issue with using PowerPoint Designer is that as you add content to slides, the suggestions are for that slide only. The suggestions can't "think ahead" or in terms of an overall look and feel for a presentation. For this reason, I suggest finding a design and leveraging it by putting it on a slide master so that it is available for multiple slides in a presentation. This helps retain a consistent look and feel and lets you put any inaccessible elements out of the way of adaptive technology.

PowerPoint Designer – Inaccessible Elements

There are still inaccessible elements when you use PowerPoint Designer. These are identified by the adaptive technology as "freeform object", "line", "text box" and other names. The text box identification is typically a colour block used for design.

PowerPoint Designer is not available in Slide Master view. However, if you find a design that you want to use, you can cut and paste the inaccessible elements from the slide canvas in Normal Layout view to the slide canvas in Slide Master view. This removes any inaccessible elements from the slide canvas. You can then add content to the slide canvas without worrying about inaccessible PowerPoint Designer elements.

Always make sure that the placeholders are clear of any background images and text can clearly be read in the accessible placeholders.

PowerPoint Quick Starter

This is part of what was known as the Intelligent Services suite of tools. Intelligent Services are cloud-based, so make sure your organization supports the use of this tool.

Note: This process does NOT create an accessible PowerPoint presentation. You will need to move many elements of the slide design to the Slide Master to make the presentations accessible.



Figure 15 Quick Starter template from the File/Backstage area, New.

To use the Quick Starter, press Alt + F, N for the File/Backstage area, New followed by Z, number 1 (Alt + F, N, Z, number 1).

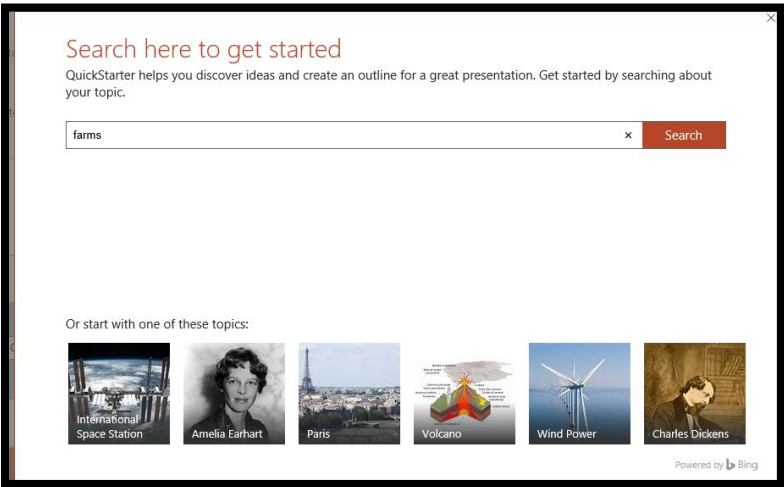


Figure 16 First step in using PowerPoint Quick Starter template.

A dialog opens and your focus is in the edit area where you can type a topic. In this example, I've used the word "farm." This gives me the results of various types of farms including what appear to be specific farms by name.

For this example, I chose wind farms.

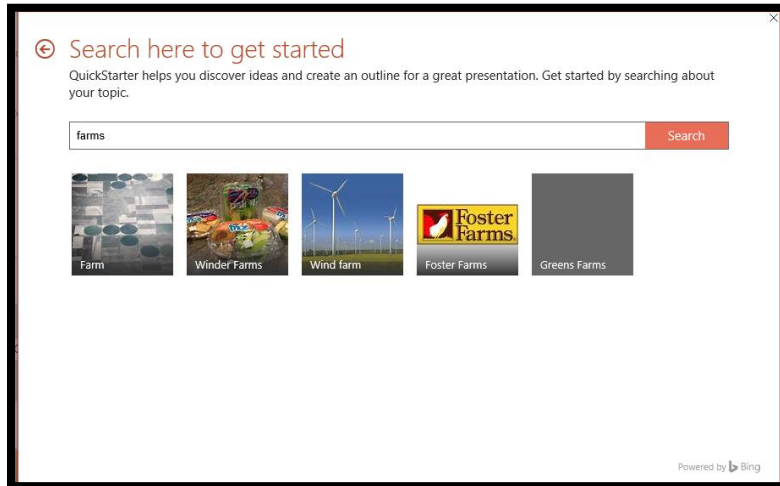


Figure 17 Results of a search for "farms" (step 2).

In step 3, the intelligent services try to narrow the type of presentation and information for the presentation. For example, onshore wind farms, offshore wind farms, experimental wind farms and so forth.

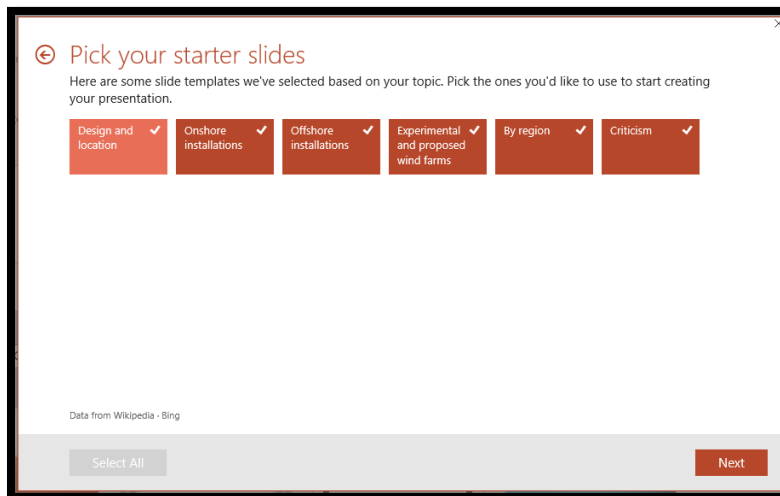


Figure 18 Step 3 is to choose the type of wind farm information you are looking for.

Once you narrow your topic, you can choose from several slide templates. Some of the suggestions aren't visually appealing nor are they accessible. Everything is on the slide canvas, not a Slide Master. Some of the suggestions are from existing templates or Themes.

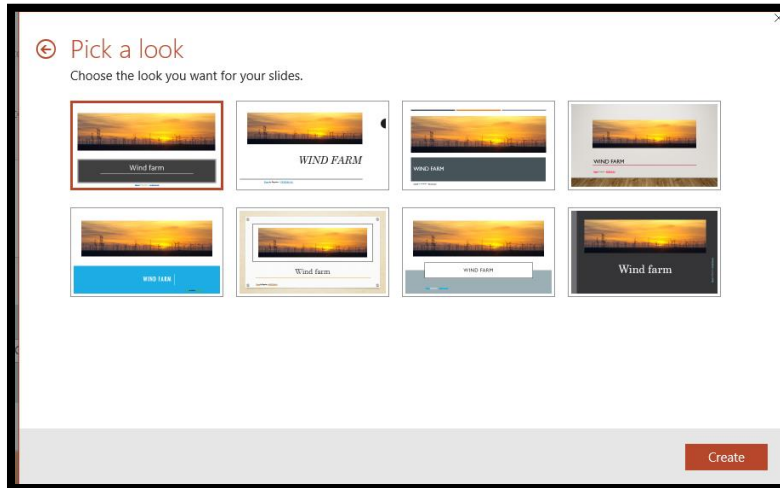


Figure 19 Gallery of possible slide templates for the wind farm Quick Starter step 4.

When you choose a slide template, a slide presentation is created. There are two slides inserted before the title Slide. If you notice, in the following two images, the text is not readable. I was glad I use a screen reader!

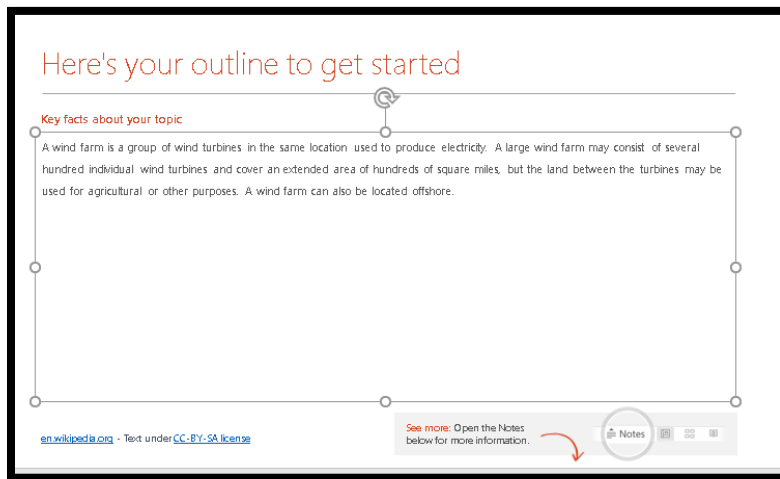


Figure 20 First slide in the Quick Starter presentation on wind farms.

There is an accessibility barrier on both starter slides. Text boxes are used instead of accessible placeholders. There is also not necessarily a logical reading order.

The first slide provides some general reference search tips while the second slide provides some more granular topics that you might want to explore or focus on.

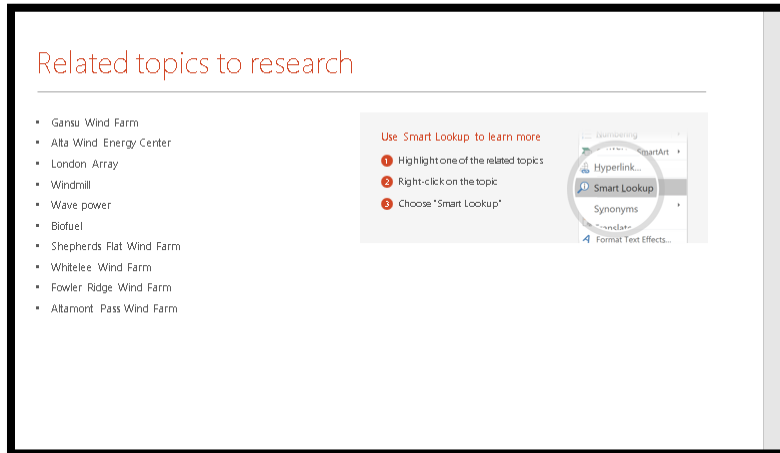


Figure 21 Second slide in the Quick Starter presentation narrowing research topics.

Once you delete those first two slides, you are on the Title Slide for the presentation. Moving through the slide provided, while there might be attention to contrast for this suggested slide layout, the borders on the left and right of the following slide are text boxes or shapes have been filled with colour.

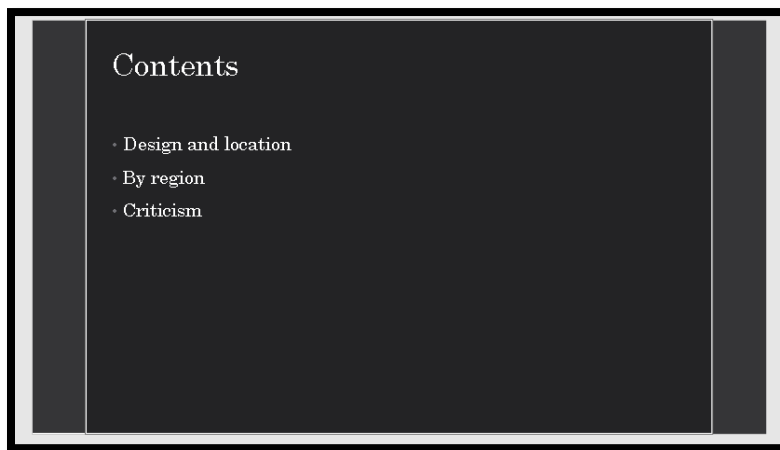


Figure 22 Slide from presentation created using the Quick Starter tool.

First one encounters the band on the right, then the band on the left, then the Slide Title placeholder followed by the Content placeholder.

What I would have to do with this is to work in the Slide Master view to put those bands and any other shapes or Text Boxes used for the slide layout in the slide master so that they are not seen or tabbed to by people using the keyboard and/or adaptive technology.

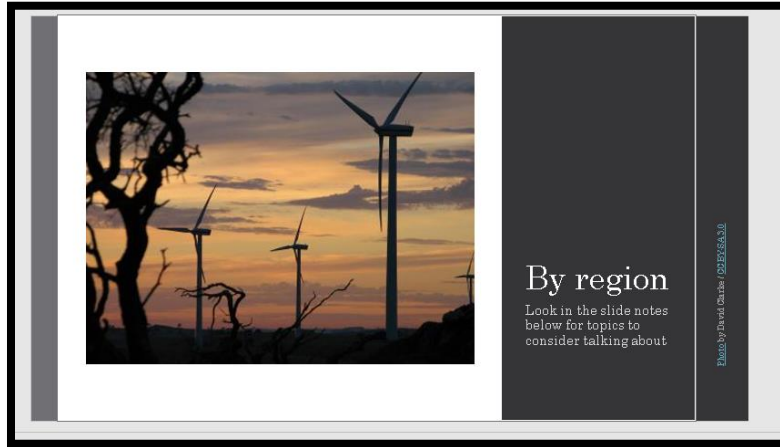


Figure 23 A second slide layout in the Quick Starter wind farm suggested slide layout.

The preceding image shows another slide from the Quick Starter suggested presentation template. As with the previous example, elements of this slide layout will need to be remastered and put on a slide master instead of this slide.

While we can identify images and shapes/Text Boxes as decorative, those of us using the keyboard will still be able to Tab to them. Currently if an image is marked as decorative, we hear the fact that it is an image and the dimensions of the image/shape. The ability to mark an image as decorative is not backward compatible. If you mark an image as decorative, someone opening the presentation in a previous version of PowerPoint will not be able to add Alt Text but will still get a message saying that there are images with no Alt Text. I've worked with a couple of clients for whom this has happened. I've opened the presentation, unchecked the "Mark as decorative" check box and returned the presentation to them.

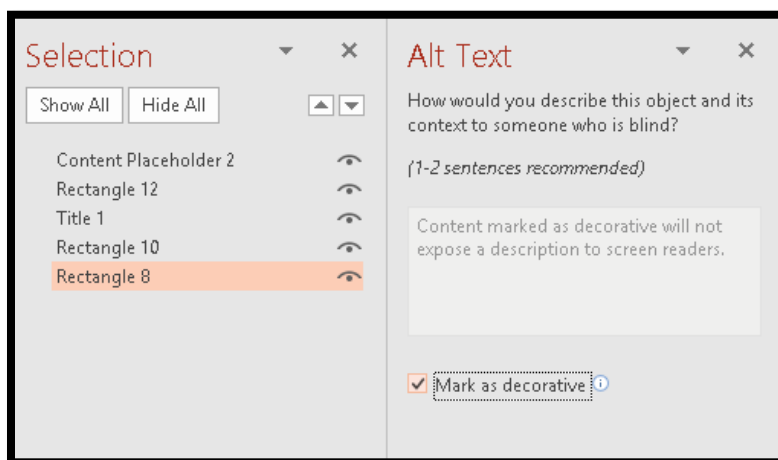


Figure 24 Selection Pane and Alt Text Pane for the first sample slide for the wind farm Quick Starter template (the one with the bands on either side).

Quick Starter is a good way to think about your presentation and get some idea on how to find a slide template for a presentation. However, there are huge accessibility barriers you'll have to think about and remediate before you can use this tool.

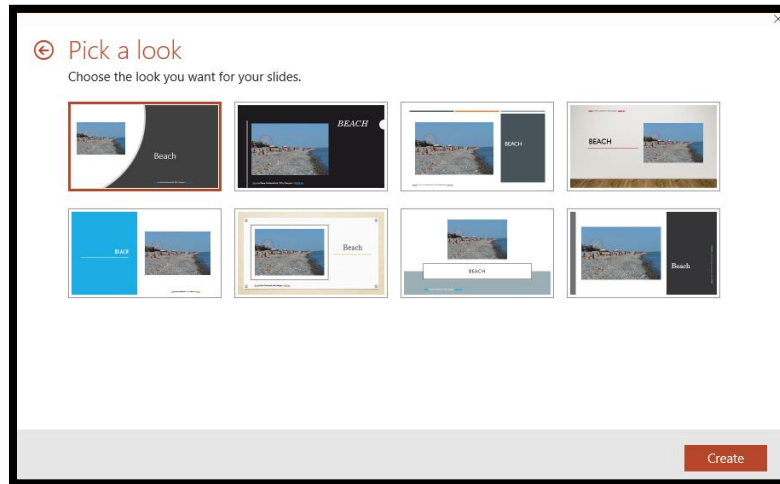


Figure 25 Another set of proposed templates for beaches from Quick Starter.

You can go to the Variants Group and change the Theme Colour. The keyboard command is Alt + G, V, C.



Figure 26 Wind Farm presentation with Aspect Theme Colour.

The problem I ran into (and yes, I know I didn't quite get the Footer text changed in slide Master view), is that for the slide with the two bands on it, I can't seem to be able to select the left band in either Slide Master view or Slide Layout view to change it to the orange colour.

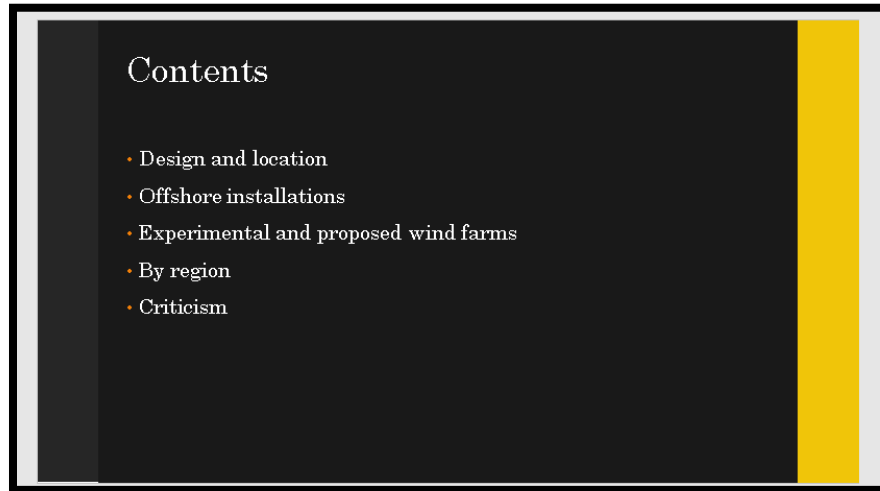


Figure 27 Content slide wit the colour changes for band on the right, but not on the left.

...but then again, who needs visual balance? 😊

The Basics of Accessible PowerPoint

You can do several things to ensure that your PowerPoint presentation is accessible. This list might seem long when you first look at it, however once you begin looking at what you can do and how easy these elements are to implement the list isn't horrid to work with.

- Always use the default placeholders for content.
- All slides must have a unique title.
- Never use text boxes or shapes for content.
 - Use a single image instead of grouped objects.
 - You can create the image using grouped objects, but then save the slide as an image and insert it into a slide.
- Ensure all information in tables use the Table tools in PowerPoint. Don't draw tables.
 - Use cell margins for spacing within cells.
 - Make sure that the First Column and Header Row is checked for data tables.
- Whenever possible, use contextual links.
- Ensure that the Tab Order of objects on a slide is logical by using the Reading Order Pane, even in Slide Master View.
 - Each object on a slide should be tabbed to in the order it will be read.
- Do not use timed transitions without allowing the end-user to turn these off. I'd suggest not using transitions at all.
- Do not use blinking and spinning content.
- Ensure that content is not rendered to the end-user through colour only.

- Do not overload a slide with content. PowerPoint is not a word processor.
 - On the other hand, there is a new trend only to have one bullet point on a slide. I've sat through a few of these presentations. There is no time to read what is on the slide and things seem to fly by at a dizzying pace.
- For instances where slide content is one line out of the text placeholder, use the tool in PowerPoint to adjust the size of the text.
- Add Alt Text for images and objects whenever possible.
- Remember that the slide will be projected.
- Don't let the slide images overwhelm or diminish the message of the content.

In PowerPoint, the end-user can change the theme of a presentation quite easily. This lets them choose a color scheme and font set that is more readable for them.

Whenever possible, create the outline for a presentation in Word and then send it to PowerPoint. The visual effects can then be added. This helps presentation authors in two ways: the content for the presentation is organized logically, and you aren't distracted by the visuals when composing a presentation.

As a document author there are many decisions you'll have to make. Several of the objects you can add to a slide are now accessible IF you provide the members of the audience with the slides rather than a "Slide Show." All of these are not accessible if you need to save the presentation as an "Outline" or RTF document for conversion to Braille. Only one of them is accessible if you convert the presentation to tagged PDF.

Note: Decide what types of formats the presentation will be available to the audience in before you begin adding content.

And finally...PowerPoint is not a word processor! A slide canvas is not the place for an essay!

Word on the Web to PowerPoint

One of the tools now available to you is the ability to export a Word document while using Word on the Web to a PowerPoint presentation. While this might seem to be a good idea initially, I tested the tool using a Word document that was 100 pages.

The result was horrid!

The content was added to slides using SmartArt! There was nothing visually interesting about the presentation. It was too long. Imagine 100 pages of content simply copied onto slides!

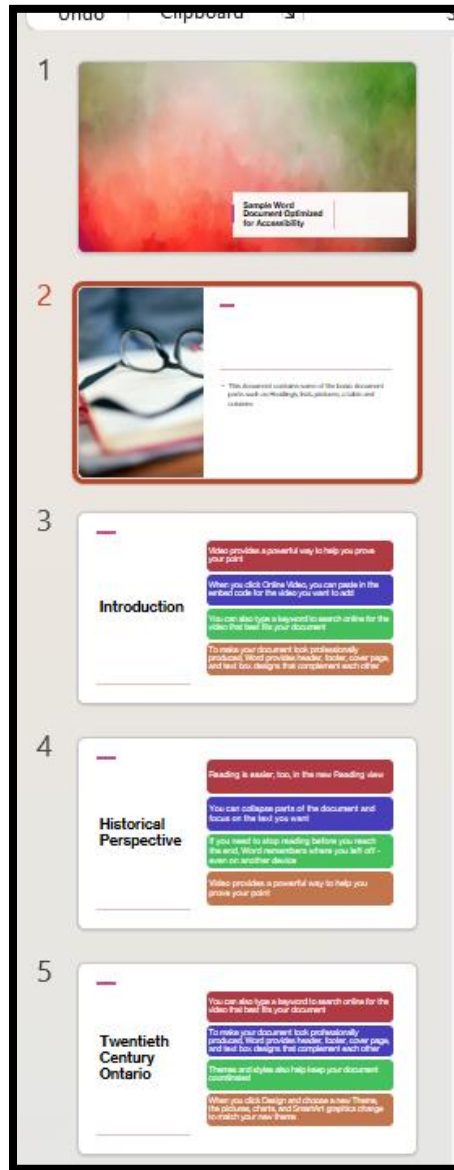


Figure 28 Word document exported as PowerPoint presentation from Word on the Web.

I do not recommend using this tool because it will only create a huge amount of remediation work!

In terms of design, all slides look the same. There is no “variety” of visual effects for the audience to focus on.

Creating the Presentation in Word

Before we look at how to work in PowerPoint, we will look at how to create the content of the presentation in Word. This can help you organize your thoughts and presentation material. The one caveat to using this method is that you can't send the content to a specific template, but you can use a Theme once you get to PowerPoint. This is another of those decisions you need to look at before you begin the process of creating a presentation. Of course, you can always copy and paste content from Word to PowerPoint if you find that using Word to organize your thoughts works best but you must use a specific template for the presentation.

This tool is not available in the Mac Version of Office 365 at the time of publication. However, those using a Mac might be able to "Add Slides from Outline" in the Home Ribbon, Insert Layout Gallery. I don't have a Mac to test this.

Most people don't know that you can create your PowerPoint presentation in Word and then send it from Word into PowerPoint. This lets a presentation author work with the content of their presentation and organize information logically without having to concentrate on the visual appearance of the presentation as they work.

Once the content is written and organized, it is sent to PowerPoint. PowerPoint will open, and the content will be placed in a blank presentation.

From this point, the visuals can be added. Presentation authors can choose a slide design in Theme in PowerPoint. If you have developed a slide Master with your company logo and information on it, this can be applied to the plain PowerPoint presentation. Images, links, tables, and other supportive material can be added to complete the presentation.

When we create presentations, we often forget that the content is separate from the "bling" and get bogged down in the bling while the substance or content suffers.

Send to PowerPoint on the Quick Access Toolbar

In Word, the first thing to do is to put the Send to Microsoft PowerPoint” button on the Quick Access Toolbar.

To Put Send to Microsoft PowerPoint on the Quick Access Toolbar:

1. Press Alt + F, T to open the File/Backstage area and open the Word Options dialog.
2. In the Word Options dialog, choose Quick Access Toolbar by pressing the letter Q.
3. Press Tab to move into the “Choose Commands From” list. Press Alt + Down Arrow to open the list.
 - a. You can press Alt + C to move to and expand the list of commands to choose from.
4. In the “Choose Commands from” list, choose “All Commands.”
 - a. The commands are listed alphabetically so you can press the letter “S” to move to the first command that begins with that letter.
5. The command you are looking for is “Send to Microsoft PowerPoint.”
6. When you locate this command; press Alt + A to activate the Add button to add it to the items on the Quick Access Toolbar.
7. Tab to and activate the OK button to exit the Word Options dialog.

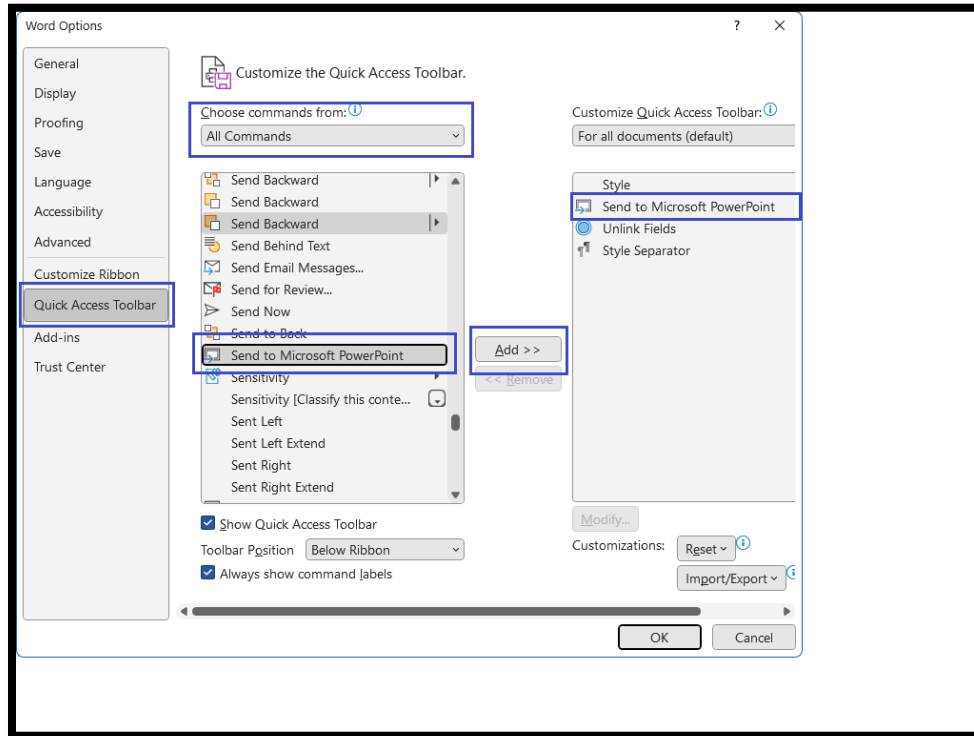


Figure 29 Send to Microsoft PowerPoint in the Word Options, Quick Access Toolbar settings.

You may have to turn on the Quick Access Toolbar in the File, Options, quick Access Toolbar dialog. You may also need to decide whether to have the Quick Access toolbar show above or below the Ribbons. Make sure to check this before moving to and activating the OK button.

The button to send a Word document to PowerPoint is now on the Quick Access Toolbar. Each item on the Quick Access Toolbar has an associated number. You can activate the tools on the Quick Access Toolbar by pressing Alt + their assigned number. While in the Customize category of the Word Options dialog, you can rearrange the items in the Quick Access Toolbar.



Figure 30 Quick Access Toolbar with the Send to Microsoft PowerPoint added.

Using Styles in Word to Create the Presentation

When creating PowerPoint presentations from Word, it is a good idea to create a template. For this topic, a “Send to PowerPoint” template was created. I’ve attached it to this book. I

used black text on a white background instead of the default Style colours. I find that this doesn't interfere or conflict with any font colours you might use in a Theme.

To create a PowerPoint content template in Word:

1. Open a new document.
2. Press F12 to open the Save as dialog.
 - a. You can go through the File, Save As process to take you to the same place. Alt + F, A, then Y, 3 to put focus in the Filename edit area.
 - b. Then Tab to the Files of Type and choose Template.
3. Choose a name for the template. In this case I named the template Send to PowerPoint.
4. Tab to the Files of Type list and choose Word Template. This will put the template in the Custom Office Templates on your hard drive in the Documents folder.
 - a. Make sure that the folder has changed to the Custom Office Templates folder. You want to keep all your templates personal together.
5. Tab to and activate the Save button to save the Template.

The Send to PowerPoint template can have up to 6 heading levels: Heading 1, Heading 2, Heading 3, Heading 4, Heading 5 and Heading 6. Heading 1 will be the slide title and be added to the Slide title placeholder. Headings 2, 3, 4, 5, and 6 will become bullet levels on the slide in a Content placeholder.

It is not recommended that in either Word or PowerPoint that more than 5/five bulleted points be on one slide.

Now that we have the template created, we can close it and use it to create presentations.

To create the presentation in Word:

1. Press Alt + F, N to open the File/Backstage area and choose New.
2. Choose the Personal option. The keyboard command is Alt + F, N, E.
3. Use the Arrow keys to locate the Send to PowerPoint template and press Enter or click on it with the mouse.
4. If a preview pops up, press Enter to create a new document. The focus should be on the Create button.

Pinning a Template to the Recent Documents List

I “pin” my templates to the list of Recent documents because it saves me time. I use a screen reader and it takes me less time to open a copy of my template from the list of Recent documents, than it does to arrow around the Personal Templates list from the File/Backstage area. I offer this as an alternative to the File/Backstage area.

To pin a document to the list of Recent Documents:

1. You don’t have to open the document/template, but it must be in the list of Recent Documents.
2. Press Alt + F, R for File/Backstage area, Recent Documents.
3. Tab into the list of Recent documents and then use the Up and Down Arrows to locate the Send to PowerPoint template.
4. Right-click or press the AppKey to select “Pin to List.”
5. The list of Recent documents you pin to the list are arranged in alphabetical order. They have a push pin to the right of them and adaptive technology will let you know if a document is pinned or not.

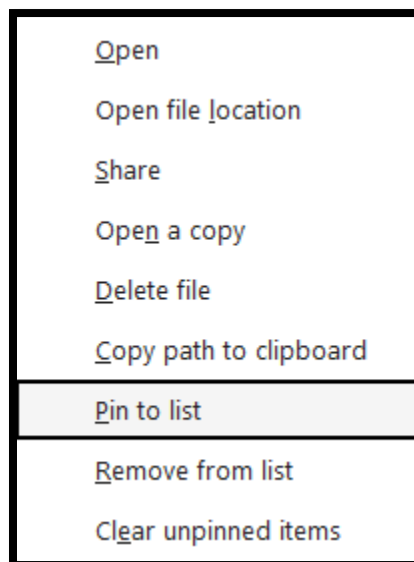


Figure 31 Document context menu in list of Recent Documents showing Pin to List option.

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.

Tab to the list of Recent documents, then use the Up and Down Arrow keys to locate the document you want to use.

When you locate the document in the list of Recent Documents, right click or press the AppKey and choose “Open a Copy.” If you are working on a document that is not a template, you can press Enter on the document while it is pinned to the list of Recent documents.

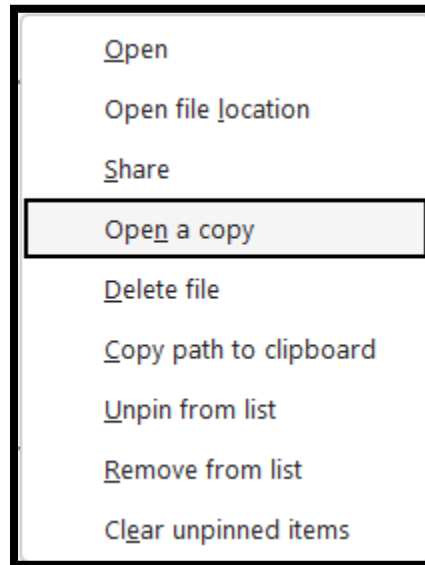


Figure 32 List of recent Documents, context menu showing Open a Copy option.

Note: 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.

Adding Content for Slides (in Word)

Once the document is open you can begin adding content. We start with the content for the second slide in the presentation. We'll add the title slide once we send this to PowerPoint.

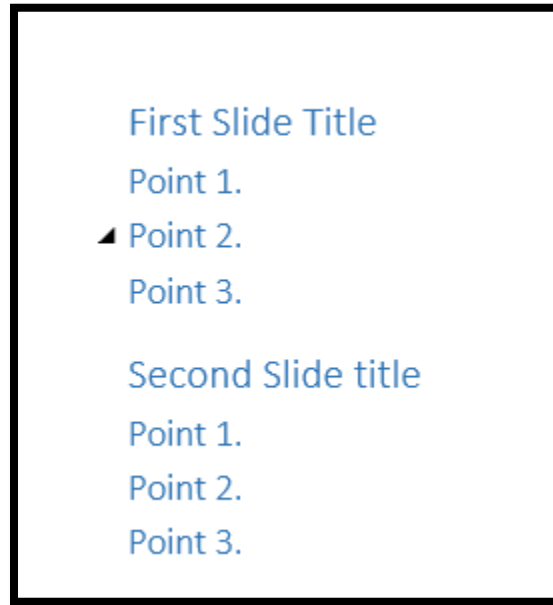


Figure 33 Sandbox text in the Send to PowerPoint template.

If you are using the Send to PowerPoint template provided with this book, you can simply replace the text in the document for the second and third slide in a presentation. Once you have replaced that text, keep adding text to the document formatting it as either Heading 1 for a Slide title, Heading 2 for a first level bullet point or Heading 3 for a second level bullet point.

I select the text before formatting so that the formatting is confined to the text I've selected and doesn't blur into other text. Even though I'm using Headings for larger blocks of text, I might want to "insert another slide" and its content into the document. Selecting text before formatting is a good habit to get into as it will eliminate many accessibility issues where formatting/structures conflict.

Continue building the slide presentation using the heading levels to create the slide hierarchy.

The keyboard commands for formatting selected text as headings are:

- Ctrl + Alt + 1 for Heading 1.
- Ctrl + Alt + 2 for Heading 2.
- Ctrl + Alt + 3 for Heading 3.

If you use Headings 4, 5 or 6, you'll need to use the Apply Styles Pane to either locate or type in the headings. Word does not typically add these headings to the Quick Styles Gallery

or Styles Pane until they've been used once in the document. Of course, check the quick Styles Gallery and Styles Pane to see if these heading levels are present.

Use the Quick Styles Gallery to add the formatting/structure to the Word document if you forget how to launch the Apply Styles Pane or haven't put it on the Quick Access Toolbar.

The only formatting in this document should be the heading levels.

You can save this document and create an accessible handout from it or use it to refine your content over time. This allows you to focus on content rather than "bling."

Note: You cannot add tables or graphics to the presentation using this technique. These are added once you move to PowerPoint.

Importing the Word Outline into PowerPoint (Option 2)

If you can't find the Send to Microsoft PowerPoint tool in the Quick Access Toolbar options, you can import the outline directly into PowerPoint. This might be available to those using a Mac...I'm not sure as I don't have a Mac.

1. Start a new presentation but don't add any design features.
2. The focus should be on the first slide/Title Slide.
3. Press Alt + H, letter I, L for Home Ribbon, Insert Layout, Slides from Outline.
4. Locate the Word document with the presentation outline.
5. Tab to and activate the Open button.
6. The content from the Word document is imported into PowerPoint just after the Title Slide.

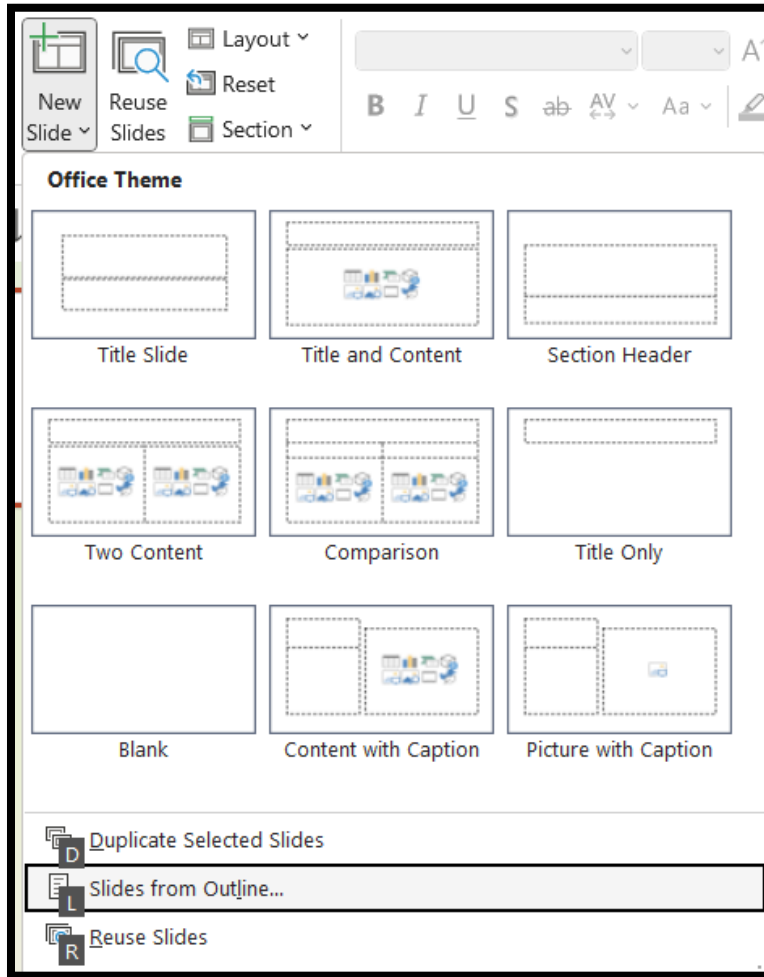


Figure 34 Home Ribbon, Insert Layout, Slides from Outline option.

Working with the Content Sent to PowerPoint

These instructions are for those who are still in Word and are using the Send to Microsoft PowerPoint tool on the Quick Access Toolbar.

Once you have the contents of a presentation you are happy with, use the Quick Access Toolbar to send the Word document to PowerPoint.

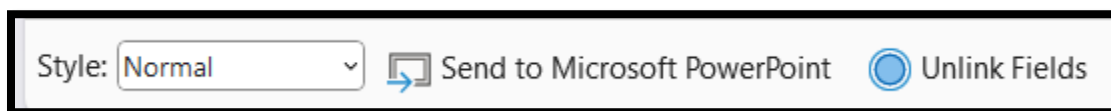


Figure 35 Send to PowerPoint button on the Quick Access Toolbar.

PowerPoint will open immediately, and the presentation will be created. The presentation will start at slide 2. There is currently no way to create the Title slide in Word.

The next step is to add the title slide for the presentation.

Switch to Slide Sorter view which is under the View Ribbon by pressing Alt + W, letter I.

Press the Left Arrow or Ctrl + Home to take focus off the first slide and put it just before that first slide in the presentation. You'll see a line and if you are using adaptive technology, you'll hear that nothing is selected.

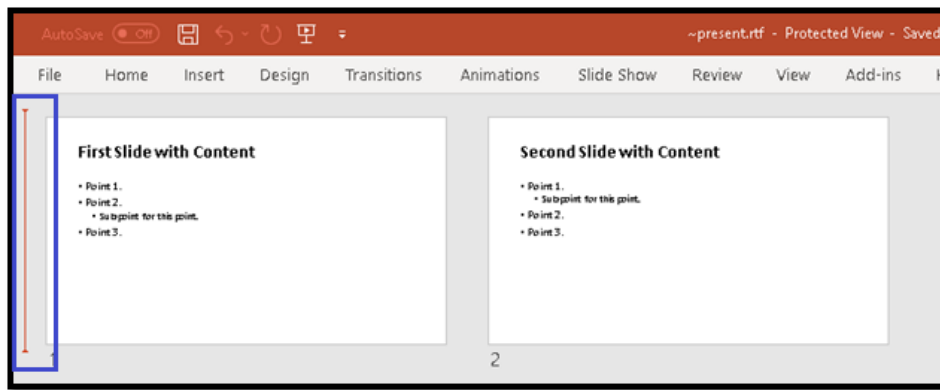


Figure 36 Slide Sorter view showing focus is just before the first slide.

You can do this in the Thumbnail Pane from Slide Layout View, but this is the fastest way to do this if you are using the keyboard.

Press Alt + H, letter I to choose Home, Insert Slide, and then choose to insert a Title Slide. Your title slide is added just before the second slide.

Focus is on the Title slide in Slide Sorter View.

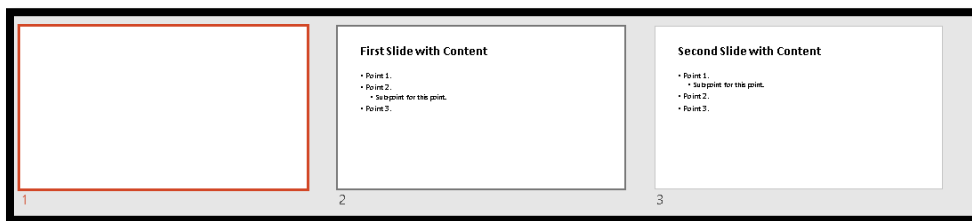


Figure 37 Title slide added in Slide Sorter View.

Press Alt + W, L to switch back to the Normal view of the presentation.

Once Back in Normal slide view, type in the title slide information.

If you are using the keyboard, press Tab to move into the Slide Title Placeholder. Then press Enter to go into Edit mode where you can type the title of the presentation. Don't make the presentation title too long. You want it to stand out on the Title Slide.

Once the title of the presentation is entered, press Escape once to put focus on the Slide Title placeholder.

Then press Tab to move to the Subtitle placeholder.

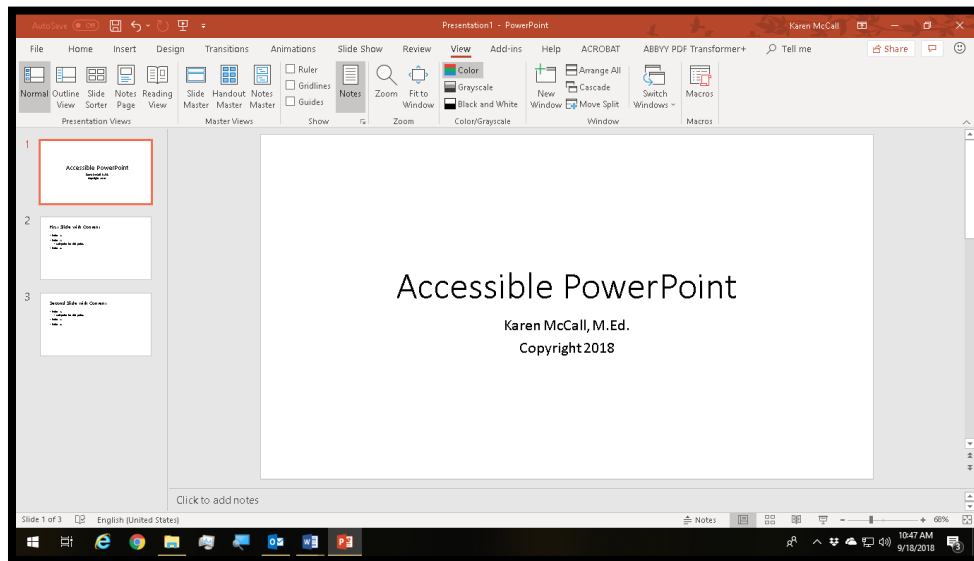


Figure 38 Title Slide in Normal View with content added.

If you have additional information about the content of the presentation, use the Subtitle Placeholder for that information and your name/company.

Outline View in Word

If you combine this method of creating presentations with the power of the Outline view and the ability to rearrange the “slides” while in Word, This helps organise thoughts in a logical order.

To work with your slide content in Word using Outline view:

With your Word, press Alt + W, U to switch to Outline view.

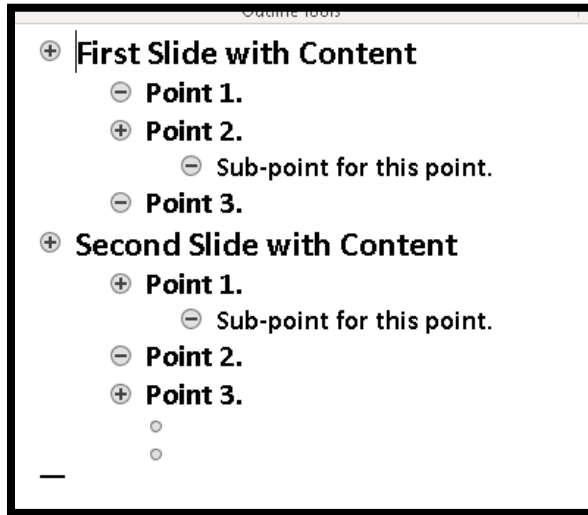


Figure 39 Outline view of the Send to PowerPoint template/document.

Once in Outline view you can drag content around or use the keyboard to move items up or down a level. For example, from Heading 1 to Heading 2 or Heading 2 to Heading 1; and to move everything under a first level Heading to somewhere else in the document, or in this case, somewhere else in the presentation.

Select the first level Heading you want to move. All the content under it will come with it when you move it so don't worry.

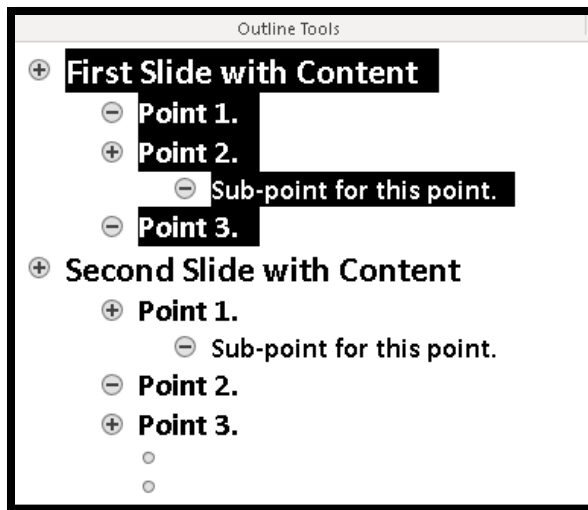


Figure 40 Slide content selected in Outline View, ready to move.

When you select the first level Heading the content under it will also be selected.

Move the selected slide content to the end of the document/presentation:

- By clicking on the node to the left of the Heading and dragging it to the place in the document you want it to be.
- By using the keyboard to select all text on a slide, pressing Ctrl + X to Cut the content then moving to the place in the document you want to place it and pressing Ctrl + V to paste it in place. If you are using the keyboard to move content, you will need to move to the end of the line before you want the content to go, and press Enter. In this example when Enter was pressed at the end of the line a level 2 Heading marker was added but when the content was pasted in place the formatting for the content pasted was retained...Heading 1 is followed by the Heading 2 content.

Press Alt + W, P to return to Print view to see how the document looks with the content rearranged. You can do a lot in Word to create and organize your thoughts and slides!

Microsoft Support has a video with text tutorial that guides you through using content from the Outline view of a Word document as slide content. This lets you take an Entire Word document, go to Outline view, make some changes and create a PowerPoint presentation. It is a different method of using Word to create a PowerPoint presentation. [Create a Slide Presentation from an Outline](#)³ links to this tutorial.

Removing the Word Formatting

Whether you use the Send to Microsoft PowerPoint tool on the Quick Access Toolbar or the ability to Add Slides from Outline tool in the Home Ribbon, Insert Layout, you will need to remove formatting from each slide in to add a Theme or customize the look and feel of the slides.

1. Move to the first slide sent from Word. It will have blue text for all text on the slide if you haven't used the SendToPowerPoint template attached to this book.
2. Press Ctrl + A to select all placeholders on the slide.
3. Press Alt + H, E for the Home ribbon, Clear Formatting. The button has an eraser on it.
4. Repeat the process for all slides sent from Word or imported from Word.

³ Create a Slide Presentation from an Outline, Microsoft Support: [Create a PowerPoint presentation from an outline - Microsoft Support](#)

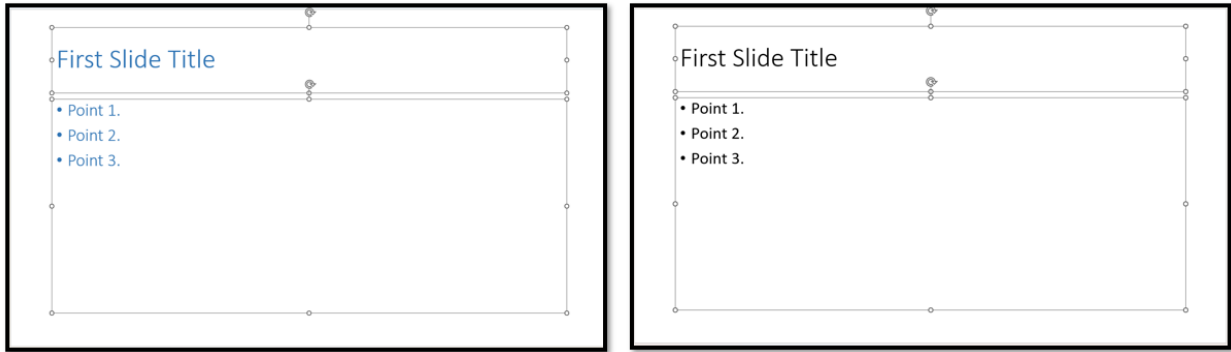


Figure 41 Slide sent from Word (left) and the same slide with formatting removed (right).

Adding a Theme to the Presentation

We can now add the “bling” to the presentation. At this point we are going to choose one of the built-in Themes for a presentation. As we go through the topics of Templates, Themes, and other tools available in PowerPoint, we’ll also look at how we could use those tools for this type of presentation.

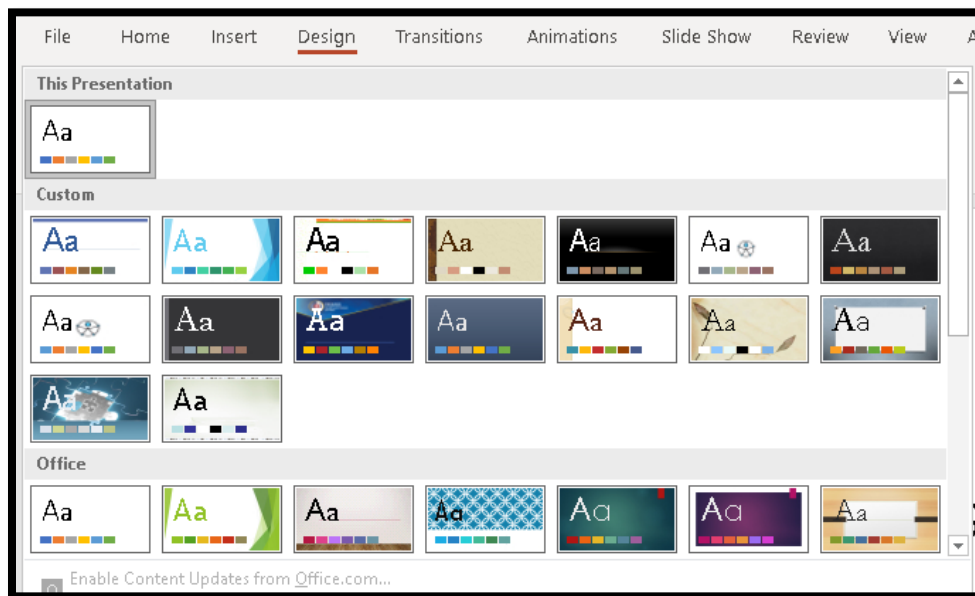


Figure 42 Themes Gallery in the Design Ribbon.

Go to the Design Ribbon and open the Themes Gallery by pressing Alt + G, T, H.

All the available Themes will be in the Design Gallery. As you move through the Themes using the mouse or the Arrow keys, the slide presentation shows you what that Theme will look like when applied to your presentation.

Once you choose a Theme by pressing Enter on it, the entire presentation adopts that Theme.

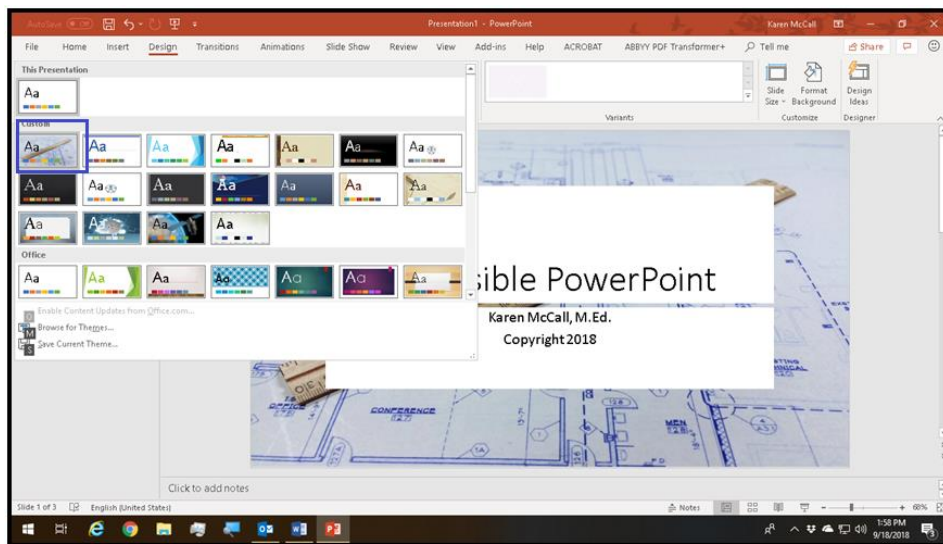


Figure 43 PowerPoint presentation started in Word, finished in PowerPoint with Theme applied.

You can now add other slides, images, charts, tables, and accessible multimedia.

Remember to save your presentation!

Using this method to create presentations puts your focus on the presentation's content rather than how the presentation will look. When working with PowerPoint, we tend to concentrate on the visual at the expense of the content. Having presentations that only contain visual elements are inaccessible if those visual elements are gratuitous, have no Alt Text, or are inaccessible objects on slides. Using Word to start your presentation organize your thoughts and the presentation.

Fonts in Presentations

As with Word, there are attributes for fonts that should be avoided. For example, avoid text in all capital letters unless it is an acronym. Avoid the use of italics for large pieces of content. Use Underline only for links.

Text in all capital letters is the most difficult font for anyone to use, whether they have a disability or not. Avoid using all caps except for acronyms.

Large amounts of text in italics can present an accessibility barrier. Italicized text has a slant to it with parts of the characters being thick and other parts being thin. Magnified, even with Unicode fonts, it may be difficult to read large amounts of italicized text easily.

Text with an underline is thought of as being a link. This is due to many years of the Internet. Underline is an old typewriter throwback as well. We now have other means of formatting text to make it stand out. Only use underline for links on slides.

To change the fonts in a presentation template where text is in all caps or all capital letters:

1. Switch to Slide Master view.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Press Home to move the focus to the top slide master. This is the slide master from which most of the other slides in the presentation inherit fonts and design from.
4. Press F6 to move back to the slide canvas.
5. Press Tab to move to the Slide Title placeholder. Typically, you see this text in all caps in predesigned templates.
6. With the Slide Title placeholder selected, press Enter to go into Edit mode.
7. The text should be selected.
8. Press the AppKey followed by F for Font.

9. The Font dialog opens.
10. Press Alt + A for All Caps. This will uncheck the check box for All Caps. This automatically moves to and uncheck this check box if it is checked.
 - a. You can Tab to the All Caps check box if you prefer. Once it is selected, press Spacebar to check or uncheck it.
11. Tab to and activate the OK button.

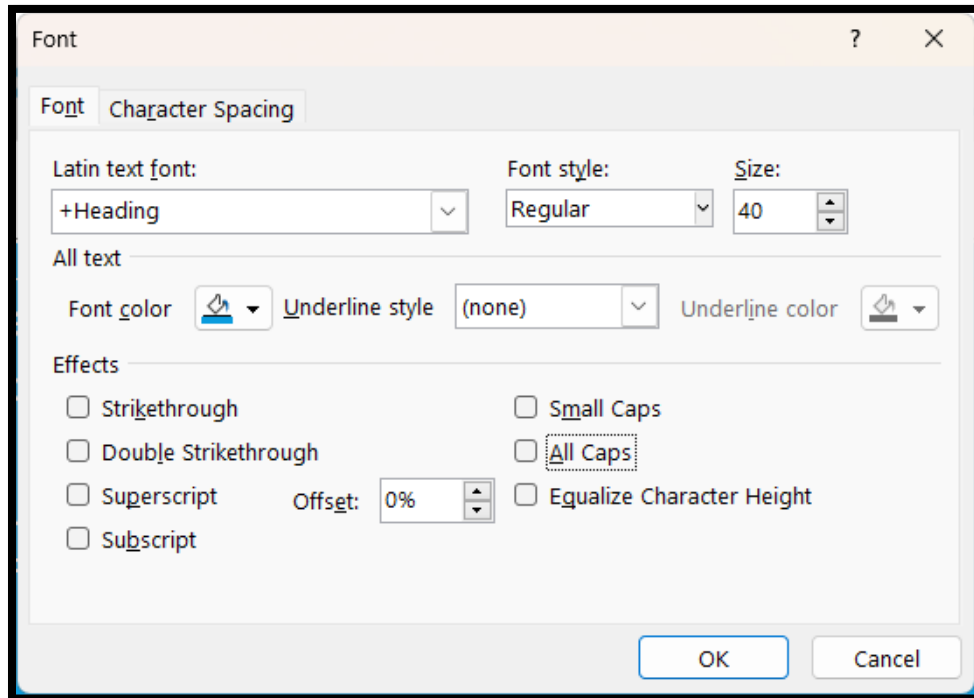


Figure 44 Font dialog showing the All Caps check box unchecked.

Repeat the process for each slide with all caps. Sometimes the Title Slide and Section Header slide have all caps. Examine all slides in Slide Master view to ensure that no slide uses all caps.

Avoid the use of WordArt on slides. As the name suggests, this can be seen by adaptive technology as “art” rather than text. If it is necessary to use WordArt, use the strategy of making it a picture with text as described later in this book. The WordArt will be a single image with Alt text which can eliminate confusion. WordArt must also pass the WCAG conformance for colour contrast.

Working with Templates

The previous chapter looked briefly at how we can apply a Theme to an existing PowerPoint presentation. But how can we create our custom Themes and templates that showcase our organizational logos and colors?

The key is to use the default placeholders for content and not to delete them and use text boxes. You can easily add text placeholders in the Slide Master view. Customised slides can easily be created for specific types of content.

Attached to this accessible PDF is the Eyedropper Two PPTX from which I took most of the screen images and examples in this book. It is provided as a resource and reference. I made it Read Only so that you can't "break" it. 😊 Unless you remove the Read Only designation.

Templates, Themes, and "Styles" in PowerPoint

When I talk about the difference between templates, Themes and Styles in Word, I use the analogy of birdhouses. I think the analogy holds up for PowerPoint as well although in PowerPoint we don't have Styles per se.

When we think of building a birdhouse, we need to think of what type of bird we are building the birdhouse for. Martins won't live in houses built for Swallows and Woodpeckers won't live in houses built for finches.

We need to start with a template for the type of bird we want to build the birdhouse for. In PowerPoint, we start with the template for the type of presentation we want to make. Part of this decision-making process is including the audience we will be presenting to.

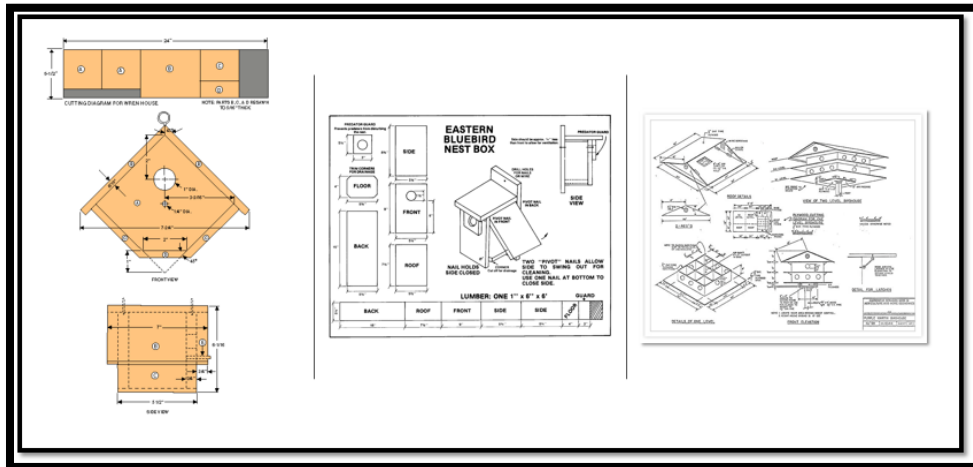


Figure 45 Templates for three different types of birdhouses for three different types of birds.

Once we make the decision as to what type of birdhouse, we want to build based on what type of birds we want in our yards, we turn our attention to the Theme or the look and feel of the birdhouse.



Figure 46 Three different Themes for Marten birdhouses.

Once we decide on a Theme, we can look at more granular changes, for example, the “style” of the doorways.



Figure 47 Two styles of doorways for Martin birdhouses.

In PowerPoint, we can create a template for a presentation, save the template but also save the look and feel of the template as a Theme. We can further customize templates and Themes down to the colours and fonts.

Saving the Template

Once I open a blank PowerPoint presentation, I'm going to save it as a PowerPoint template. I do this before I begin adding backgrounds and working in the Slide Master.

The fastest way to save a PowerPoint presentation as a template is to press F12. This opens the Save As dialog.

By default, you are in the Filename edit area where you can give the template a meaningful name. I'm calling this template "Eyedropper Two". I chose this name because I tested eyedropper colours throughout the slides in this template. I can easily open it and add new techniques any time I find them.

I then press Tab to move to the Files of Type list and choose PowerPoint Template.

My folder or location automatically changes to the Custom Office Templates folder on my hard drive. While you can change the location of templates, it isn't necessary. Any templates you create for any Office application will be saved in your Custom Office Templates folder on your computer hard drive. This might be different if you are on a network and the network administrator has changed the default location of templates.

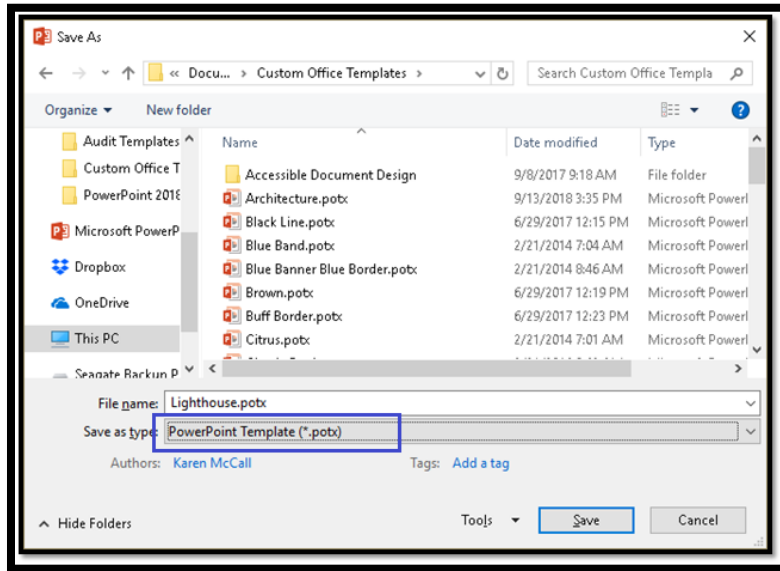


Figure 48 Save As dialog showing PowerPoint Template as the file type.

You can also save the template by going to the File/Backstage area, Save As and then naming the template, and identifying it as a PowerPoint template.

The keyboard commands are Alt + F, A, Y, 4 which will take you to the Filename edit area. Once you enter the filename and press Tab, you are in the File Type list where you choose PowerPoint Template. The location will automatically change to the Custom Office Templates folder once you choose PowerPoint Template as the file type.

You can use first character navigation in the list of file types.

Tab to and activate the Save button.

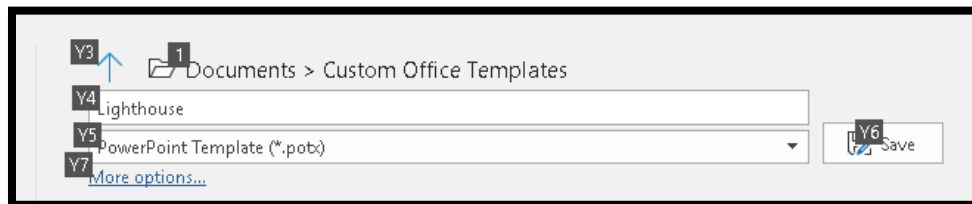


Figure 49 File/Backstage area, Save As area where you name the template.

We're now ready to add the background image to our Title slide for the Eyedropper Two template.

Creating a Template from Scratch (and a Theme)

The images I'm going to use for this topic are from several PowerPoint templates I created while working on this book.

I found that the first place to start when looking at the blank presentation template is to decide on what you want to do. In this example, we are going to create slides with background images. Along the way we may decide to have a plain colour background...so get ready for the adventure.

Slide Sizes

The newer slide format is "widescreen", and this is the size of slide that should be used. An exception will be if you are working with an older video conferencing system, projector, or old presentation (prior to PowerPoint 2007).

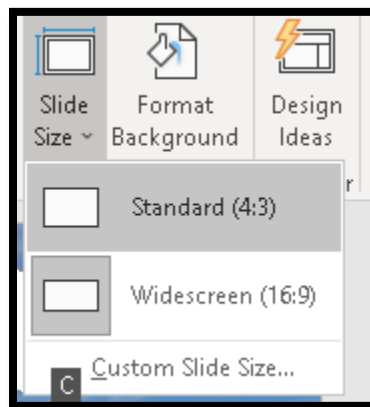


Figure 50 Design Ribbon, Slide Size Gallery.

If you do want to change the slide size, go to the Design Ribbon, Slide size, Standard size which is the old size. The keyboard command is Alt + G, S and then press Enter. Standard is the first option in the Slide Size Gallery. You only do this if you want to change the slide size back to a legacy size for your presentation.

If you are working with a legacy presentation, use this process to change the slide size to the newer widescreen size.

Once you change the slide size, either to Standard or Widescreen (if you are updating an old presentation), a dialog will open asking if you want to maximize the content or ensure that it fits. I always choose to ensure that the content fits.

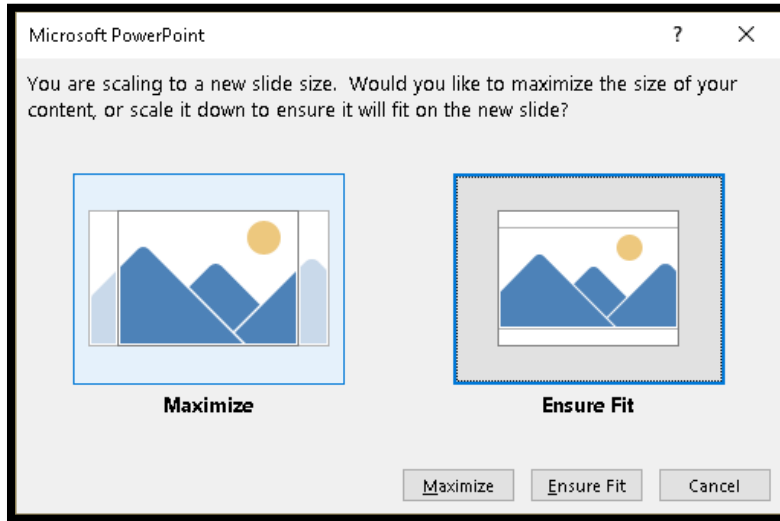


Figure 51 Microsoft PowerPoint dialog asking if you want the existing content to be maximized or ensure fit with slide size changes.

The following image shows the difference between the two slide sizes.



Figure 52 Two slide widths, Standard (left) and Widescreen (right).

You can take a presentation created in either slide size or use this tool in the Design Ribbon to change the slide size of presentations.



Figure 53 Presentation on left changed to Widescreen, presentation on right changed to Standard.

Placeholder Transparency

If you add a background graphic to your title slide and Section Break slides, you may need to change the background or fill colour of the placeholders to ensure that the text is readable. Whether you do this or not will depend on the graphic used for the background and the colour contrast ratios.

With a blank presentation open, press Alt + W, M for the View ribbon, Slide Master. This puts you in Slide Master View. You will see all the available slide layouts to the left of the Title slide and the Title slide should be selected in the Thumbnails Pane to the left of the slide.



Figure 54 Slide Master View in the Thumbnails Pane to the left of the main slide area.

If you want something applied to EVERY slide in the template, make the changes to the very first slide. If you look closely, the first slide is like a “root” from which all other slides are created. So, anything you want to be “true” for every slide in the presentation, you make for this first slide.

We aren't going to do that. We want some flexibility in the look and feel of specific slides.

Before I add a graphic as a background to a slide, I locate that background graphic. This lets me get an idea of where to move the placeholders (specifically for the Title slide and Section Break slides), and so that I can gauge the size of the placeholders if I need to modify them. This is a visual activity and may require some assistance if you have a visual disability.

I had the title slide selected in Slide Layout View, so when I went into Slide Master View, I'm in the title Slide Master.

To switch to Slide Master view, press Alt + W, M, if you didn't do this earlier.

Here is where we need to start thinking.

I know that the theme of the template is going to be flowers. I'm going to do presentations on various flowers. The template will set the look and feel for all my presentations on flowers. Once I have a template, I can do any one-off modifications I want for specific flowers. I know that for the Title slide, I want something with flowers on the right of the graphic. If I leave the Title placeholder and Subtitle placeholder where they are, they will spill over onto the graphic and not be readable.

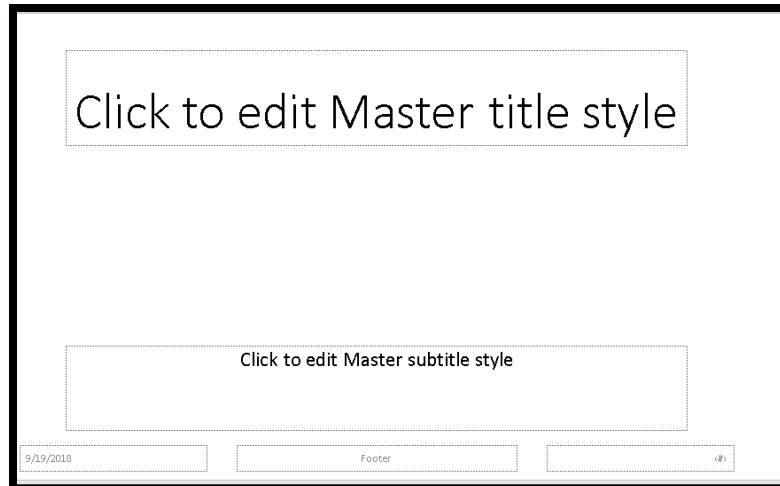


Figure 55 Title slide with placeholder modifications.

For this template, I've moved and resized the two placeholders on the Title slide and moved them apart. I did this before I added the background image because they become difficult to see once I add the background graphic. I need to switch between Slide Master and Normal views to see them clearly.

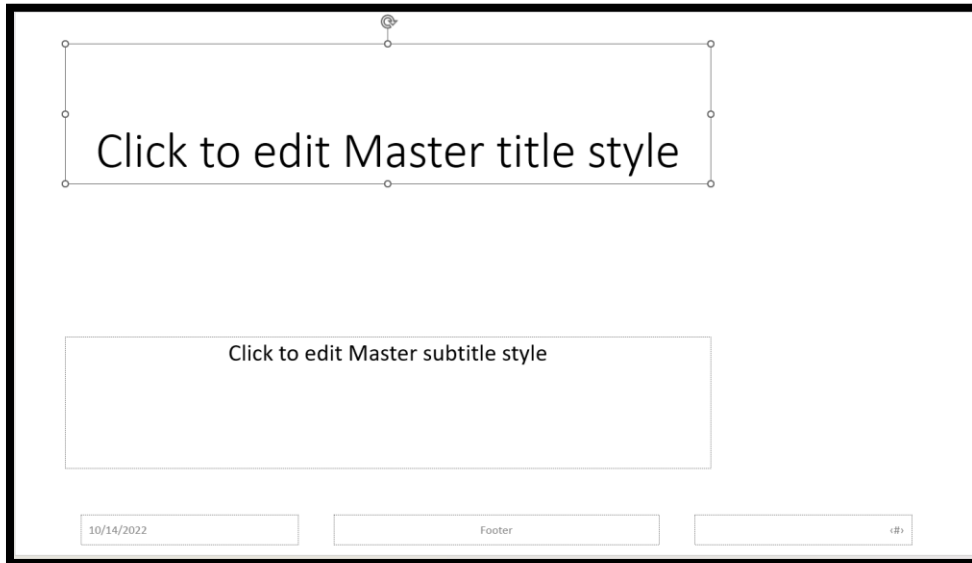


Figure 56 Title Slide in Slide Master view with placeholders moved and resized.

I modified the text size in the Slide Title Placeholder.

To modify the font size in the Slide Title placeholder:

1. Press Tab to move to the Slide title placeholder.
2. Press Enter to go into Edit mode which selects all the text.
3. Press the AppKey followed by F for Font.
4. When the Font dialog opens, press Alt + S to move to the Font size combo list.
5. I changed the default size of the font in the placeholder for the Title Slide only to 50-point.
6. Tab to and activate the OK button.

Change the Fill Colour of a Placeholder

The placeholders are transparent. If the background makes it difficult to see the text, you can change the fill colour in the placeholders.

Select a placeholder on the Title slide and press the AppKey. Choose Format Shape. These are placeholders, but the context menu item says, "format Shape". There is often a discrepancy between what something is called and what developers name it in the user interface. Sometimes one thing will have many names.

When the Format Shape Pane opens to the right of the slide, make sure that the focus is on the Line and Fill icon. Usually, you must use the Left Arrow once to land on it.

Sometimes you will need to press Tab to move to the row of tools represented by icons.

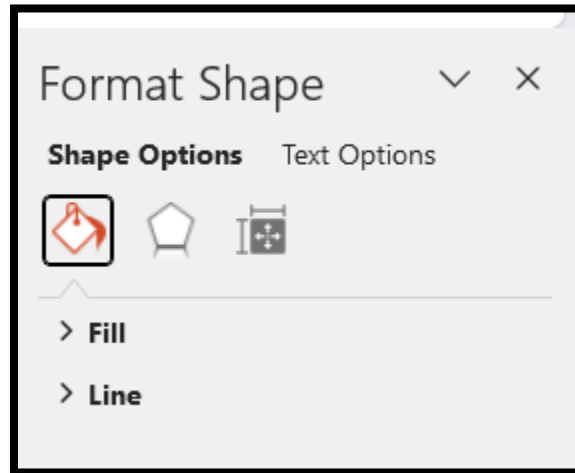


Figure 57 Format Shape Pane showing the Line and Fill icon selected.

The Format Shape Pane should have focus as soon as you launch it. To add a Fill colour to a placeholder:

1. If the Format Shape Pane doesn't have focus, press F6 or Shift + F6 to put focus in the Format Shape Pane.
2. In the Format Shape Pane, press the Left Arrow to move to the Fill and Line icon.
3. Tab to move into the Fill and Line settings.
4. Expand the Fill Category then use the Down Arrows to locate the Solid Fill button.
5. Press Tab to move to the Fill Colour palette and choose the fill colour.
 - a. Alt + C should take you to the colour palette.
 - b. You may have to press Alt + Down Arrow to open the colour palette.
6. Use the Up, Down, Left and Right Arrows to choose a colour and press Enter.
 - a. For this example, we'll choose white.
7. Press Tab to move to the Transparency edit/slider. The default is 100%. Change it to 0% to have the fill colour white.

- a. Remember to ensure that the foreground/text and background colours pass the WCAG colour contrast ratios.
8. When you are finished working in the Format shape Pane, press Ctrl + Spacebar, followed by C to Close it and return to the slide canvas.

Make sure you do this for all the placeholders on the Title slide. If you need better contrast between the text and background graphic, even if you aren't going to use any of the Footer placeholders now, you might want to use them in the future. You are building a template, not presentation-specific content.

Adjust the transparency for placeholders so that the text is readable by the audience. I recommend that the transparency levels be the same for all placeholders where a background image is used on any slide. This presents a consistent look and feel to the presentation.

For the Eyedropper Two template, I used 0% transparency for the Slide Title and Subtitle placeholders.

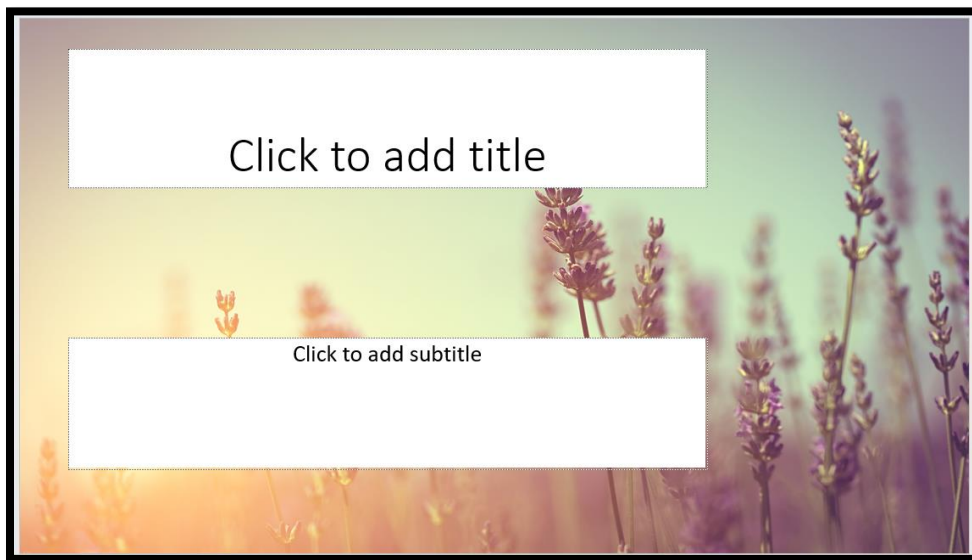


Figure 58 Title Slide with white placeholder fill and background graphic.

I did resize the placeholders based on my overall need. If you need to make the placeholders on any slide larger or smaller for a specific presentation, I can do that on an ad hoc basis. By creating a template, I'm trying to limit the customisation for each presentation.

If you are using colours from graphics on slides, the colours can be used for the background of placeholders. This might give the template a softer and more professional look. Remember the colour contrast ratios!

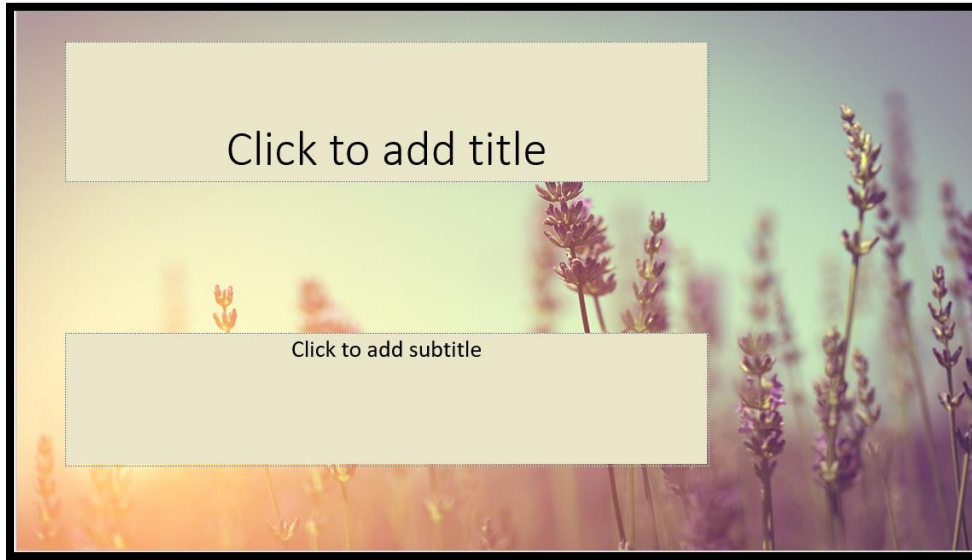


Figure 59 Title Slide with the placeholder fill colour taken from the graphic background.

I don't think I gathered the correct colour from the background graphic for the fill using this technique, you might have to gather a few samples to see which works best.

Adding a Background Graphic to the Title Slide

You can use any graphic as a background graphic. If you are using a graphic that you did not create, remember to include any copyright information in the Alt Text. Alt Text on Slide Masters are not identified by adaptive technology such as screen readers or Text-to-Speech tools, I include it as a precaution and to recognize the photographer/artist if applicable.

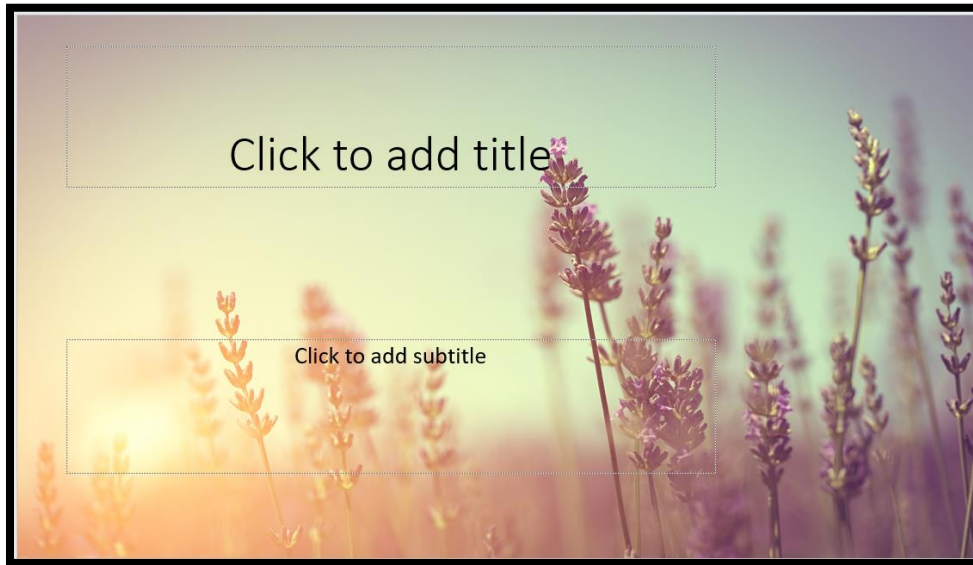


Figure 60 Title slide for a presentation with a background graphic and no fill colour added to the placeholders.

To add a graphic as the background of a slide:

1. Press Alt + N, P, then:
 - a. D for This Device.
 - b. S for Stock graphics.
 - c. Letter O for Online graphics.
2. If you use stock graphics or online graphics, focus is in the Search edit area where you can type in the category of graphics you are looking for.
 - a. If you are using a screen reader, you must press Tab or Shift + Tab to move away from this edit area and then press Tab or Shift + Tab to move back to it. While the screen reader might say you can search, you really can't. It doesn't have focus.
3. Type flowers and press Enter.
4. A gallery of graphics of flowers appears.
 - a. If you are using a screen reader or Text-to-Speech tool, you will hear a description of the graphic as you use the Left, right, Up and Down Arrow to move through the graphics. Some will be pictures, some will be drawings, some will be regular size, and some will be panorama. This information is not necessarily available to you.

Once you find the graphic you want, press the Spacebar to select it. A check mark will appear in the graphic. If you are using a screen reader, you will hear that the graphic is selected.

Press Tab to move to the Insert button. You'll hear "Insert" and the number of graphics to be inserted. You can select multiple graphics to insert, however, for a background graphic, we just need one.

Some of the graphics come with Creative Commons licensing. This is in a Text Box located just under the graphic when it is added to a slide or document. Focus is on that Text Box. I usually select the text, cut it from the Text box, press Escape once to put focus on the Text Box and then press Delete to remove it. I then add that licensing information as Alt Text to the graphic.

If you don't hear or see any Creative Commons information, only the graphic has been inserted.

Once the graphic is inserted and any Text Box associated with it has been deleted, you will need to resize the graphic to cover the slide. The dimensions are 7.5 inches in height by 13.33 inches in width. If your measurements are in metric, you will need to convert these values.

1. With the graphic selected, press the AppKey and choose Size and Position. The keyboard command is Z.
2. Focus should move to the Size and Position tool in the Format Shape or Format Picture Pane.
3. Press Tab to move to the Height, enter the number.
4. Press Tab to move to the Width and enter that number.
5. To close the Format Shape or Format Picture pane, press Ctrl + Spacebar followed by C for Close.
 - a. You won't see the placeholders on the slide. They are there, it is just a quirk of PowerPoint that you don't see them.
6. To see how effective the placeholders are in terms of transparency and their location (not blocking main areas of the image), switch between Slide Master View and Slide Layout View.
 - a. The keyboard commands are Alt + W, M for Slide Master View, and Alt + W, L for Layout View.

If you use the keyboard and press Tab in Slide Master View, you'll cycle through the placeholders on a slide. If you need to make any changes to the transparency of a placeholder, use the right mouse button or the AppKey and choose Format Shape.

The next thing we need to do is to open the Reading Order Pane in slide Master view and make sure that the objects on the slide, the placeholders and graphic, are in a logical reading order.

Switch to Slide Master view by pressing Alt + W, M if you are in Slide Layout view.

Press Tab to select any of the objects on the slide or click anywhere on the slide so you see the handles of an object.

If you are using the keyboard, you can then press Alt + R, A, number 1 for the Review Ribbon, Check Accessibility.

From the context menu, press R for Reading Order Pane. This replaces the use of the Selection Pane, which was counter-intuitive because it listed elements on a slide from bottom to top.

When working in the Reading Order Pane, you start at the top and work your way down the list of elements on a slide. If a graphic doesn't have Alt Text, you can fix it in the Reading Order Pane.

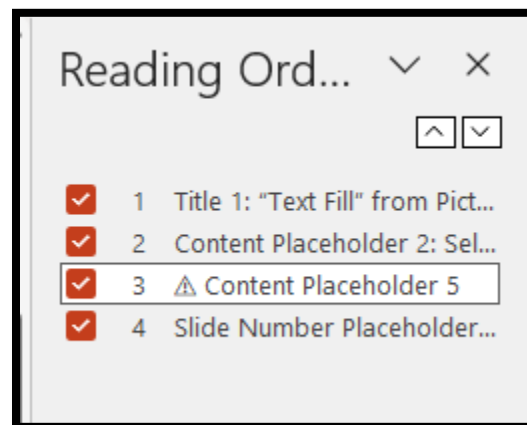


Figure 61 Reading Order Pane showing the logical reading order of content on a slide and an image missing Alt Text.

You may have to press Tab to move from the Move Up and Move Down buttons to the list of placeholders and objects on a slide.

If there is a graphic without Alt text, it will be identified. Press Enter to select the graphic in the Reading Order Pane and press F2 to go into Edit mode. Add the Alt Text and press Enter to close the edit area.

In the Reading Order Pane, the first item you Tab to should be the Slide Title placeholder followed by a Subtitle or Content placeholder.

From the Subtitle or Content Placeholder, you should Tab to the Date Footer, Footer, and Slide Number. From my perspective, if there is going to be copyright information on all slides, it should follow the slide number. As people using adaptive technology, we get it, the presentation is copyright, and it might be dated. What we really need to know, before the copyright and date information, is what slide are we on.

If I were to suggest a priority for the last three placeholders on the slide, any slide, it would be Slide Number, Footer, Date Footer. If any of these are empty, they will not be identified to adaptive technology. This puts the slide number information immediately after any other content on the slide.

I've repeated the process of adding a background graphic to the Section Header slide layout in Slide Master view.

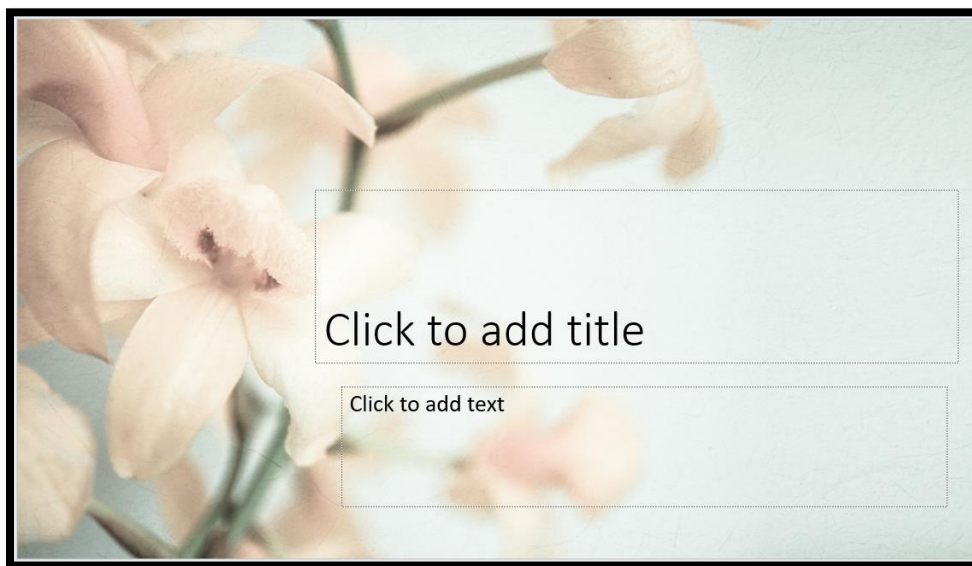


Figure 62 Section Header slide with background graphic.

As I build the template, I'll start adding slides in Normal Layout View (Alt + W, L) that I know will be needed. These can include contact information, a resources section, information on board members or staff, any disclaimer or boilerplate information and any slide that gets repeated in every presentation or nearly every presentation. This saves

work when the template is used and ensures uniformity of information across presentations.

Note: So far, we haven't added any slides to the template that would be consistent to any of our presentations. These slides can include an Agenda slide, a Resources slide and a slide with Contact information. As I mentioned, these slides are added in Normal Slide Layout view. If you add them in Slide Master view, the text will become part of the background and therefore not accessible.

Background Image Transparency

Sometimes background images have bold colours and overwhelm the text on the slide. You can adjust the transparency of the background image so that it fades into the background which then allows your content to be visible and readable.

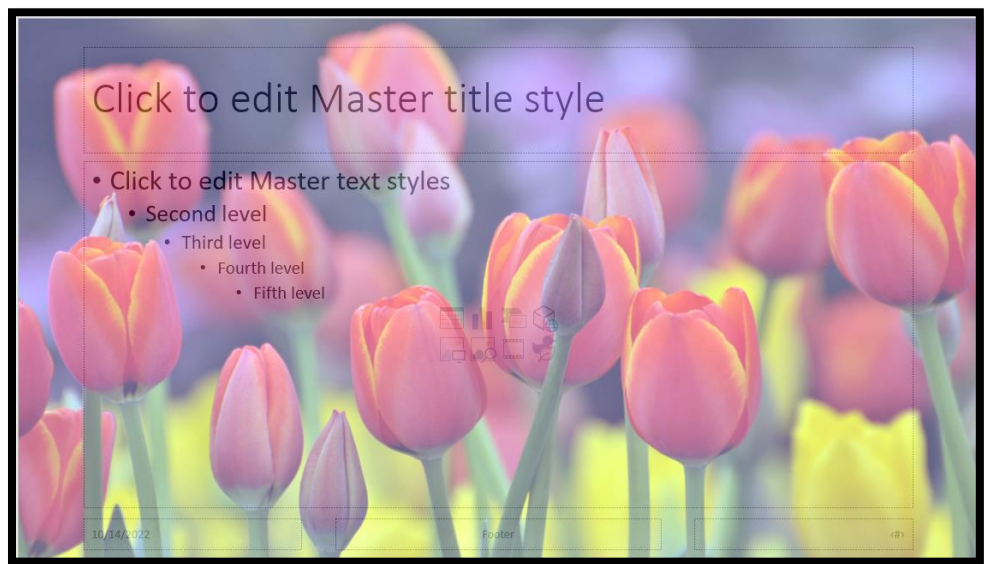


Figure 63 Background graphic on the slide with Content Placeholder transparency in Slide Master view.

Switch to Slide Master view if you aren't already working on it. The keyboard command is Alt + W, M.

1. In Slide Master view, press Tab until the background graphic is selected.
2. Press the AppKey and choose Format Picture.

3. In the Format Picture Pane, you will notice a button to the right called "Picture." This is accessible.
 - a. If you are using the keyboard and the focus is not on the Picture button, once you land on the buttons row, use the Left and Right Arrow keys to land on it.
 - b. If the focus is not on the tools, press Tab to move to the row of tools.
4. Press Tab to move into the Picture settings.
5. Press the Down Arrow to move to Transparency. For the Eyedropper two template Graphic Background Slide, I used 40% transparency.
6. Close the Format Picture Pane by pressing Ctrl + Spacebar, followed by C.

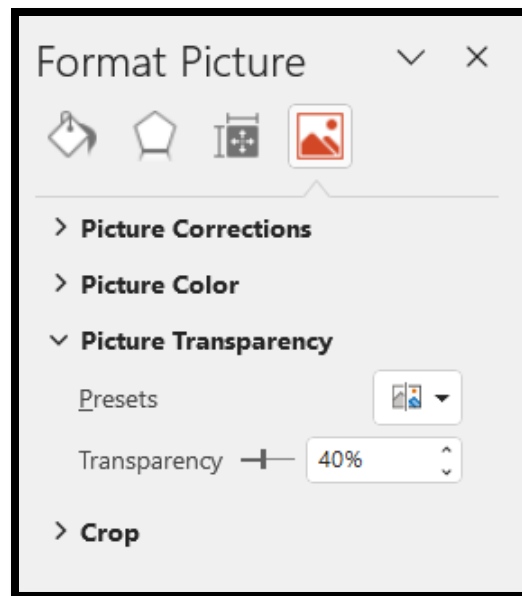


Figure 64 Format Picture Pane with Picture tools selected showing 40 per cent transparency of background graphic.

When you adjust the transparency of a background, usually the placeholders on the slide are visible. This will let you select them and make any transparency modifications to the placeholders. For the Graphic Background slide, I added white fill to all placeholders.

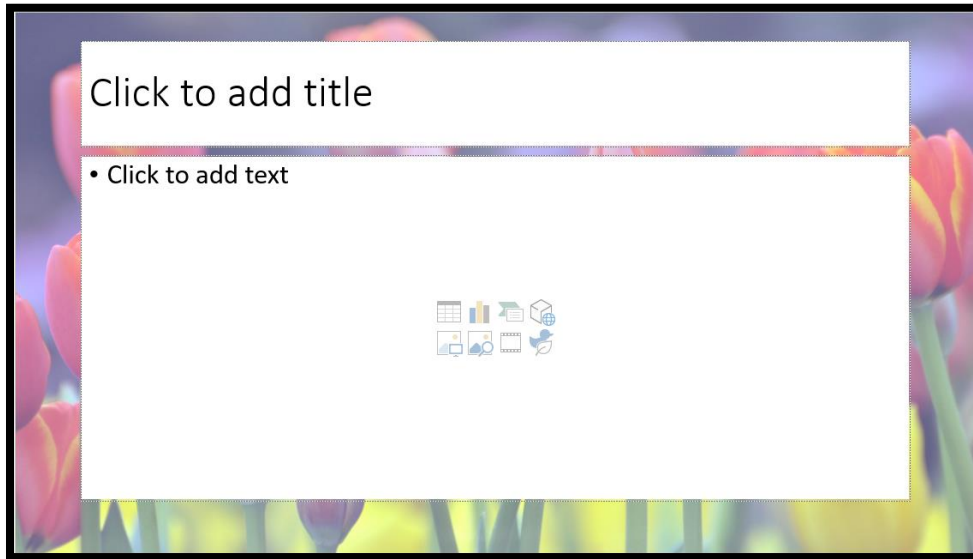


Figure 65 Background graphic on slide with white fill placeholders in Normal layout view.

You will always need to switch from Slide Master to Normal layout to see changes to placeholders on slides if a background graphic is used and the fill colour is changed.

Remember to check the logical reading order of placeholders and objects on every slide you create or modify.

When designing templates and choosing graphics, keep in mind that you can adjust the transparency of both the background graphic and the placeholders, but there are some graphics that don't work well as background graphics. Don't be afraid to let go of your initial design thoughts and find something that works better.

I stayed with the background graphics for the sample Eyedropper templates because they are for demonstration purposes. That doesn't mean that in the end, I think they are good design choices. I leave that assessment to you. 😊

Solid Colour Slide Background

There are times when you want to have a solid colour background on a slide or for the entire presentation.

The background colour you choose must pass a WCAG colour contrast ratio AA conformance when text is added to it. This might mean changing the colour of the fonts or background to conform to the WCAG colour contrast checkpoints.

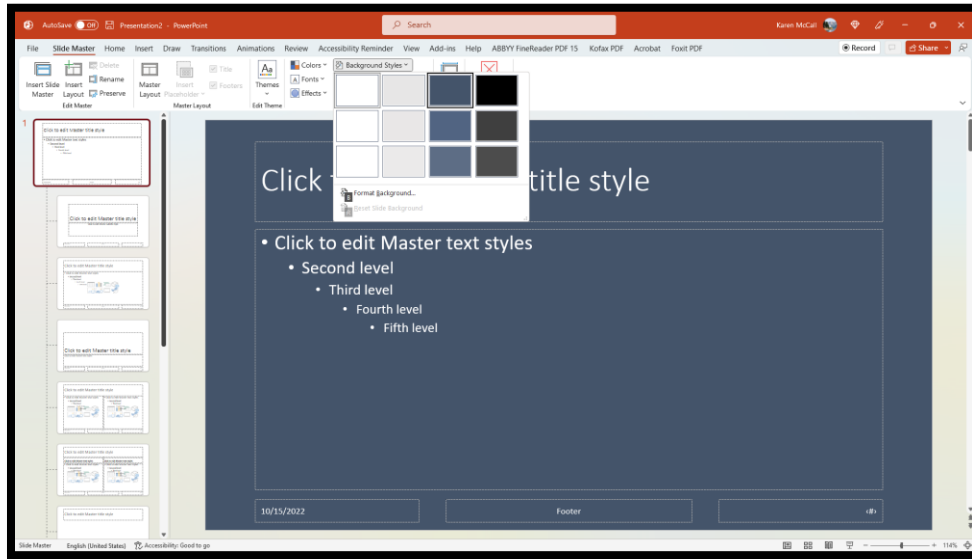


Figure 66 Slide Master View with Background colour palette open and dark blue background with white text selected.

To add a solid colour background to all slides in a presentation:

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane to the left of the slide canvas.
3. Press Home to move to the top of the list of available slide layouts for a presentation.
4. Press Alt + M, B for the Slide Master Ribbon, Background.
5. The colour palette for the current template and Theme opens.
6. Use the Left, Right, Up and, Down Arrow to choose the colour you want as the background for all slides.

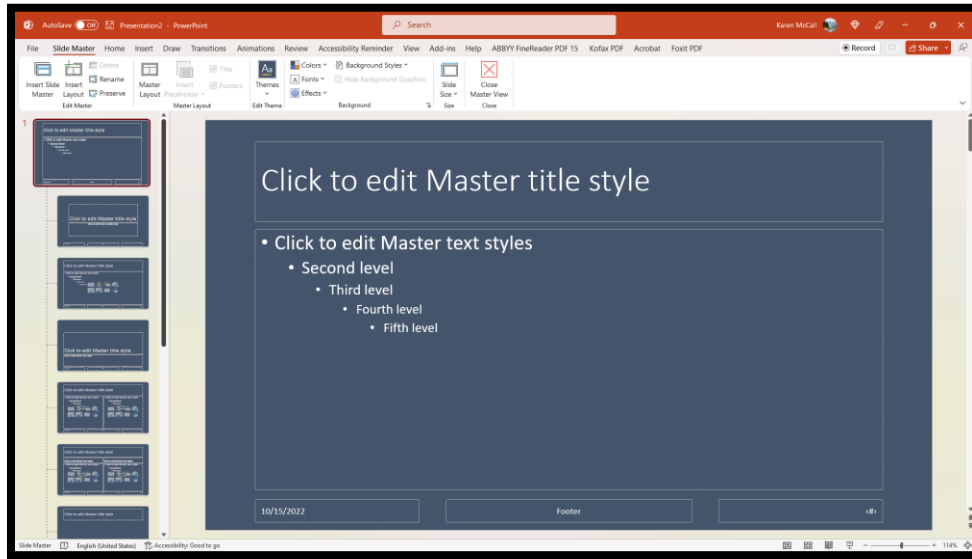


Figure 67 Slide Master view with all slides in a presentation using the same background colour.

As you move through the choices in background colour, you will see that the darker the background, the lighter the text. PowerPoint compensates for readability on most of the background choices. You will need to check the colour contrast for those background colours in the mid-range of colour.

To use a solid colour for a single slide in a presentation:

1. Switch to Slide Master view by pressing Alt + W, M.
2. Put focus on the slide layout to which you want to apply the background.
3. In the Eyedropper Two template, I created a new slide layout called Background Colour to provide more flexibility for presentations.
4. Press Alt + M, B, B to open the Slide Master, Background, Format Background Pane
5. Press Tab to move to the Fill options.
6. Press C to move to and open the Colour palette in the Format Background Pane.
7. Use the Left, Right, Up or Down Arrows to find the colour you want.
 - a. In the Eyedropper Two template, I chose a colour from the palette of eyedropper colours I gathered.
 - b. When you use custom colours, you do not get the automatic adjustment of font colour to compliment the background and make the text readable. Check the colour contrast!

8. Press Enter on the colour you want for the slide background.

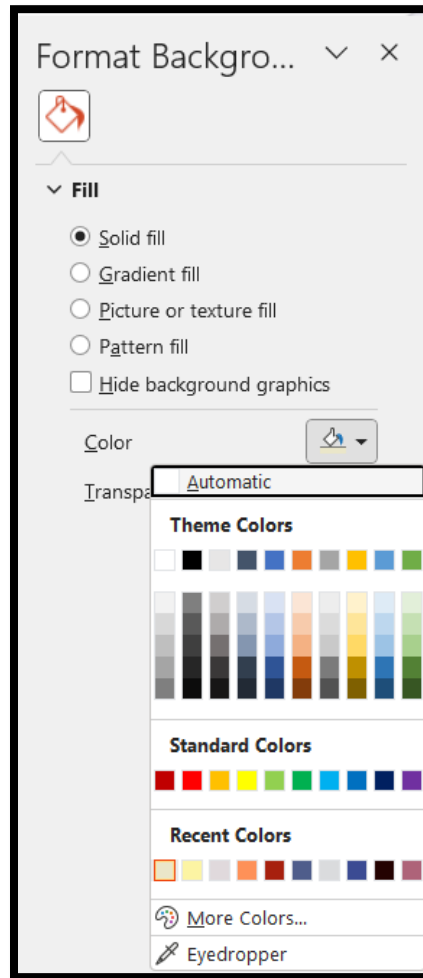


Figure 68 Format Background Pane with Colour palette open.

Later in this book, we'll duplicate a slide layout and rename it. This gives flexibility in having one layout without a background colour and one with a background colour.

Pinning a Template to the Recent Documents List

This topic does appear in the book twice. In case you don't read the chapter on using Word to create PowerPoint templates, I've added it here for convenience.

I "pin" my templates to the list of Recent documents. This saves me time. I use a screen reader and it takes me less time to open a copy of my template from the list of Recent documents, than it does to arrow around the Personal Templates list from the File/Backstage area. I offer this as an alternative to the File/Backstage area.

To pin a presentation to the list of Recent Documents:

1. You don't have to have the presentation or template open. It does have to be in the list of Recent presentations.
2. Press Alt + F, R for File/Backstage area, Recent Documents.
3. Tab into the list of Recent documents and then use the Up and Down Arrows to locate the presentation or template needed.
4. Right click or press the AppKey and select "Pin to List."
5. The list of Recent documents you pin to the list are arranged in alphabetical order. They have a push pin to the right of them and adaptive technology will let you know if a document is pinned or not.

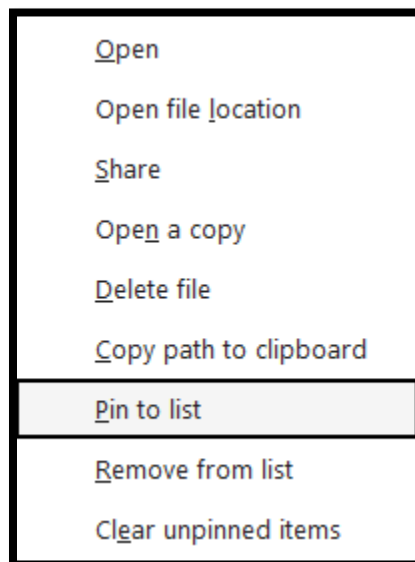


Figure 69 Document context menu in list of Recent Documents showing Pin to List option.

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

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

When you locate the presentation in the list of Recent Documents, right click or press the AppKey and choose Open. This opens the presentation for you to continue working on it.

The pinned presentations or templates are above the other presentations or templates you opened recently.

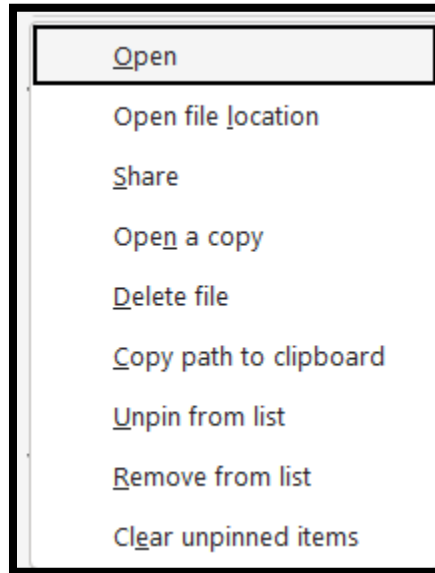


Figure 70 Context menu for a presentation pinned to the list of Recent presentations in PowerPoint.

Note: Do not choose Open for a template from your list of recent presentations. This will not create a presentation based on the template but will open the template for editing.

Using a Template from the File/Backstage Area

You can use a template from the File/Backstage area. I added the topic of pinning a template to a list of Recent documents because I find it faster as someone who uses the keyboard with adaptive technology.

To use a template from the File/Backstage area:

1. Press Alt + F for the File/Backstage area.
2. Press N for New.
3. Press Y, 2 to open the list of Custom templates.
4. Press Tab until you hear/see the Custom Office Templates folder selected.
5. Press Enter to open the list of Custom Office Templates, the ones you've created.
6. Use the Up, Down, Left or Right Arrows to locate the template you want. Press Enter or click on it to use it.

- a. The templates do have keyboard commands next to them, but I find this tedious and if I create a new template, the keyboard commands change based on the name of my template.

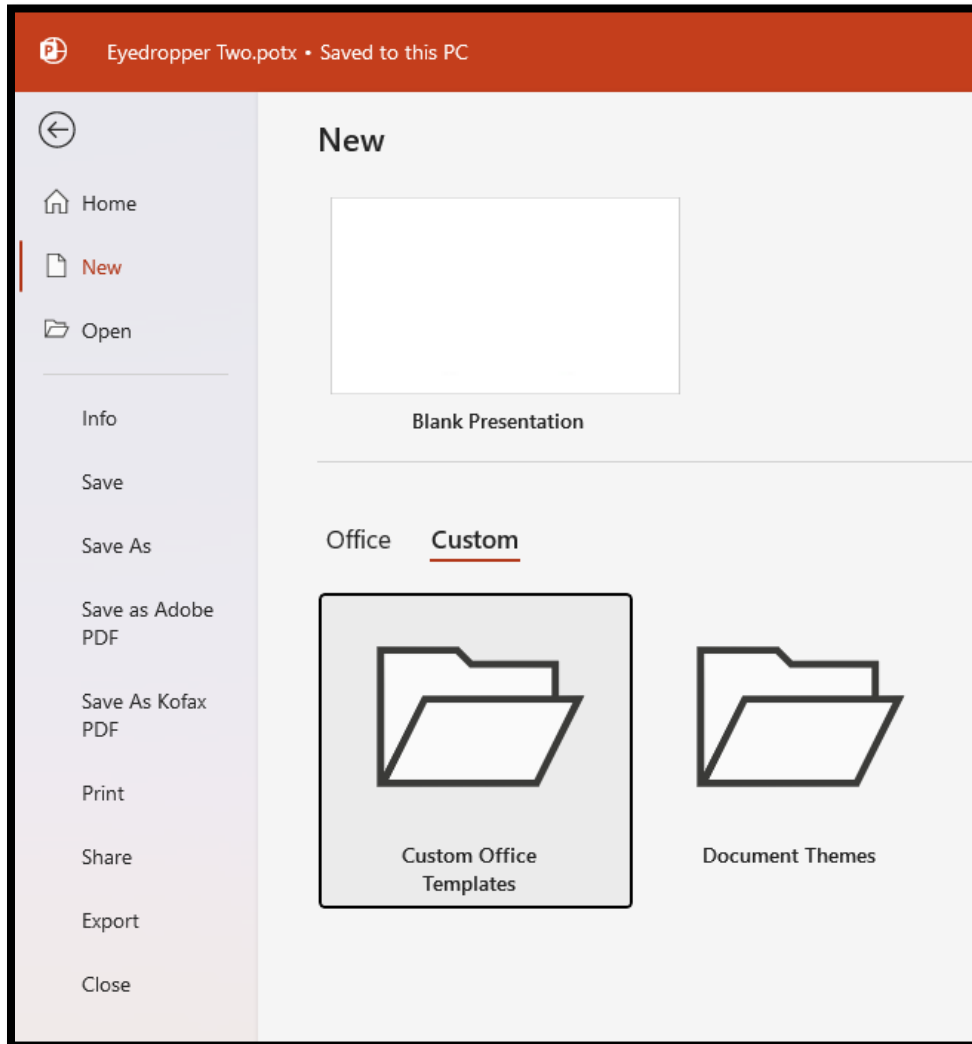


Figure 71 Create new presentation from Custom Office Template in the File/Backstage area.

Microsoft is toggling back and forth between accessing the Custom Office Templates folder followed by the templates and just accessing the templates once you activate Custom. When the Custom option is activated, be prepared to go to the Custom Office Templates folder or the list of templates.

Working with Themes

How is a Theme different from a template?

If we go back to the birdhouse analogy, the Eyedropper Two template we created can be used to build any presentation from scratch that we want to talk about flowers in. But what happens when we have an old presentation on flowers from a time when we didn't know how to create a template? How can we update our presentation on flowers without having a lot of mismatched content or having to redo the presentation from scratch to use our new look and feel?

The answer is to use the Eyedropper or Eyedropper Two template to create the Eyedropper Theme.

A Theme has four components:

- The Theme itself (which you can create or use one of the existing ones from the Design Ribbon).
- Theme Fonts (which you can change).
- Theme Colours (which you can change).
- Theme Effects (which you can't change).

The power of Themes is that if you create a Theme in one application, it will be available to you in the other Office applications. In the case of the Eyedropper Two theme, not the graphics, but the Theme Fonts, Theme Colours and Theme Effects will be available as the Eyedropper Two Theme in the other Office applications.

Saving the Eyedropper Two Template as a Theme

Before I get into how to create new Themes or modify the existing Theme Fonts and Theme Colours, I want to show you how easy it is to create a Theme from the Eyedropper Two template. I'm doing this without a need to change the Theme Font or Theme Colours. If you do have a need to change Theme Fonts or Theme Colours, do this while working on your

template. I find that if you create the individual component of a Theme (Theme Fonts and Theme Colours) and then save them as a Theme, you save a bit of time. Of course, you can always replace an existing custom Theme as you need to update it.

With the Eyedropper Two template open, press Alt + G, H, S for the Design Ribbon, Themes, Save Current Theme.

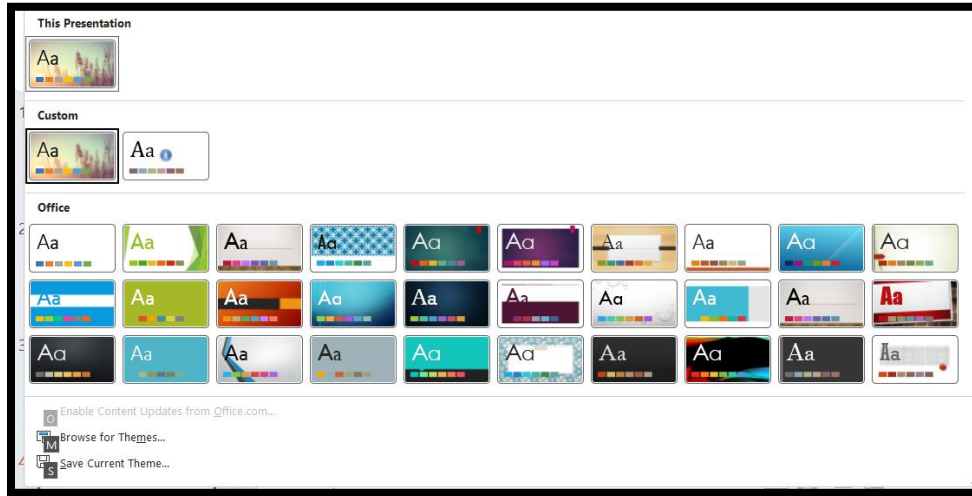


Figure 72 Eyedropper Two Theme in the Themes Gallery, Design Ribbon.

Once you press Alt + G, H, S, the Save Current Theme dialog opens.

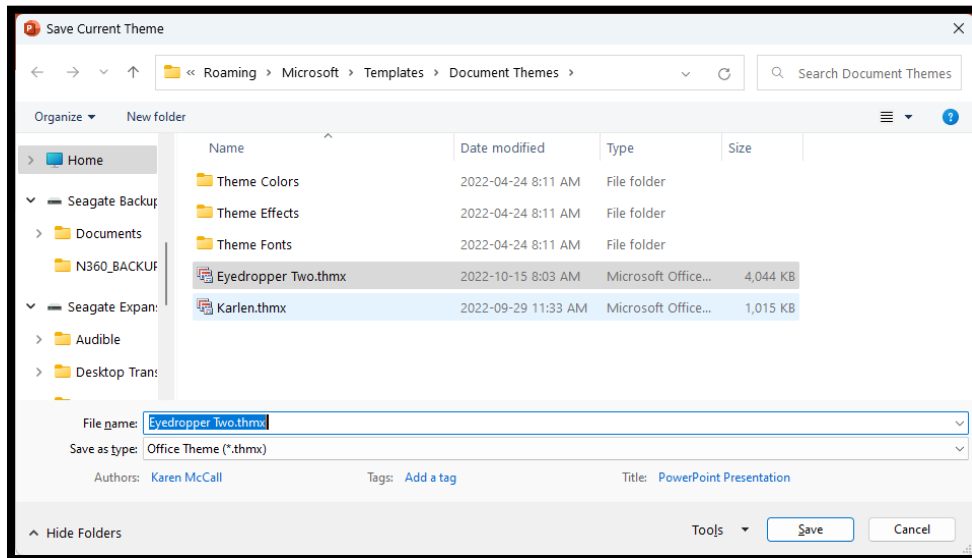


Figure 73 Save a template as a Theme; Save Current Theme dialog.

Give the Theme a meaningful name. I usually call my Themes the same thing as I call my templates so that there is no confusion. This will be the Eyedropper Two Theme.

Tab to and activate the Save button or click on it.

You can now use the Eyedropper Two Theme on any PowerPoint presentation. It is listed in the Themes Gallery and will replace an existing Theme when applied to a presentation.

You might have to resave a template as a Theme if there is a significant update to Office 365. I've found this to be true for Style Sets in Word as well as Themes in all applications.

If you want or need to create a new Theme Font or Theme Colour set, or want or need to modify an existing one, the rest of this chapter guides you through the process.

Changing a Theme Font

The Theme Fonts in your template are good but let's look at some of the other Theme Fonts. I recommend working with Theme Fonts and Colours while designing your template. I liked the default Office Theme Fonts and Colours which is why we didn't go through this process in creating our Eyedropper Two template. However, that is the place to change Theme Fonts and Theme Colours.

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press F6 to put focus on the Slide Master Thumbnail Pane.
3. Press Home to put focus on the first slide, the slide that all others will be based on.
4. Press Alt + M, T, F for Slide master Ribbon, Theme Fonts.
5. Use the Up and Down Arrows to locate the Theme Font you want, and press Enter.
6. The Theme Font is applied to all slides.

You can go through this process on any slide and the font will be applied to all slides. I like to use the first slide as a reference point, so I don't lose track of where I am or what I'm doing. Your workflow might be different.

To show the Theme Fonts Gallery press Alt + G, V, T, F for Design Ribbon, Variant, Theme Font.

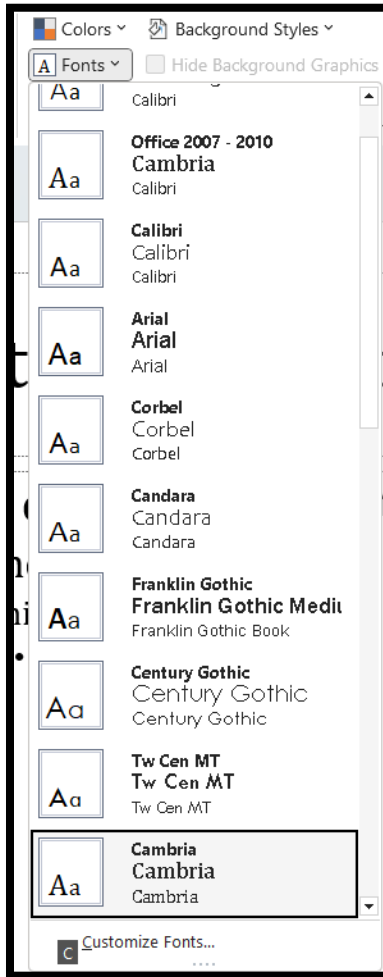


Figure 74 Theme Font Gallery with Cambria Theme Font selected.

When the Theme Font Gallery opens use the Arrow keys to move up and down the list of Theme Fonts. As you do this the presentation will show the Theme Font in focus. This lets you look at how changing the Theme Font will affect your presentation.

As you move through the Theme Fonts Gallery, you'll be able to see what the font is going to look like. It won't be applied to your presentation until you press Enter or click on it.

While you are working on your template, once you choose a Theme Font and apply it by pressing Enter or clicking on it, saving the template will ensure that all presentations based on this template will use the same Theme.

Note: Always use Unicode fonts rather than custom designed fonts or specialty fonts so that adaptive technology can identify and read them. This is also critical if you are converting your presentations to tagged PDF documents.

Creating a New Theme Font

If there is someone in your organisation that prefers a Theme Font set not in the Theme Fonts Gallery, they can create their own.

Press Alt + G, V, F for Design Ribbon, Variants, Theme Font then press C for customize Theme Font. Fonts can then be chosen for headings and body text. Give the Theme Font set a meaningful name. When that person gets a presentation (or other Office document) they can swap out the existing Theme fonts for their preferred ones.

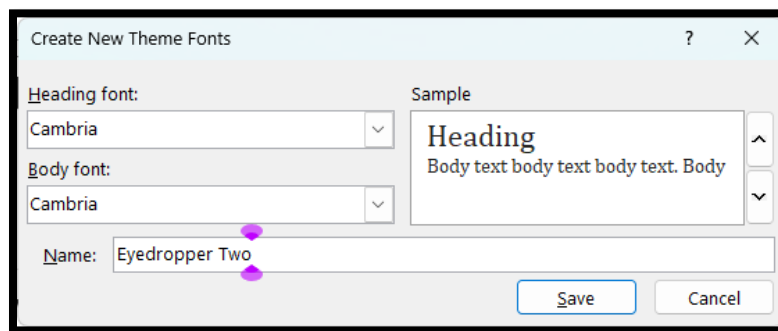


Figure 75 Create New Theme Font dialog.

To create a new Theme Font in Slide Master view:

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Alt + M, T, F for the Slide Master Ribbon, Theme Fonts.
3. Press C to Create New Theme Font.
4. The Create New Theme Font dialog opens with options for both Heading and Body Text fonts. There is also an edit box to name the new Theme Font.
5. In this example I've used Cambria for both the Heading and Body Text of my slides.
 - a. Cambria is the serif font used in Office 2016 and replaces Times New roman. I know there is already a Theme Font named Cambria. You can have a heading font be Cambria and a body text font be Calibri.

6. Give the new Theme Font set a name.
 - a. In this example I named the Theme Font Eyedropper Two to match my template name. This keeps everything together so that when I use the Eyedropper Two Theme Font independently of the Eyedropper Two template, I understand the relationship to a more global Theme.
7. Move to and activate the Save button or press Alt + S to save the new Theme Font.

The Eyedropper Two Theme Font will now be available to apply to any presentation. Press Alt + G, T, F to view the Theme Font Gallery. The Eyedropper Two theme Font has automatically been applied to the presentation because you created the new Theme Font while working on this presentation. The Theme Font set will also be available in other Office applications.

Save the presentation template or presentation once you create a new Theme Font. For now, we are working on the template. We will save the Theme once we have everything chosen and named [Theme Font, Theme Colour, Theme Effects].

The Eyedropper Two Theme Font is available in word, PowerPoint and Outlook.

Modifying Existing Theme Fonts

If you look at the custom font changes in the presentation and aren't happy with them, you can easily edit the Theme Fonts.

To edit a custom Theme Font set:

1. Switch to Slide Master view by pressing Alt +W, M.
2. Press Shift + F6 to put focus in the Slide Master Thumbnail Pane.
3. Press Home to move focus to the first slide.
4. Press Alt +M, T, F for Slide Master Ribbon, Theme Fonts.
5. Use the Up and Down Arrows to locate the Theme Font you want to edit. In this example I'm going to edit the Eyedropper Two Theme Font.
6. Press the AppKey on the Eyedropper Two Theme Font and choose Edit.
7. The Theme Font dialog opens again so you can make your changes.
 - a. This time you don't have to name the Theme Fonts, it is already named...using the Eyedropper Two Theme Font example.

8. Press Alt + S to save the changes to the Theme Fonts.

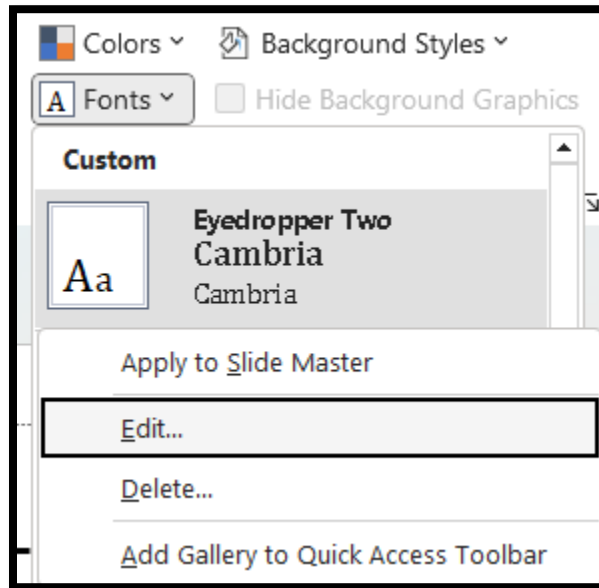


Figure 76 Context menu in Slide Master, Theme Fonts to edit a Theme Font.

Create a New Theme Colour Set

One of the elements of Theme Colours that I often find need to be modified is the colour for links. For example, if you use the Slipstream Theme Colours the links will not show up clearly due to poor colour contrast.

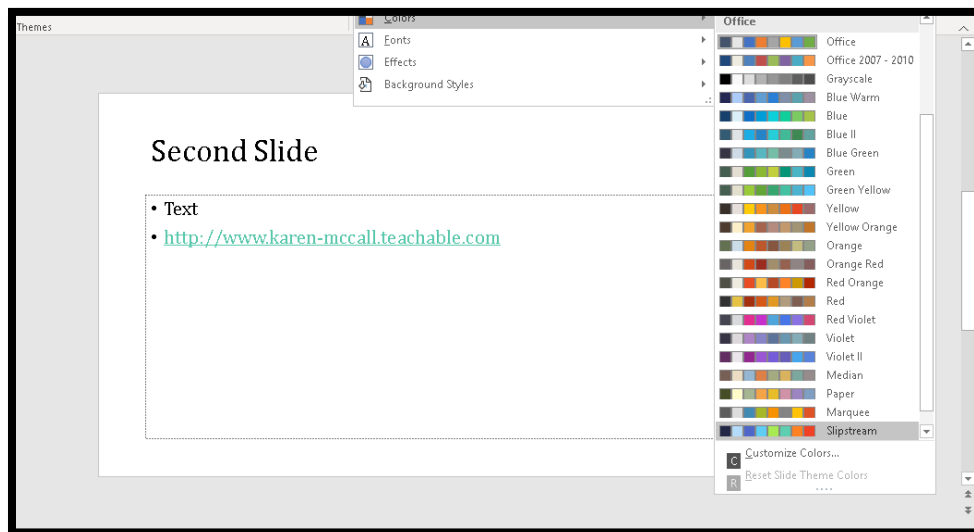


Figure 77 Slipstream Theme colours applied to a slide with a link on it.

I added a custom slide layout where the background is light blue. This means that the blue link is not readable anymore. I need to modify the link colour and then create the Eyedropper Two Theme Colour set.

For this topic, we are just going to be dissatisfied with the link colour.

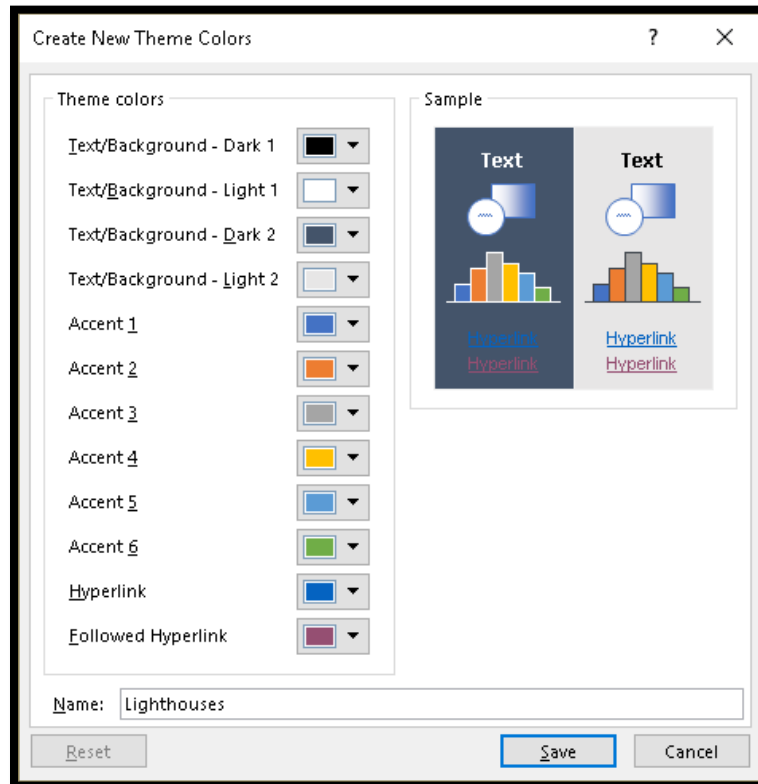


Figure 78 Create New Theme Colour dialog with name Eyedropper Two.

To modify a single Colour and create a new Theme Colour:

1. With the Theme Colour applied press Alt + G, V, C, C for Design, Theme Colour, Create New Theme Colour.
 - a. If you are in slide Master view, press Alt + M, T, C, c for Slide Master Ribbon, Theme Colour, Create New Theme Colour.
2. A dialog opens with all the colour palettes for that Theme Colour.
3. Your focus is in the Name edit area and "Custom1" is the current name. Replace that text with the words Eyedropper Two.
4. Press Alt + H to move to the Hyperlink colour and open the colour palette. The colour palette opens automatically when you press Alt + H.

5. Choose a colour that will provide good contrast. If you don't see one in this palette, choose "More Colours." This will give you access to RGB/Red, Green, Blue colours or a more mouse dependent colour palette.
6. For this sample I chose one of the shading accents colours. In the colour palettes that open the tints are the lighter colours and the shading are the darker colours.
7. Tab to and activate the Save button or click on it to save the Eyedropper Two Theme Colour set.

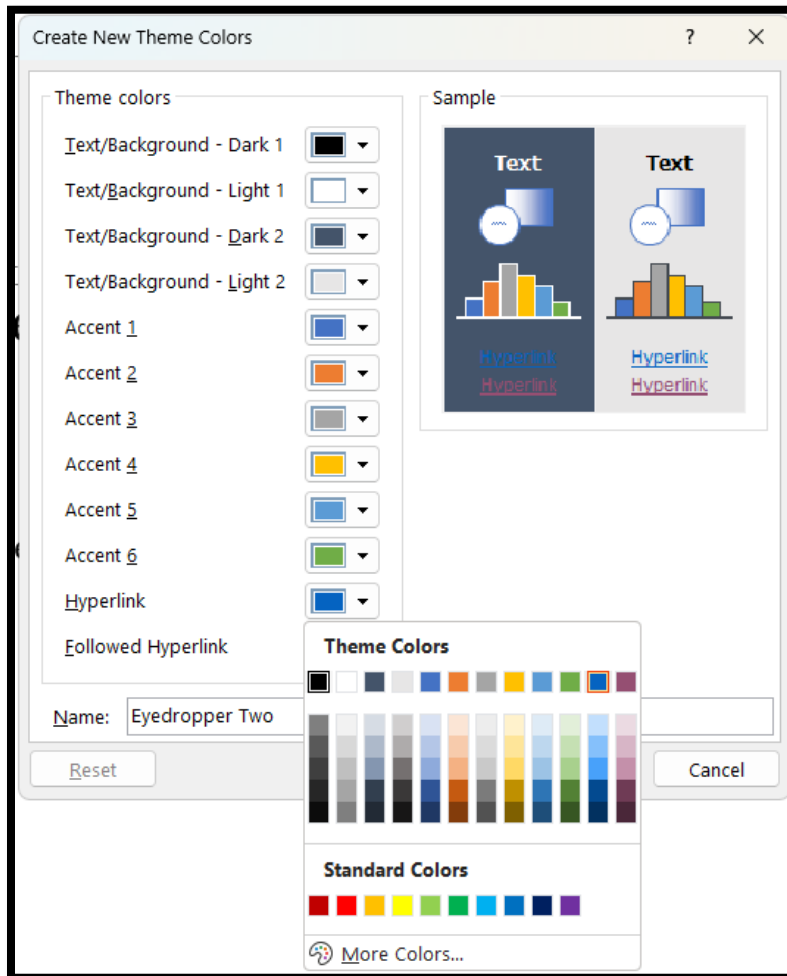


Figure 79 Create New Theme Colour dialog open with the Eyedropper Two name and the Hyperlink colour palette open.

I chose a colour that was too close to black and when I saw it on the slide, went back to the Eyedropper Two Theme Colours in the Theme Colours Gallery, pressed the AppKey and chose to Edit the Theme Colour. If you edit a theme Colour, the dialog changes to the Edit Theme Colour dialog.

Once I press Alt + S to save the Eyedropper Two Theme Colour the change to the Hyperlink colour is applied to my presentation/template.



Figure 80 Blue slide layout with the Lighthouses Theme Colour applied.

I'm still looking at this and deciding whether I'm happy with it or not. If I decide not to include this blue background slide layout around which I've created this Theme Colour Set, I can delete it. The Theme Colours will be the default Office Theme Colours and I'll simply save my Eyedropper Two Theme Colour set again overriding the last version.

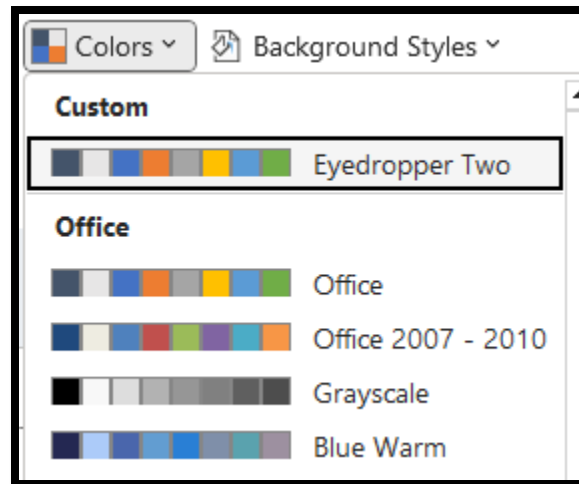


Figure 81 Eyedropper Two Theme Colour in the Custom category of the Theme Colour Gallery.

Editing a Theme Colour

If you look at the colour changes in the presentation and aren't happy with them, you can easily edit the Eyedropper Two Theme Colour set.

To edit a Theme Colour set:

1. Press Alt + G, V, C to open the Theme Colour Gallery.
 - a. If you are working in the Slide Master view, press Alt + M, T, C.
2. Use the Up and Down Arrows to locate the Theme Colour you want to edit. In this example I'm going to edit the Eyedropper two Theme Colour.
3. Press the AppKey on the Eyedropper Two Theme Colour and choose Edit.
4. The Edit Theme Colour dialog opens so you can make your changes.
5. You don't have to name the Theme Co; it set, it is already named...in this example, Eyedropper Two.
6. Press Alt + S to save the changes to the Theme Colour.

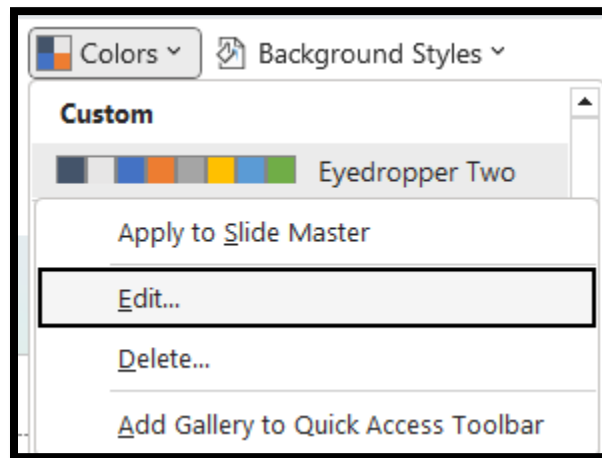


Figure 82 Eyedropper Two Theme Colour in Slide Master view with "Edit" selected in the context menu.

Deleting Custom Theme Fonts and Theme Colours

After trying several colours for the link, I decided not to use the slide layout with the blue background. It was just too difficult to find a way to make the links stand out. I also found that the colour blue was visually confusing. I tried a medium blue, and a lighter blue, but wasn't happy with the visual effect in those instances, the best thing to do is to either delete the slide from the template or remove the background colour.

To delete a Theme Colour or Theme Font (only ones that you created)

1. Press Alt + G, V, T, C for the Design Ribbon, Variants, Theme Colour; or,
 - a. Press Alt + M, T, C if you are working in Slide Master view.

2. For Theme Fonts, the keyboard command is Alt + G, V, T, F for the Design Ribbon, Variants, Theme Fonts; or,
 - a. Alt + M, T, F if you are working in Slide master view.
3. Use the Up and Down Arrows to select the Theme Font or Theme Colour you want to remove. It must be one of your custom Theme Fonts or Theme Colours, not the ones that come with Office.
4. Use the AppKey to open the context menu.
5. Choose Delete by pressing D.
6. You will be asked if you want to delete the Theme Colours or Theme Font, say yes.
7. They are gone from the Theme Colour Gallery, but you will need to apply a different Theme Colour set to your template/presentation. I reapplied the Office Theme Colour set to the Eyedropper Two template.

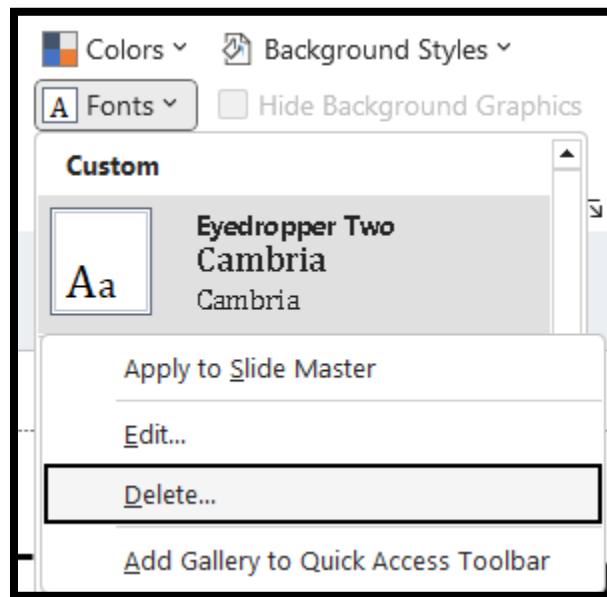


Figure 83 Eyedropper Two Theme Font with the context menu showing Delete selected.

Once you choose to Delete a Theme Font or Theme Colour, you are asked to confirm this action. You can't delete onboard Theme Colour sets.

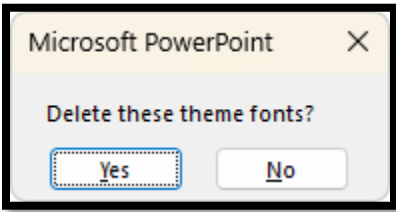


Figure 84 Microsoft PowerPoint dialog with the "Delete these Home fonts?" and a Yes button with focus, and a No button.

Theme Effects

You cannot modify or create built-in Theme Effects. These are the shadows, lines, fills, 3-D effects and so forth that can be applied to various objects in a document Theme. Theme Effects are the textures a look and feel for SmartArt and other graphical objects as well.

What you can do before you save the new Theme is to either press Alt + M, T, E while in Slide Master view or Alt + G, V, T, then Down Arrow to Effects while in Normal view, for Design Ribbon, Variants, Theme Effects to open the Theme Effects Gallery and choose a different effect to be used for your new Theme.

I've not been able to find a way to distinguish which Theme Effects I'm using other than going to the Theme Effects Gallery to see what I've selected. There is no obvious visible difference in applying one Theme Effect set over another. I can't find a way to preview the effects for an existing Theme.

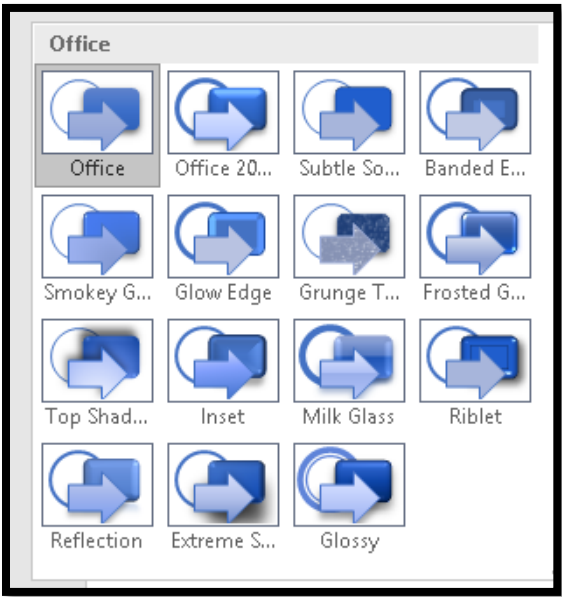


Figure 85 Theme Effects Gallery from the Design Ribbon, Variants.

You can't save a Theme Effect but hopefully it travels with the template. It appears to be saved with the Theme but not as a separate entity.

There are a couple of good articles on Theme Effects on the Microsoft web site if you want more information. This Theme component seems to be fixed and sort of invisible for review.

[Add or change the effect for a picture in Word.](https://support.office.com/en-us/article/Add-or-change-an-effect-for-a-picture-D9F0F1F2-5227-450F-95B4-25FFDDBD965)⁴

[Create Your Own Theme in PowerPoint](https://support.office.com/en-us/article/Create-your-own-theme-in-PowerPoint-83E68627-2C17-454A-9FD8-62DEB81951A6)⁵

⁴ Add or Change the Effect for a Picture in Word: <https://support.office.com/en-us/article/Add-or-change-an-effect-for-a-picture-D9F0F1F2-5227-450F-95B4-25FFDDBD965>

⁵ Create Your Own Theme in PowerPoint: <https://support.office.com/en-us/article/Create-your-own-theme-in-PowerPoint-83E68627-2C17-454A-9FD8-62DEB81951A6>

Saving the New Theme

We now have an Eyedropper Two Theme Font and an Eyedropper Two Theme Colour. We can now save the basic look and feel of the Eyedropper Two template as the Eyedropper Two Theme.

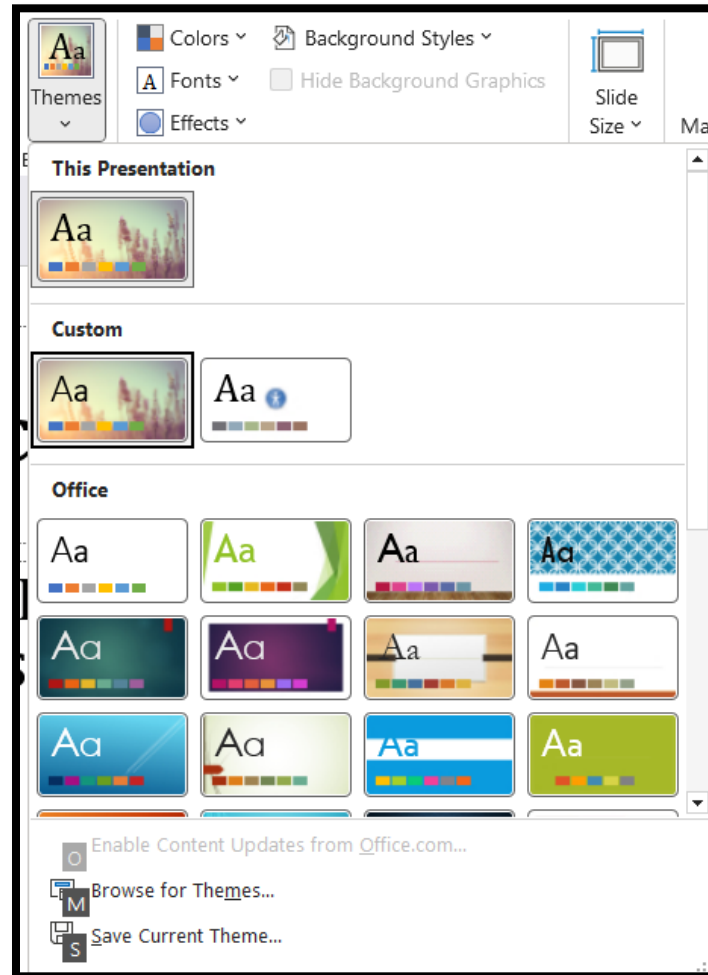


Figure 86 Slide Master view with Theme Gallery open showing Save Current Theme.

To save the current look and feel of the Eyedropper Two template as the Eyedropper Two Theme:

1. Press Alt + G, H S to Save Current Theme while in Normal View; or,
 - a. Press Alt + M, H, S while in Slide Master view.
2. A Save Theme dialog opens, and you are in the Document Themes folder on your hard drive.

3. Give the Theme a name – in this example it will be called Eyedropper Two.
 - a. I always name Themes to match their template. It keeps thing easy!
 - b. Notice that the Theme has a THMX extension. Also notice that there are folders for Theme Fonts, theme Colours and theme Effects. This is where the items we created were automatically placed when we created the new Theme Font and Theme Colour sets. This is where the individual elements of a Theme are stored.
4. Press Alt + S to Save the Eyedropper Two Theme.

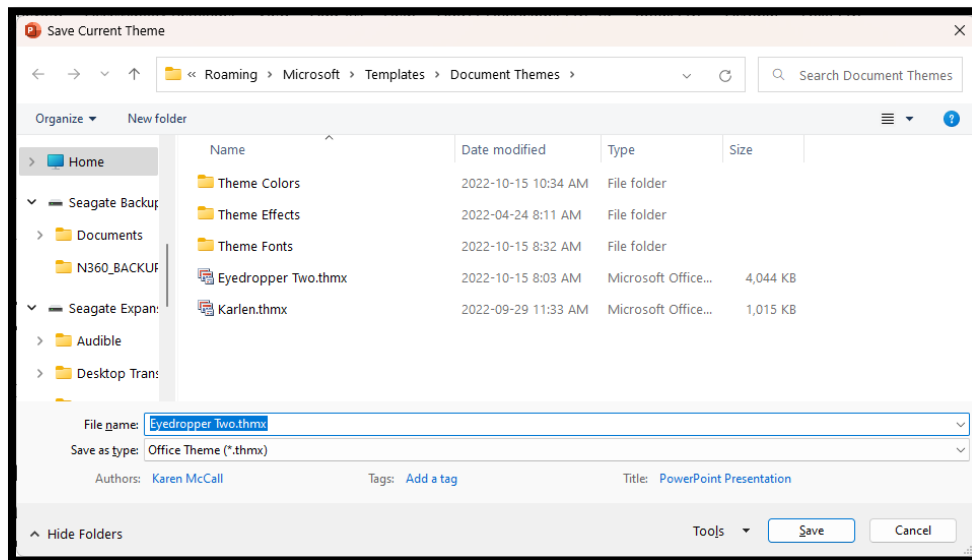


Figure 87 Save Current Theme dialog.

You can now either use the Eyedropper Two template to create a new presentation or apply the Eyedropper Two Theme to an existing one.

The Eyedropper Two Theme will not only appear in the Design Gallery of PowerPoint, but it will also be available to you in Word, Excel, and Outlook. Not all the elements will be available, such as the images, but the fonts, colours and effects will be.

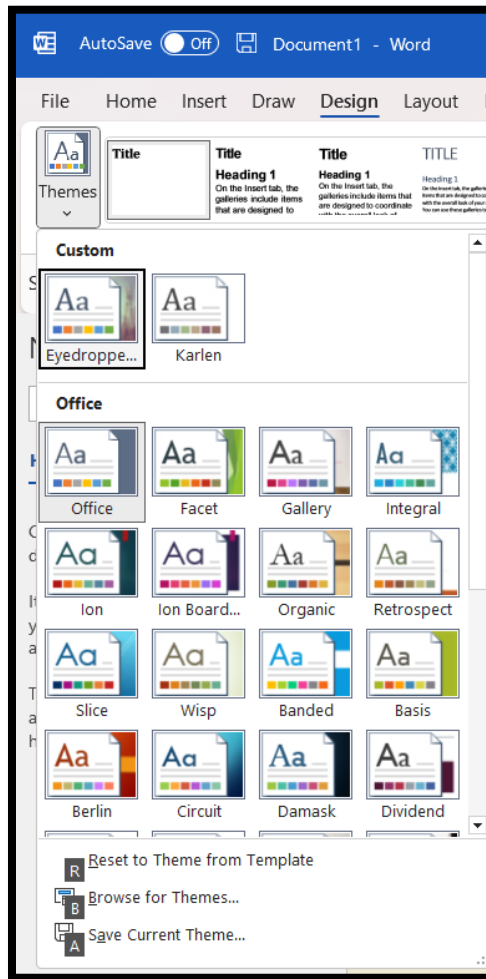


Figure 88 Eyedropper Two Theme available in Word.

Working with Slide Masters

People don't often use this area of PowerPoint because it can be intimidating. Hopefully this chapter will calm your fears and give you a new perspective on working with Slide Masters and designing slide layouts for your specific content.

We've already worked with Slide Masters. This chapter gives you some ideas on how to customise slides and presentations.

Creating specific slide layouts for the content you have is relatively easy. As with the choice of Theme, Theme Fonts, Theme Colour, and slide background you create or choose will depend on the types of content you have for slides. Not every piece of content needs a bulleted item.

To access Slide Master view for the PowerPoint presentation or template, press Alt + W, M for View, Slide Master (Alt + W, M).

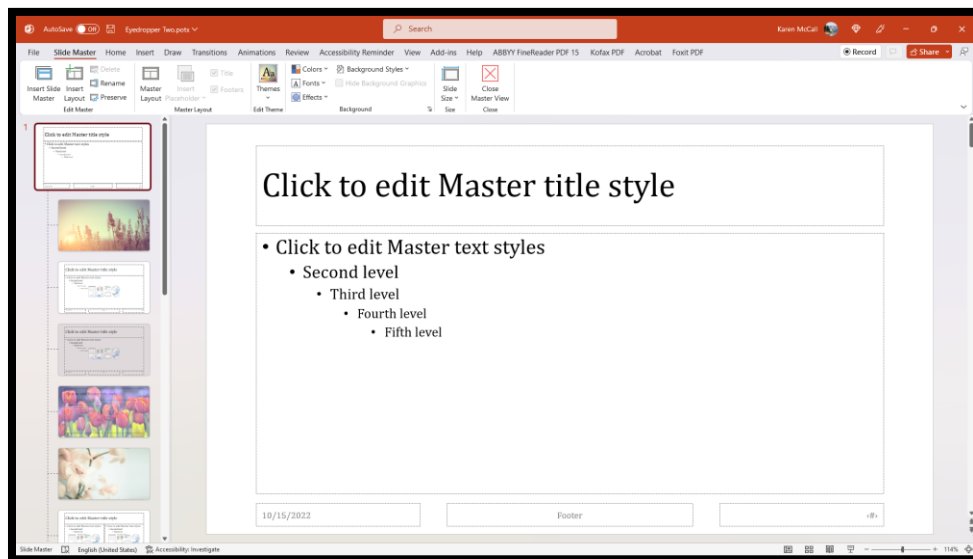


Figure 89 Slide Master view for the Eyedropper Two template.

The Thumbnail view changes to show you all the default layouts and the Home Ribbon is, shifted to the right to make room for the Slide Master Ribbon.

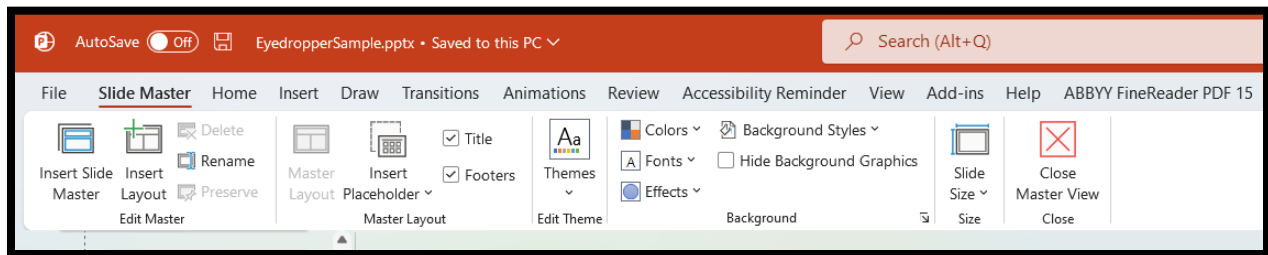


Figure 90 Slide Master Ribbon in PowerPoint.

The Slide Master Ribbon has the same Theme, Theme Font, Theme Colour, Theme Effects and Background options as we found in the Design Ribbon for the slide layout view.

Access the tools on the Slide Master Ribbon by pressing Alt + M, then:

- N for Insert Slide Master.
- Letter I for Insert Layout.
- D for Delete.
- R for Rename.
- V for Preserve which means PowerPoint cannot delete that slide.
- L for Mast. Layout.
- for Insert Placeholder.
- E for Title to insert a Slide Title placeholder.
- F for Footer.
- H for Theme.
- T, F for Theme Font.
- T, C for Theme Colour.
- T, E for Theme Effect.
- B for Background.
- M for Hide Background Graphic.

- G for the Format Background Pane to open to the right of the slide canvas.
- S for Slide Size.
- C to Close the Slide Master Ribbon.

You can switch to Slide Master View for an individual presentation or while working on a template.

Note: Always use Unicode fonts rather than custom designed fonts so that adaptive technology can identify and read them. This is also critical if you are converting your presentations. For example, use Arial or Calibri for Arial, for sans-serif fonts and Times New Roman or Cambria for serif fonts. In InDesign, use Noto font as it has a more complete character sets in different languages.

Adding Logos to a Slide Master

Some companies want their logo on the title slide and on all other slides in the presentation. There are some decisions to be made when considering how or when to add logos to slides.

Do you want a company logo on the Title Slide or on each slide? This decision will drive decisions for slide backgrounds and colours. You don't want anything else on your slides to detract from your logo, but you don't want, your logo to "scream" at people. Getting your logo just the right size helps audiences focus on your message.

To add a logo to all slides including the Title Slide:

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift + F6 to move from the slide canvas to the Slide Master Thumbnail Pane.
3. Press the Home key to move to the top of the Slide Master Gallery and put focus on the slide from which all other slides inherit the design.
4. Press Alt + N, P to Insert Picture.
 - a. If you are not using an organizational graphic to appear on every slide, press Alt + N, P, then S for Stock graphics or letter O for Online graphics.

- b. For example, if you want an image directly related to accessibility, accessible transportation or other topics, you can search for a graphic to use on every slide.
5. Choose the graphic you want to appear on every slide.
 - a. If you searched for a graphic in the stock graphics or online graphics, press Spacebar on the one you want to use and Tab to the Insert button and activate it by pressing Enter.
6. Once the graphic is on the slide resize it to fit the area you want it to appear in.
7. Move it to the location on the slide where you want it to appear.
 - a. You may need to delete or move the Footer and date placeholders. Do not delete the Slide Number placeholder!

You don't have to provide Alt Text for the graphic because adaptive technology will not be able to see it because it is part of the slide background. If you want to add Alt Text, the Alt Text would be "decorative" or you can mark the graphic, as decorative. Keep in mind that marking graphics as decorative in Office 365 is not backward compatible with earlier versions of Office applications (prior to Office 2016).

The logo now appears on each slide.

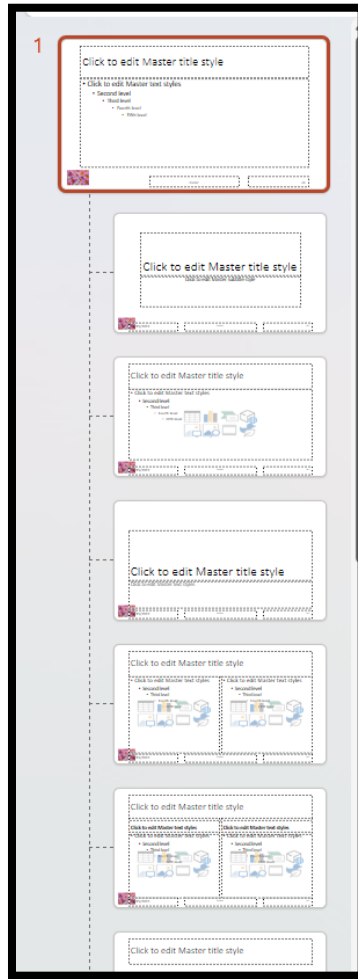


Figure 91 Slide Master Thumbnail Pane showing all slides with the same logo in the same place.

One of the things you will need to balance is whether it is important for someone who can't see the slide to hear the Alt Text for a logo on every slide. Usually, you also identify your organisation using text on the Title Slide. If the logo is on every slide, it would be located after the Slide Number placeholder in a logical reading order.

None of the placeholders or objects on a slide should overlap each other.

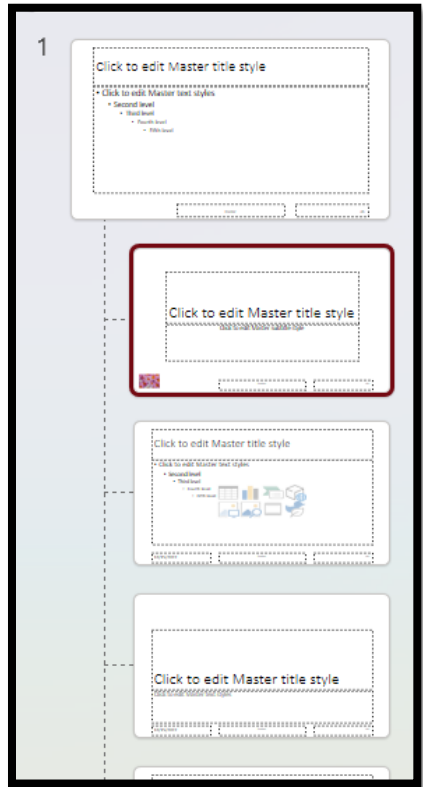


Figure 92 Slide Master view showing the logo only on the Title Slide.

If you want the logo to only appear on the Title Slide, select the Title Slide in slide Master view and repeat the process of locating and adding the logo. The following image shows that only the Title slide has the logo. We are still working in Slide Master view, so the logo is not available to adaptive technology.

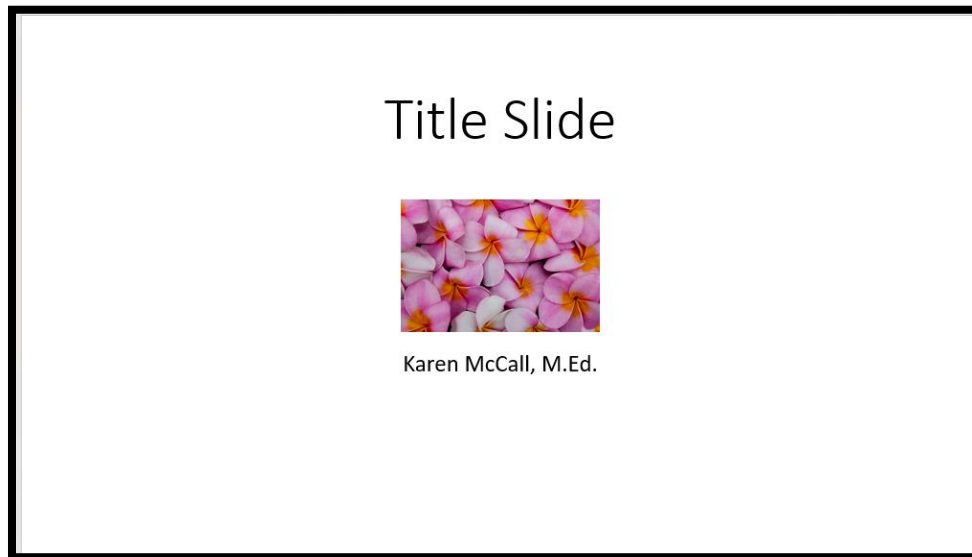


Figure 93 Title Slide in Normal Layout with "logo" on the slide canvas.

If the logo on the Slide Master slide is the only indication that the presentation is an official presentation by an organization, the name of the organisation must appear as text on the first slide. Use the Subtitle placeholder for this.

It is a similar technique when adding a logo in the page header of a Word document. For those who can't see the header, the name of the organisation must appear on the document's cover page as text. You could use the ability to have a "Different First Page" when setting up page numbers and have the logo in the page header on all pages but the cover page; and have the logo with Alt Text on the cover page.

We can go into the Slide Master (PowerPoint) view or the page header (Word), however, we don't usually do this. We focus on the text layer or body of the presentation or content. If the PowerPoint presentation or Word document is converted to tagged PDF, the logo will be an Artifact or part of the background and not available to adaptive technology. This is by design because of the placement of the logo. It is part of the background.

As a presentation designer, you can combine the use of the logo. Have the logo on the Title Slide on the slide canvas and have the logo on all other slides by putting it on a Slide Master.

Some slide templates/Themes have a slide header that can contain date, slide number and other information such as copyright. Some Themes have slide footers with the same information available to be filled in. If you see Header/Footer placeholders where you want the logo or image to go, delete that placeholder or move it to another place on the slide.

Keep in mind that you don't want your slides to look cluttered. You don't want any placeholders or content to overlap on slides.

You can do this by selecting the Title Slide, which is the second slide in Slide Master view, and placing the logo where you want it to be on that slide layout each time you use that slide layout. You can then copy the logo and place it in the same place on other slide layouts in Slide Master view but not putting it on the title Slide or the Section Break slide.

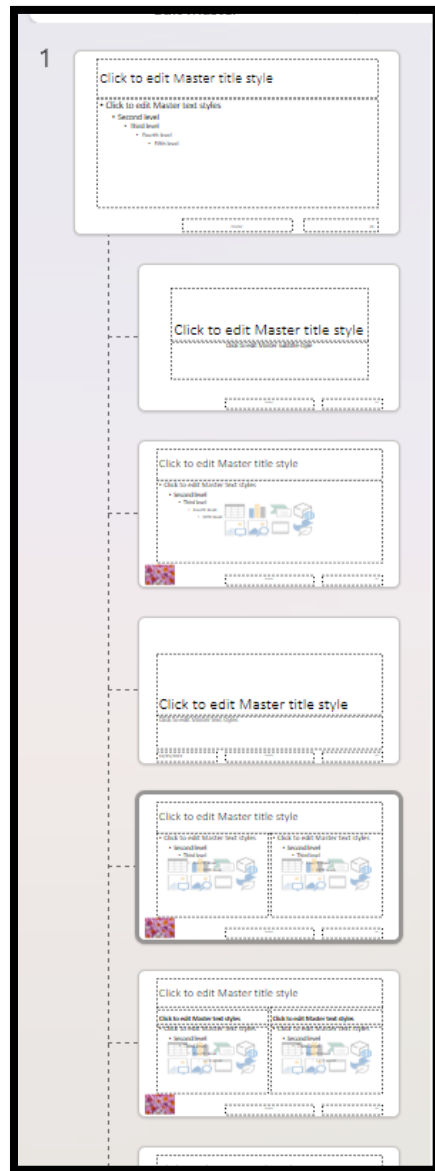


Figure 94 Example of a logo on the Normal layout slide canvas and repeated on all slides except the Section Header.

The preceding image is of the Slide Master view of the Logo Sample PPTX. I'm including it so you can examine the technique of putting the logo on the Title Slide in Normal layout where adaptive technology can find it and repeating it on all other slides except the Section Header slide. I have adjusted all the placeholders on all slid that they don't overlap the logo in the lower left.

Once you have the logo on all the slides you want, you can go back to the Title slide and paste the logo. This is the technique that I used in the Logo Sample template attached to this book. I placed the logo on the default slide layout of a bulleted list, copied it and then pasted it to all other slide layouts in Slide Master view, except the title Slide and the Section Break Slide. I mostly did this to keep track of what I was doing and where I was in the process. You can paste the logo on all slides if that is a process that works for you.

When I had the logo on all the slides except the Title Slide and the section Break slide, I went to the title Slide in Normal view, pasted the logo, resized it, and positioned it.

Before you begin adding a logo to a slide template or to a pentation, think about how you want the logo represented on each slide layout. Do you want it twice on the Title Slide and Section Break slides? Remember that having the logo in many places seems a bit off-putting. Establishing the organization on the Title Slide. If there is a logo on every slide, it does take up room. This is space on the slide that can be used for content and ideas.

Once you make changes to the template save it but also remember to also update the Theme by overwriting it. By saving the Theme as you create the template you will have access to all the elements you are adding including the logo, images, specific layouts you created for unique content and all the elements in the template.

Remember that the template will be used for new slides, but you can apply the Theme to an existing presentation. This is an easy way to update your organizational brand to be consistent. You might have to do some minor repairs, but you won't have to reinvent the wheel!

Always check the logical reading order of a slide in Slide Master view as you create or modify it.

Press Alt + R, A, number 1, R for the Review Ribbon, Check Accessibility, Reading Order Pane.

The placeholders and objects on a slide are arranged from top to bottom. This is a more logical way of ordering content on a slide than using the Selection Pane.

The advantage to using the Reading Order Pane is that if a graphic is missing Alt Text, you have a reminder and can add it through the Reading Order Pane.

Make sure the content of the slide comes first! A sample order would be:

- Slide Title.
- Content placeholder.
- Content placeholder.
- Slide Number placeholder.
- Graphic/perhaps a logo with Alt Text (in Slide Layout view).
- Footer placeholder.
- Date placeholder.

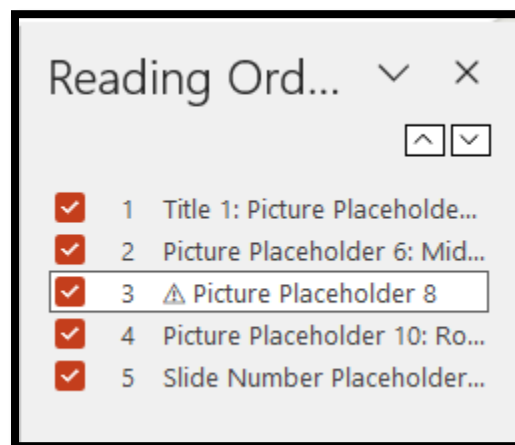


Figure 95 Reading Order Pane showing logical reading order for a slide with a Slide Title, 3 graphics and a Slide Number.

In the preceding image, the third graphic on the slide is missing Alt Text and shows a warning symbol. This information is available to someone using a screen reader.

Add a Logo or Image to a Slide in Slide Layout View

If you want people who are receiving the PPTX file to have access to the logo Alt Text, you can add it to individual slides. For this technique, keep in mind that if you want the logo on every slide, you will need to add it manually once you add the slide layout to the presentation. I would also recommend that if you are using this technique, that you only add the logo to the Title Slide and not every slide in the deck. As with a logo on slide masters, it will take up space that could be used for content.

To add a logo to the slide canvas in Normal layout view:

1. Make sure the Title Slide is the one you are looking at.
2. Press Alt + N, P to open the Insert Picture dialog.
3. Locate the logo and insert it onto the slide.
4. Resize and position the logo.
5. Press The AppKey with the logo selected.
6. Press A for Edit Alt Text.
7. In the Alt Text Pane, add the Alt Text. For example, “Karlen Communications logo” or Brandmark of Karlen Communications.”
 - a. We don’t really need to know what the logo looks like; we do need to know that it is a logo and therefore the presentation is “sanctioned” or “validated” by the person presenting it as part of the organizations supported position/information.

If a logo is on the slide canvas in Normal layout view, it should have Alt Text on the Title Slide. If you’ve repeated it on the Normal layout view, mark all other iterations of the logo in the presentation as “decorative”. We only need to hear that this is an official presentation once. 😊

What content is decorative and can be put into the background and what content is essential for the understanding of content. In the case of a logo, you would want someone to know what organization “owns” the content without having to write it on every slide. Adding a logo on the title slide that is not in the background gives you that option. Putting smaller images of the logo on subsequent slides is an organizational preference based on the amount of content you are going to put on slides. You only have so much real estate to work with and the important thing is for your message to be heard.

Text Boxes and Slide Placeholders.

Avoid using Text Boxes on slides when an accessible Content or Text placeholder will do the same thing. For example, I’ve seen the Slide Title placeholder removed and a Text Box put in its place that is the same size with the same fonts. Why?

Just because we can do something, doesn’t mean we have to or should do it...lemmings and cliffs, etc.

If you need to resize a title placeholder and its fonts on a slide, then do it, don't delete it, and replace it with a Text Box. Content in text boxes will need to be copied and pasted into an alternate format of the presentation for Braille and large print versions.

In PowerPoint we can create and use accessible default text, content, or Picture placeholders for our slides. These are completely accessible and can be modified to hold the content we want.

A good tool to use to see which content on slides is most accessible is to switch to the Outline view in the Slide Thumbnails area in Normal view. Usually, the view we are looking at is the Thumbnail view as shown in the following image.

To switch to the Outline view of a presentation press Alt + W, P, letter O. To return to "normal" or Thumbnail view, press Alt + W, L.

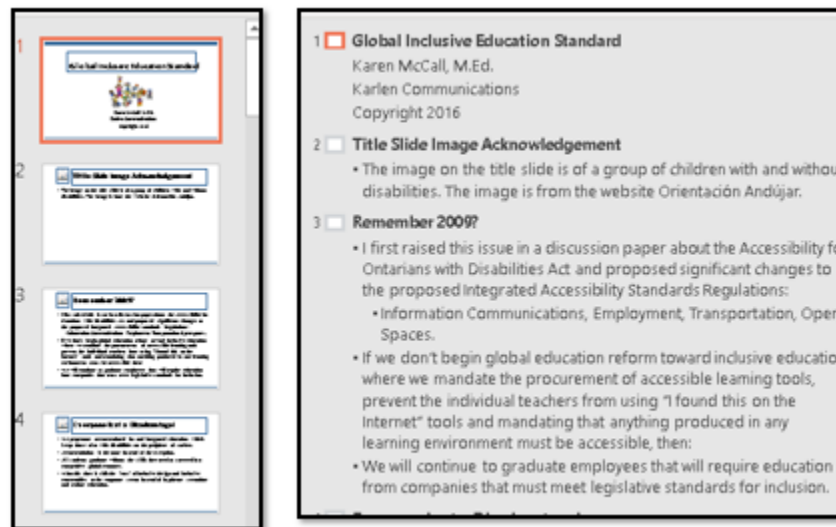


Figure 96 Thumbnail view of slides (left) and Outline view of slides (right).

Set Outline View as the Default

If you want to set Outline view as the default, you can do this through the PowerPoint Options dialog.

1. Press Alt + F, T for File/Backstage, Options.
2. When the PowerPoint Options dialog opens, press A for the Advanced category.
3. Press Alt + letter O to move to the Display option to open PowerPoint presentations in Normal view with Outline instead of Thumbnails.

- a. If you receive a presentation that has been saved in Normal/Thumbnail view, that is the view that will open. It is your presentations or the last view of a presentation that is respected/will show Normal view and Outline view.

4. Tab and activate the OK button.

Presentations you create will now open in Normal view with the Outline showing instead of Thumbnails. This will let you easily identify any content that might be questionable in terms of accessibility.

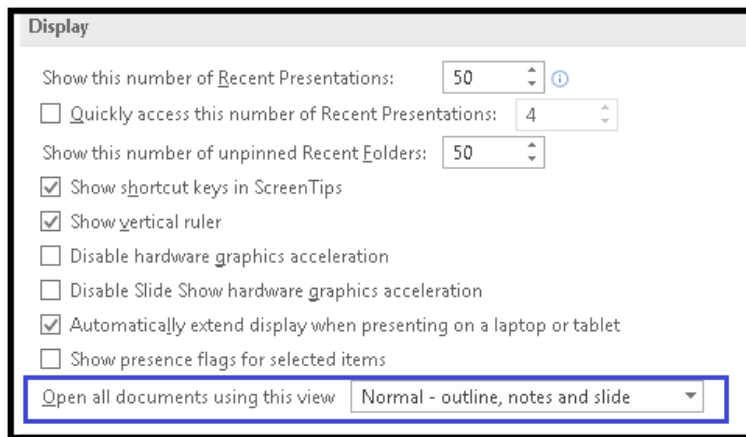


Figure 97 PowerPoint Options dialog, Advanced category, Display settings showing option to show Normal view with Outline.

Use Alt + W, P, letter O to switch to Normal view with Outline view while in Normal view of a presentation without setting the option in the Options dialog.

Return to the Thumbnail view by pressing Alt + W, L.

Identifying Inaccessible Content/Text Boxes on Slides

In the following image, the text box is the slide element with the blue background. In the Slide Thumbnail view, it is visible.

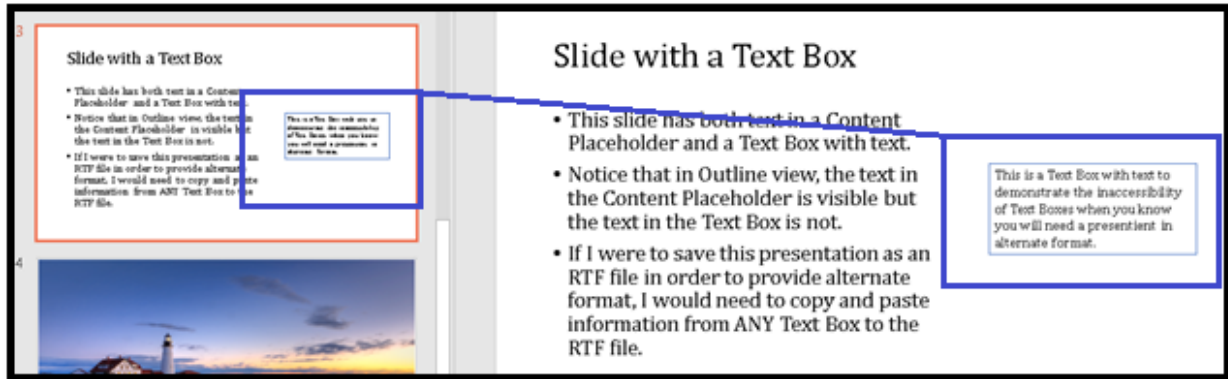


Figure 98 Text Box on a slide in Normal view.

If we switch to Outline view (Alt + W, P, letter O) the information in the Text Box is not present.

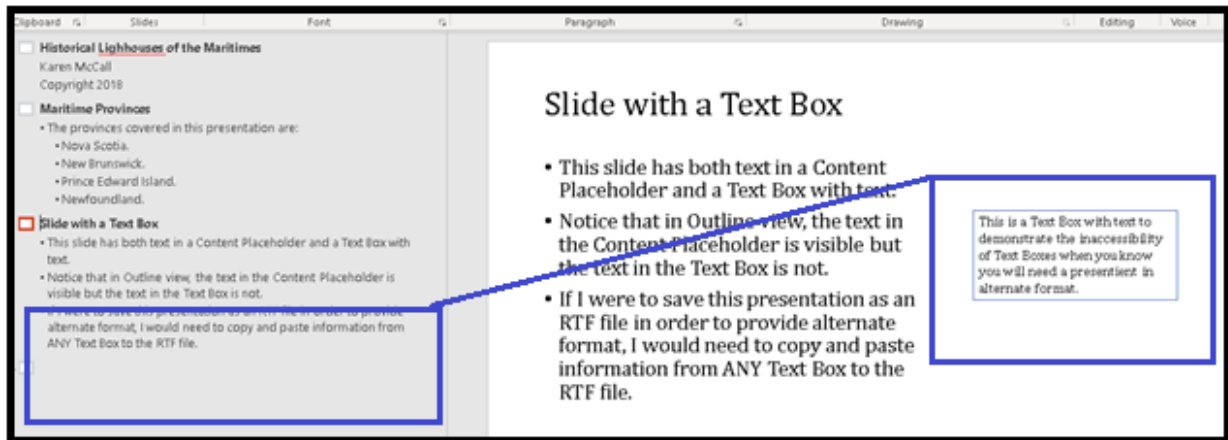


Figure 99 Slide with a Text Box (outlined in blue) that does not show up in Outline view.

The text that you see in the Outline view of the presentation is what will be saved from the presentation in the RTF file created when you save the presentation as an outline for conversion to Braille, large print, or alternate format. If text boxes are used liberally this means that most of the presentation will not be available to be Brailled unless the contents of each text box are individually copied and pasted into place in the outline/RTF/DOTX document.

Yes, the contents of **EVERY** Text Box containing text will need to be copied and pasted into the DOCX file if you are creating an alternate format of the presentation.

This work can be avoided by using the default placeholders on slides and rearranging them or using the Slide Master view to create new slide layouts with Content or Text placeholders arranged and sized to meet your needs.

For example, if we take the sample used for this topic of two pieces of text content on a slide, we have some choices. The first is to use the “Two Content” slide layout.

Press Alt + H, letter I for the Slide Layout Gallery.

Choose the “Two Content slide layout.

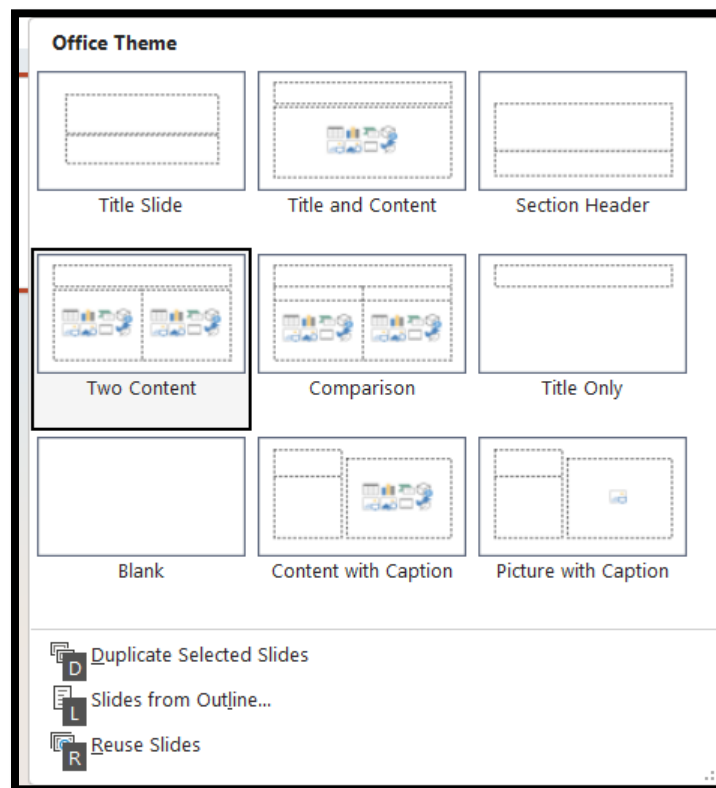


Figure 100 Home Ribbon, Insert Layout, Two Content layout selected.

Once the Two Content slide layout is added, type in the slide title.

Then type the content for one of the Content placeholders.

The following image shows the Two Content slide layout with a slide title and text in the Content placeholder on the left.

We can now resize and format the other Content placeholder to mimic a Text Box. This will create an accessible slide where the reading order is preserved while at the same time, providing visual interest on the slide. If we look in the Outline view of the slide, the text is there so we don't need to copy and paste, the information into an RTF or DOCX document to create an alternate format.

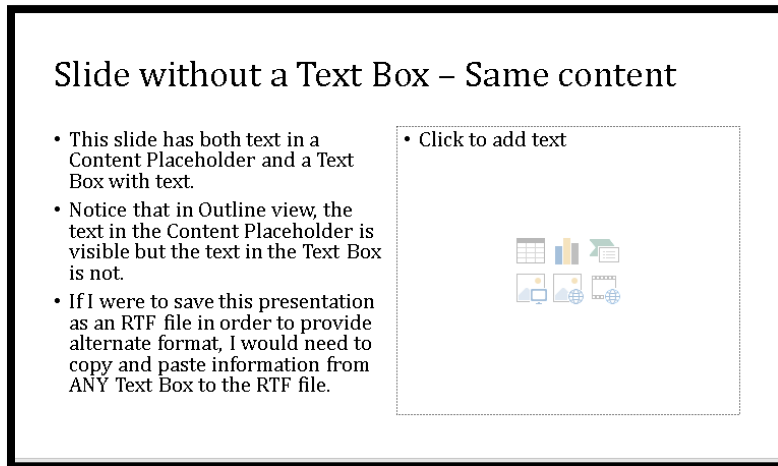


Figure 101 Two Content layout with slide title and content added to placeholder on the right.

The Content placeholder on the right was resized, given a blue border and the bullet were turned off. The text from the Text Box on the previous slide was then copied into the accessible Content placeholder on this slide.

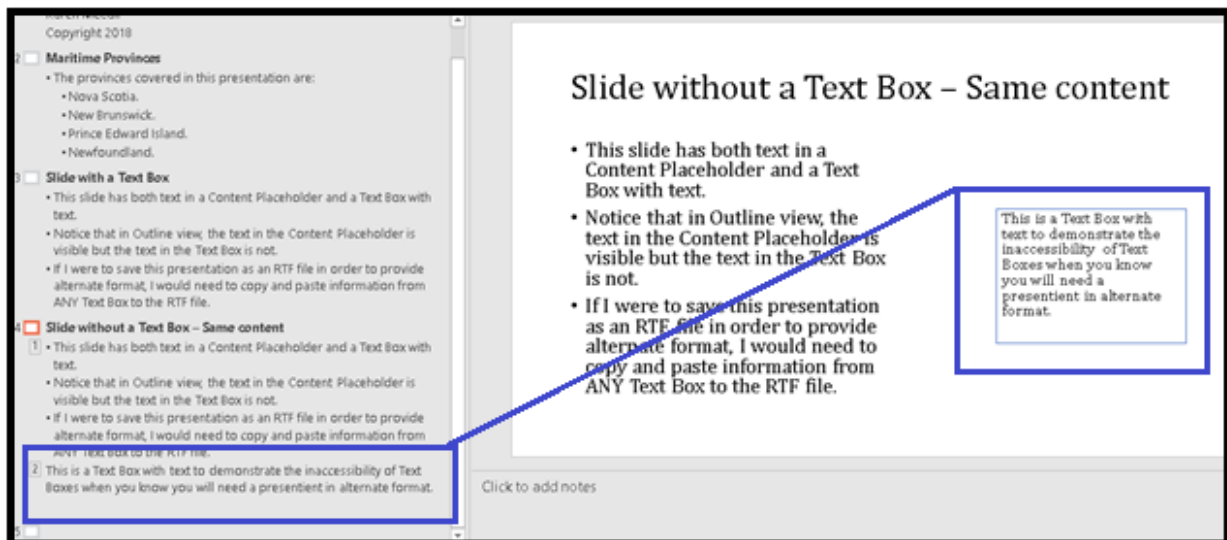


Figure 102 Finished Two Content slide layout showing the text in Outline view and on the slide.

There is a unique callout for the text on the right when you use this technique, but the content of the Content Placeholder is readable/visible in Outline view which means that if you save the presentation as an Outline, you will have the text in the RTF or DOCX without the extra work of copying and pasting.

Slides Missing Slide Title Placeholder

When remediating slides for accessibility, we often face slides with text boxes instead of Slide Title placeholders.

There is an easy way to add a Slide Title placeholder to a slide without major reconstruction of the slide.

Go to the Review Ribbon, Check Accessibility, Check Accessibility (Alt + R, A, number 1 enter). Check Accessibility is the first item in the sub-menu.

The Accessibility Pane opens to the right of the slide canvas.

The Accessibility Ribbon opens above the slide canvas.

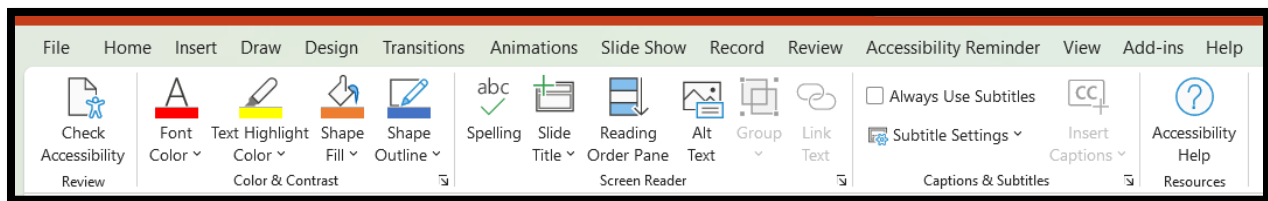


Figure 103 Accessibility Ribbon in PowerPoint through the Check Accessibility tools.

To access the Accessibility Ribbon while the Accessibility Pane is open, press Alt + J, B, T, number 1.

If there is a Slide Title placeholder on the current slide, the only option is to Edit Slide Title (E).

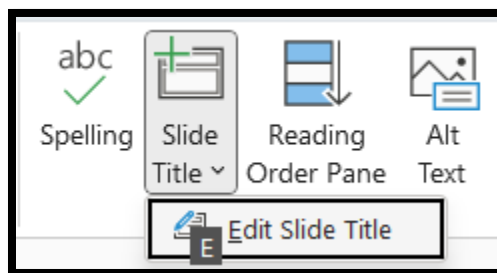


Figure 104 Slide Title options in the PowerPoint Accessibility Ribbon.

If, however, a text box has been used instead of a Slide title placeholder; or, if a Slide Title placeholder is missing, the options change. This lets you add a Slide Title placeholder on a slide canvas.

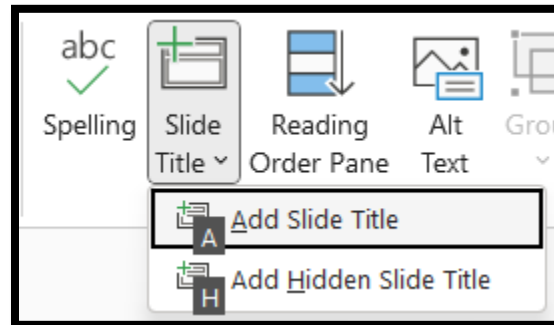


Figure 105 Accessibility Ribbon in PowerPoint showing the option to Add Slide Title.

The keyboard command changes from Alt + T, B, T, number 1, E to Edit the Slide Title to Alt + J, B, T, number 1, A to Add the Slide Title (placeholder).

You can copy and paste the title of the slide in the text box or add a unique slide title to the Slide Title placeholder.

One of the options when there is no Slide Title placeholder is to Add Hidden Slide Title. The goal of accessibility is to provide information for everyone, not just those using screen readers. If someone using a screen reader benefit from slide titles, then it is reasonable to think that everyone can benefit from slide titles. This improves the understanding of the content on a slide and creates the framework for an alternate version of the presentation for Braille or large print.

Create a New Slide Layout

Now that we have a good idea of what the template and Theme is going to look like, we need to turn our attention to the types of content for the slides.

- Do we have slides with paragraphs of text like a disclaimer slide that doesn't require bullets?
- Do we need a slide with a single quote on it, no bullets? What about a slide with two quotes on it, no bullets?
- Do we need some slides with a "Subtitle?"

For any of these we can create a specific slide layout that will be available when we switch to Normal view of the presentation and begin adding slides.

As PowerPoint has evolved, it is easier to work in Slide Master view...or maybe I was just eager to learn how. In any event, I spend a lot of time in Slide Master view because I end to customise presentations to meet the needs of the audience and content. You never really know what types of slide layouts you'll need until you come across content that requires something different.

Let's walk through Slide Master View and the creation of new slide layouts for paragraph text such as a disclaimer or quotations, on a slide.

Single Text Placeholder

This slide layout will have a title placeholder and one text placeholder for which the bulleted formatting will be removed so that the text appears as a paragraph on the slide.

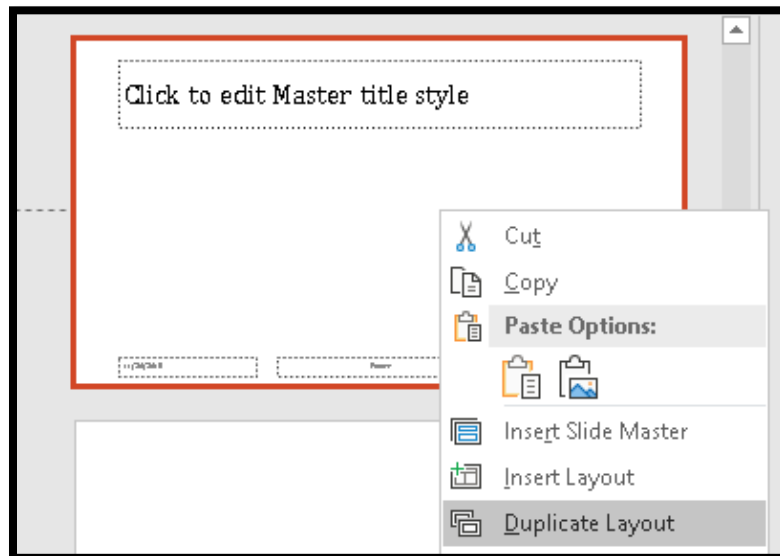


Figure 106 Duplicate Slide option from context menu.

We are still in Slide Master view of the presentation. Press Alt + W, M to do this if you have been working with text boxes to see their inaccessibility.

1. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
2. Select the slide in the Slide Master Pane that has just the title on it.
3. Create a duplicate slide. We might want to use this slide format for presentation so will create a new slide based on the format of this slide.
4. With the Title Only slide layout selected press the AppKey to open the context menu for that slide.

5. Press D in the context menu until you land on Duplicate slide.
6. Press Enter.
7. A second slide with this format will appear just under this one in the list of available slides.
8. The Focus is on the duplicate slide.
9. Rename the new slide layout.
10. With the new slide selected press the AppKey and press R to Rename the duplicate slide layout.

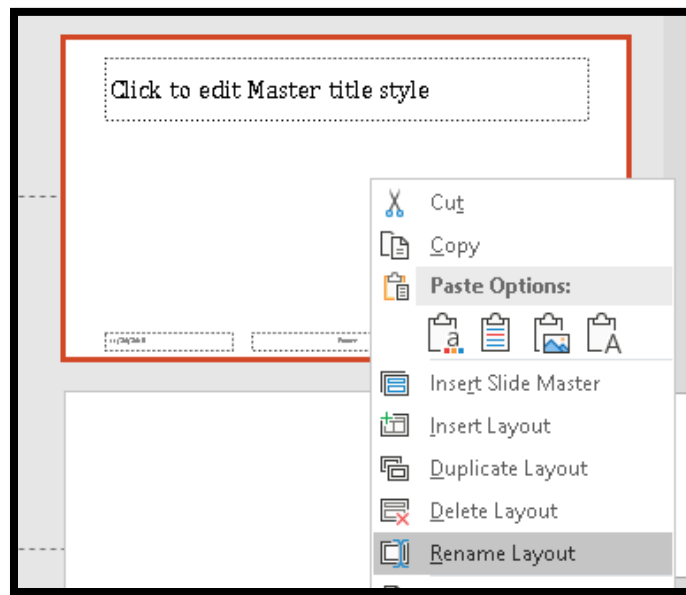


Figure 107 Rename slide layout in Slide Master view.

11. The Rename Layout dialog opens. For this example, rename the slide "Paragraph."

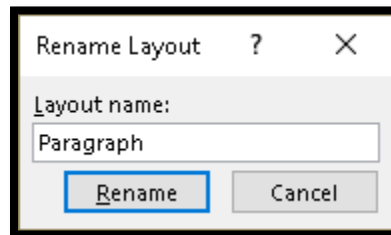


Figure 108 Rename Layout dialog.

12. This will make it easy to find this slide in the Insert Layout Gallery.

13. Now we can add the accessible placeholders to the slide.
14. Press F6 to move to the slide canvas.
15. Press Alt + M, A and choose Text to add a Text placeholder.
 - a. This means that only text can be added to this placeholder.

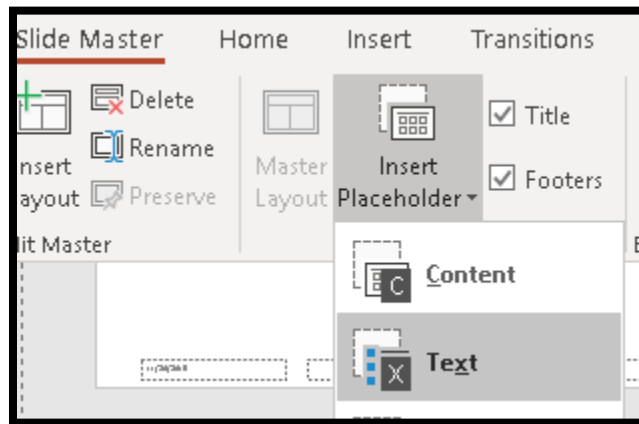


Figure 109 Insert Placeholder Gallery.

16. Use the Size and Position tools in the Format Shape Pane. The keyboard command is to press the AppKey followed by Z for Size and Position when the Text placeholder is selected.
17. Focus should move to the Size and Position button in the Format Shape or Format Object Pane.
18. Press Tab once to land on Height. Enter a number if you want to change the height.
19. Press Tab to move to the Width. Enter a number for the width.
20. Press Ctrl + Spacebar followed by C to Close the Format Shape Pane.
 - a. The Focus should return to the slide canvas.
 - b. You might have to press Tab to move to the Text placeholder.
21. Use the Up, Down, Left and Right Arrows to position the Text placeholder on the slide canvas.

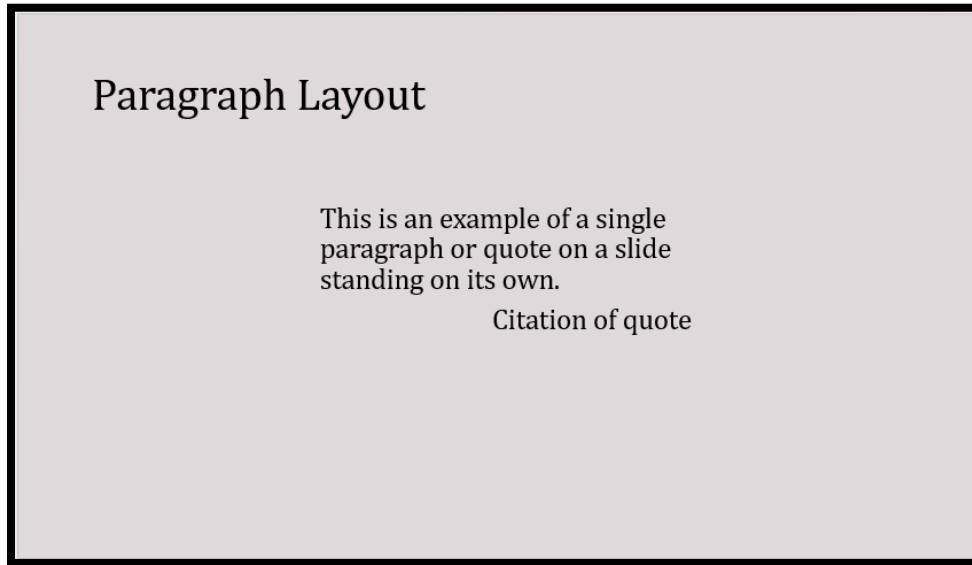


Figure 110 Paragraph Layout used in a presentation.

Text and Content Placeholders

What is the difference?

If you add a generic slide to your presentation, you'll notice that in the centre of the slide there are faint icons for the various types of content you can add to the slide like a table, image, or scanned image as well as text. This type of placeholder is called a Content Placeholder because it gives you the option of adding several options for content.

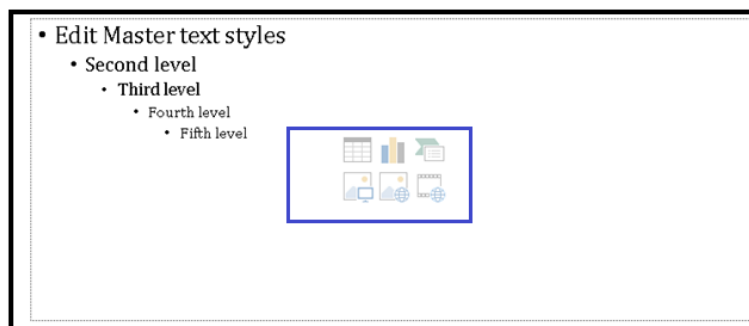


Figure 111 Content Placeholder.

A Text Placeholder is used for when you only want text to be added. There are no faint icons in the centre of the placeholder.

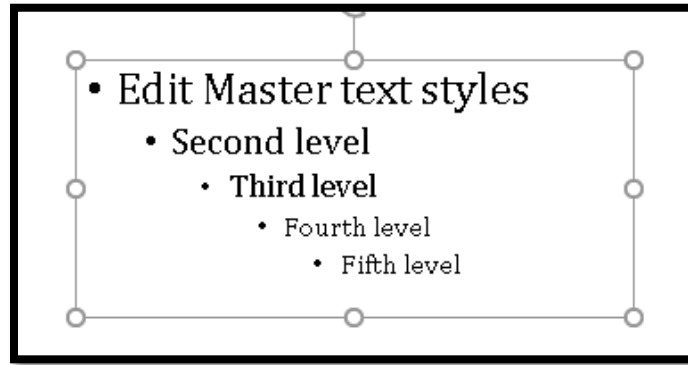


Figure 112 Text Placeholder.

Removing Bulleted Formatting from a Placeholder

Once the Text Placeholder has been added we need to remove the option to have bulleted text in the placeholder.

To remove the bullet levels, we don't need:

1. Press Enter for Edit mode.
2. Place the cursor at the beginning of the second level bullet.
3. Press Ctrl + Shift + End to select all other bullet levels.
4. Press Delete to remove them.

Now we can remove the bullet from the first level of text which will become our paragraph of text on a slide.

1. Press Alt + H, U for the Bullets Gallery.
2. Press the Left Arrow until you land on "None".
3. You can now make any other modifications to the Text placeholder you want.

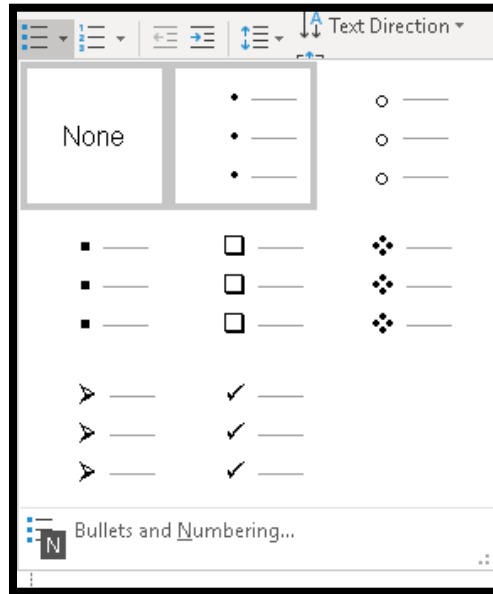


Figure 113 Removing bullets from placeholder.

When you choose None and press Enter, the bullets (or numbering) is removed from the selected text.

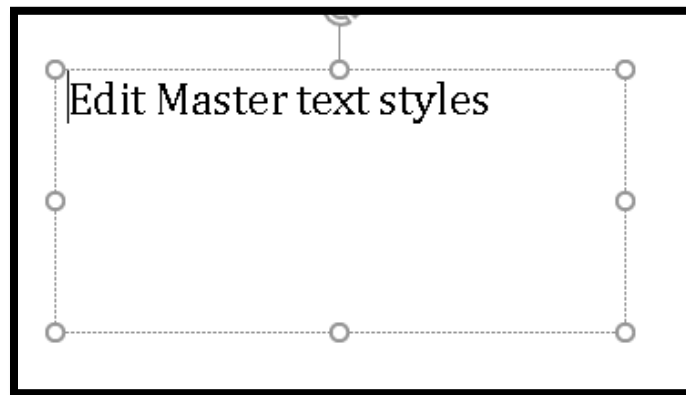


Figure 114 Text placeholder with bullets removed.

If you find that the bullets or numbering have been removed but not the indentation, which is rare, follow these steps.

Removing the Text Indentation

To remove the indentation from a Content or Text Placeholder:

1. Select the text you want the indentation removed from.
2. Press Alt + H, P, G to open the Paragraph dialog.

3. Make sure that the indentation is set to the number 0.

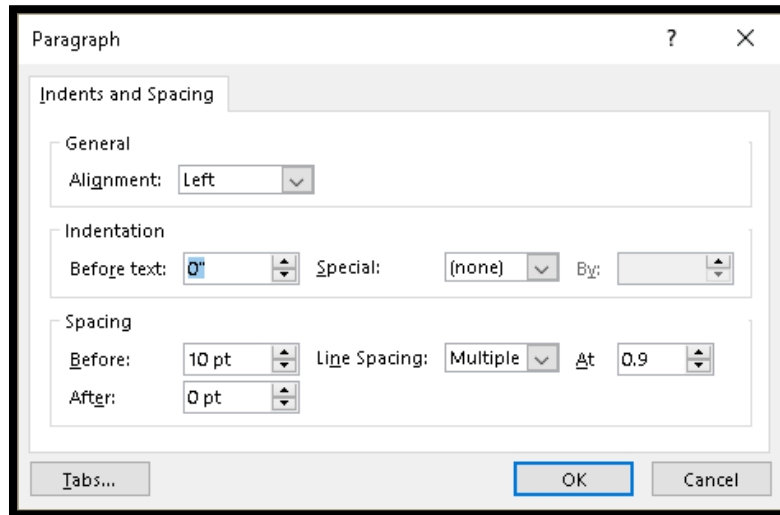


Figure 115 Paragraph dialog to remove indentation.

In this case the “Special” value was none but if it says “Hanging Indent” choose None for this element as well. This means that the text will line up along the left side of the text placeholder and the first line won’t be outdented.

The slide is now ready to use!

Create a Double Paragraph Slide Layout

I’m not going through all the steps for this new slide but will go through a “shortcut” to working with slide layouts.

If we want a slide layout that has two paragraphs of text rather than one and the size of the paragraphs is about the same as the Text placeholder, we created on the Paragraphs slide layout, we can use the slide layout we just created to create the new layout. This will save us a lot of time.

The first step is to duplicate the Paragraph slide layout. Then Rename the duplicate slide “Two Paragraph.”

Put the focus on the text placeholder for the paragraph content and press Ctrl + D to Duplicate it.

Visually you will see one Text placeholder overlap the other.

The new Text placeholder, the one you copied, will have focus, so you can use the Up, Down, Left or Right Arrow keys to position it where you want on the slide. You might have to resize the text placeholder to get the look that you want.

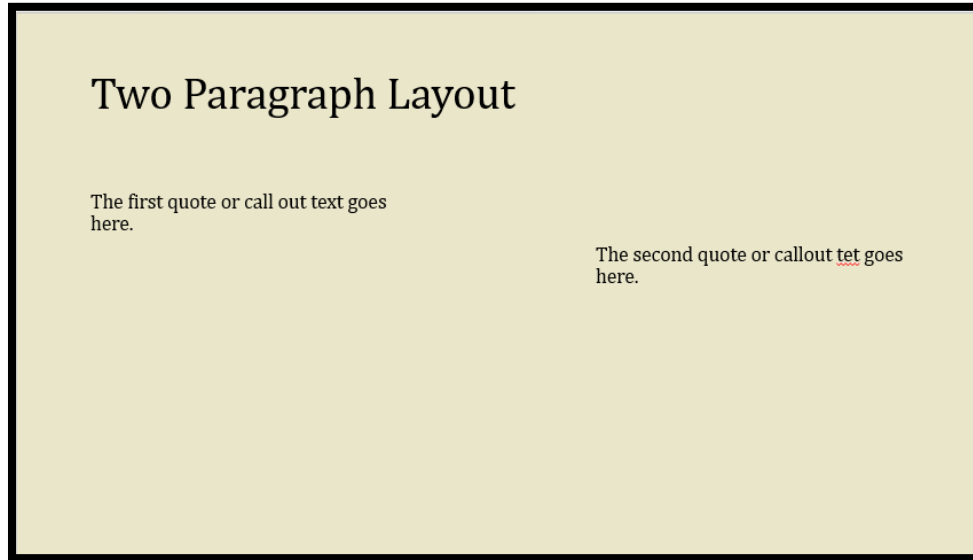


Figure 116 Two Paragraph layout used in a presentation.

The text placeholder is already formatted the way we want it, so our work is done unless you need to resize one of them.

Save the template if you are working on a template. Save the Theme if you are making changes to the Theme that you want to be available in other presentations. Use the same Theme name to overwrite the existing one.

The Two Paragraph slide layout will be available when you switch to Normal view by pressing Alt + W, L.

In Normal view, press Alt + H, letter I to open the New Slide Gallery and the Two Paragraph slide layout will be there.

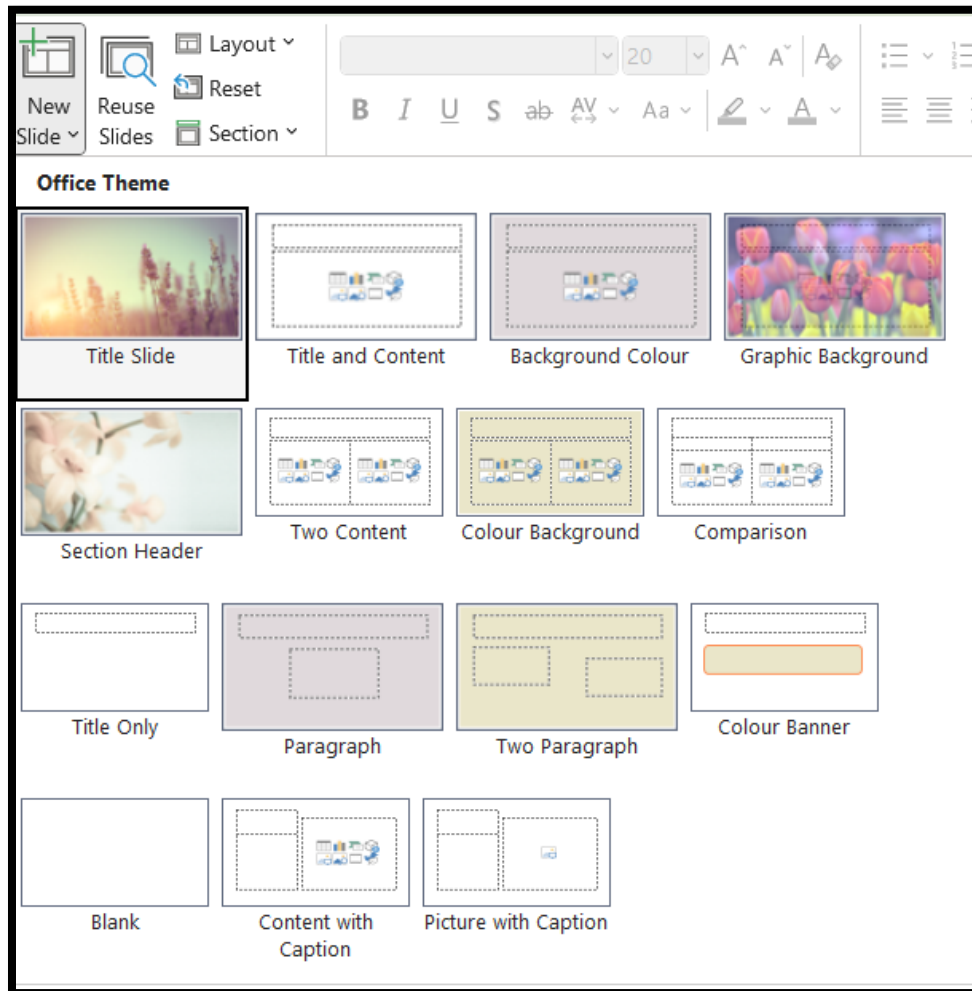


Figure 117 Home Ribbon, New Slide, showing all available slide layouts.

Once this layout is added to the presentation, text can be added.

Delete a Custom Slide Layout

If you create a horrid looking slide layout, you can delete it. Make sure it isn't being used in the presentation. You might have added it to the Layout view to see what it looks like, then decided to delete it and start again.

1. Switch to Slide Master view (Alt = W, M).
2. Press F6 to move to the Slide Master Thumbnail Pane.
3. Select the slide master you want to remove.
 - a. You can remove unused slide masters, so be careful!

4. Press the Delete key.

If the slide master won't delete, check to ensure it is not used in Layout view.

Create a Subtitle Slide Layout

We've created a couple of slides with paragraph text but what about slides we think need subtitles? Often slides in a document get cluttered quickly by trying to treat each slide like a mini document.

There are techniques you can use to achieve the same thing but provide optimal accessibility and readability of content.

For this example, make sure you are in Slide Master View (Alt + W, M).

Press Shift + F6 to move to the Slide Master Pane.

Locate the Comparison slide layout in the Slide Master Pane and duplicate it by pressing the AppKey followed by D.

Rename the duplicate layout "Subtitle" by pressing the AppKey and R for Rename.

Press F6 to move focus to the slide canvas instead of the Slide Master Pane.

Delete the two placeholders on the right side of the slide. If you are using a screen reader, press Tab 4 times, delete that placeholder, press Tab 4 times, and delete that placeholder. You should start from the beginning of the slide once you delete the fourth placeholder.

Move to the second placeholder on the slide and expand it to fit across the slide lining up with the right edge of the Slide Title placeholder. The width is 11.5 inches.

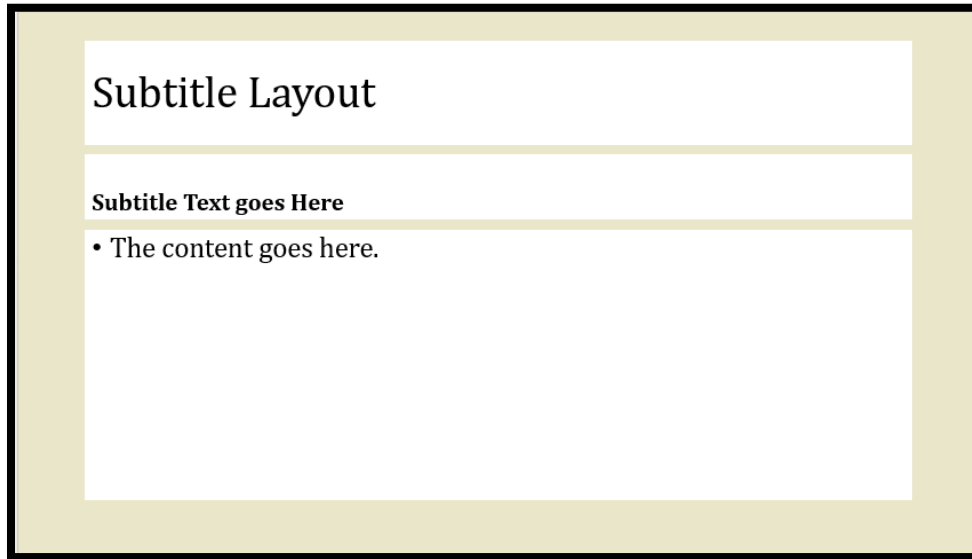


Figure 118 Finished Subtitle layout in a presentation.

Expand the second placeholder on the slide. It is a Content placeholder. The right edge of it should be even with the right edges of the Slide Title placeholder and the Text placeholder on the slide. The width is 11.5 inches.

I adjusted the height of the Text placeholder in the Eyedropper Two template so that some of the background shows through. This is done in the same Format Shape Pane as adjusting the width. The Height combo list is just above the Width combo list. Press Shift Tab to reach it. This provides a clear separation between the three placeholders.

Layering Graphics and Shapes on Slide Masters

This topic spans multiple topics in this book. It was difficult to decide where to put it. This is another example of how you can create a visually dazzling slide that is fully accessible. I got the idea from PowerPoint Designer, although the example I saw was not accessible because everything was on the slide canvas.

Let's start with the Title Slide of a presentation. This is the most effective use of this technique.

Open a blank slide presentation to practice with.

Switch to Slide Master view by pressing Alt + W, M.

Don't go to the Slide Master Thumbnail Pane. We're going to work on the slide canvas.

Choose a topic for a presentation. I'm going to choose steam engines and find a steam engine train to use.



Figure 119 Steam engine train on a slide before citation is removed and it is resized.

Press Alt + N, P, letter O to search Online graphics from the Insert Ribbon, Pictures, Online Image.

Choose a graphic. In this example, the main focus of the graphic on the slide is on the right of the slide.

If you use a screen reader, you might need some assistance in lining up the graphic so that it covers the entire slide.

The graphic I chose has a Creative Commons citation. I'll need to Tab to that text box, press Enter, remove the citation, press Escape and then Delete to remove the text box before I can properly resize the graphic.

The next step is to resize the Slide Title placeholder and the Subtitle placeholder to work around the graphic. For this example, remember that part of the slide is going to be blocked with a faded edge. Further adjustments can be made once everything is in place.

The size of the image as it covers the slide is 7.5 inches by 13.33 inches.

The resized Title and Subtitle placeholders do not need their background or fill colour changed.



Figure 120 Resized graphic as background and placeholders on the Title Slide layout.

In the next step, I'll adjust the transparency and position of the placeholders on the title Slide. I'll add a shape and adjust the transparency with a blur effect to show a transition from the graphic to a faded image.



Figure 121 Blurred effect on the steam locomotive slide so text is visible.

I did a previous sample as I worked through the process using a round/oblong shape.

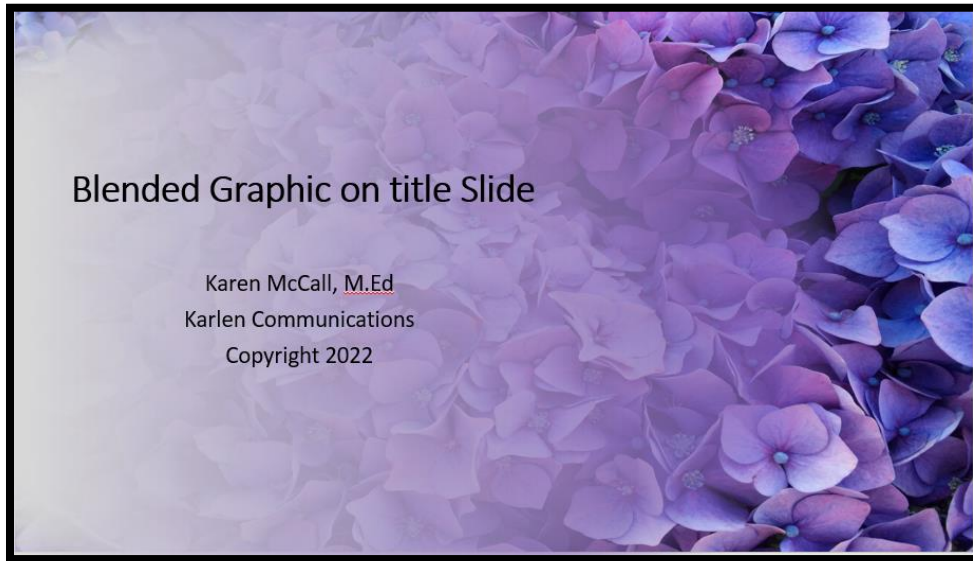


Figure 122 Example of a Title Slide with a background graphic, a shape with gradient and faded edge effect.

The rounded fade Title Slide shown earlier in this topic did pass the Colour Contrast Analyzer.

For the steam locomotive example, I'm going to choose a rectangle shape.

We are still on the slide master.

Press Alt + N, S, H and choose a shape.

The shape is inserted with a default colour.

Make sure the shape is just over the size of the slide canvas. This will help as we add the gradient and fade effect.

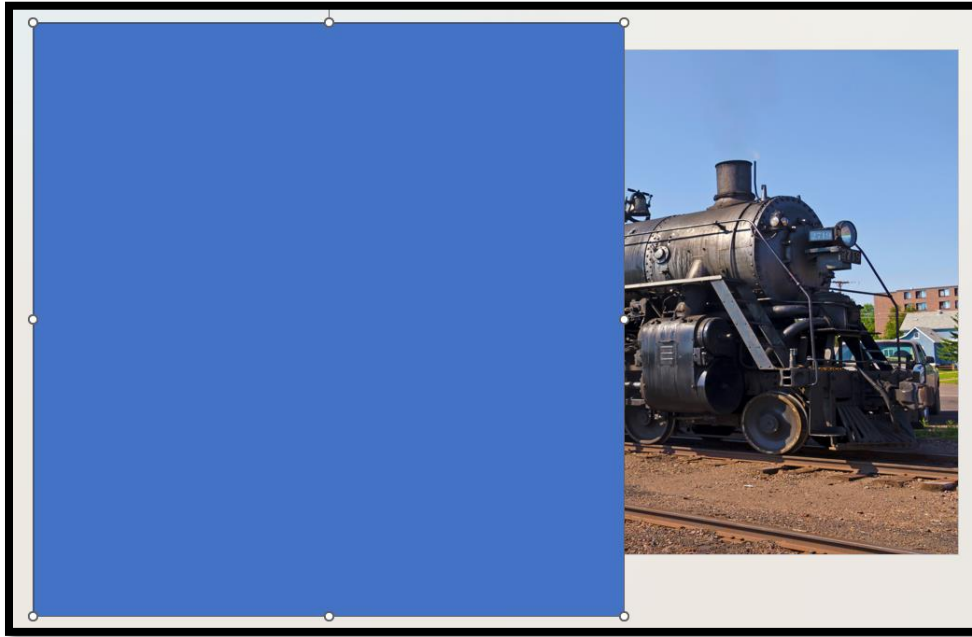


Figure 123 Title Slide with shape overlay.

1. Select the rectangle by tabbing to it.
2. Press the AppKey and choose Format Shape.
3. In the Format Shape Pane use the Left Arrow to choose Lines and Fill.
4. Press Alt = G for Gradient Fill.
5. Choose a gradient style. You might need to test a few of these to find the one you want.
6. Press Alt + R for Preset Gradients.
7. Choose one of the preset gradients. This will be the direction of the gradient.
8. Press Alt + C for Colour and choose white.
9. Press Alt + T for Transparency and use the Up and Down Arrows to get the transparency you want. The transparency should allow the text to be visible. In the steam locomotive example, the transparency is 74%. This won't be the same for all graphics and shapes.
10. Press Tab to move the Line options.
11. Press Alt + N for No Line (around the shape).

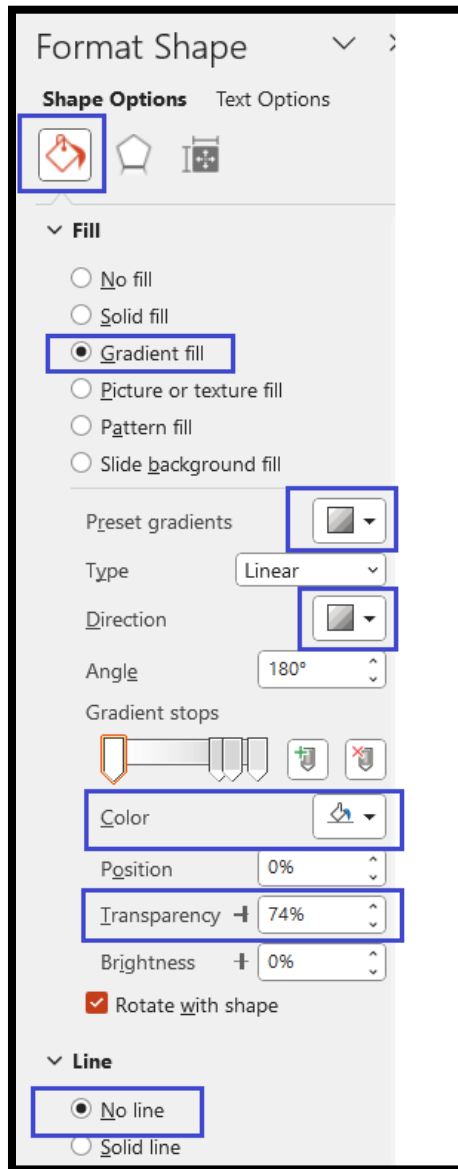


Figure 124 Format Shape Pane showing all the settings in the Lines and Fill category for the rectangle on the Title Slide master.

The next step is to add the “Soft Edge” to the rectangle.

While still in the Format Shape Pane, move to the Effects category. Press shift + Tab to move up to the three buttons in the Format Shape Pane. We have been working on the Lines and fill category. Press the Right Arrow to move to the Effects button.

Press Tab to move into the Effects options.

Press the down Arrow to find “Soft Edges” and press the Right Arrow to open the two settings in this category.

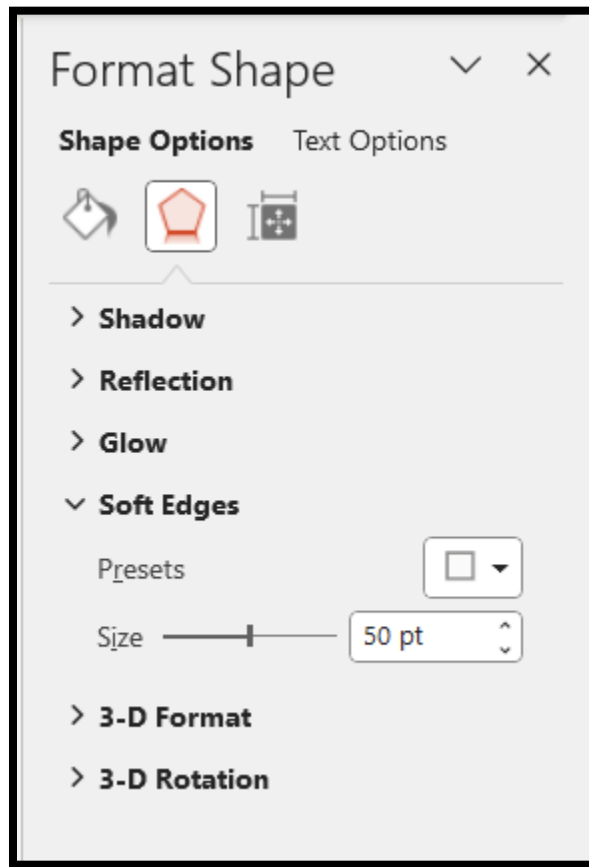


Figure 125 Format Shape Pane showing the Soft Edges options.

The last step is to make the font in both the Slie Title and Subtitle placeholder bold.

Select both graphics and mark them as decorative.

Check the logical reading order of the slide using the Reading Order Pane.

The only two placeholders in this presentation are the Slide Title and the Subtitle placeholders. If you are going to use the Footer, Date and Slide Number placeholders, you might want to adjust the fill colour. This is especially true for the Slide Number placeholder. If you're not going to use the footer or Date placeholder, you can move the Slide Number placeholder to the left of the slide so it is within the shape and can be visually accessible.



Figure 126 Title Slide in Normal Layout.

The following graphic is of the Title Slide in Slide Show view.



Figure 127 Title Slide in Slide Show view.

Check the colour contrast using the Colour contrast Analyzer or another accessible colour analyzer.

The following are the results of the Colour Contrast Analyzer for the stem locomotive Title Slide.

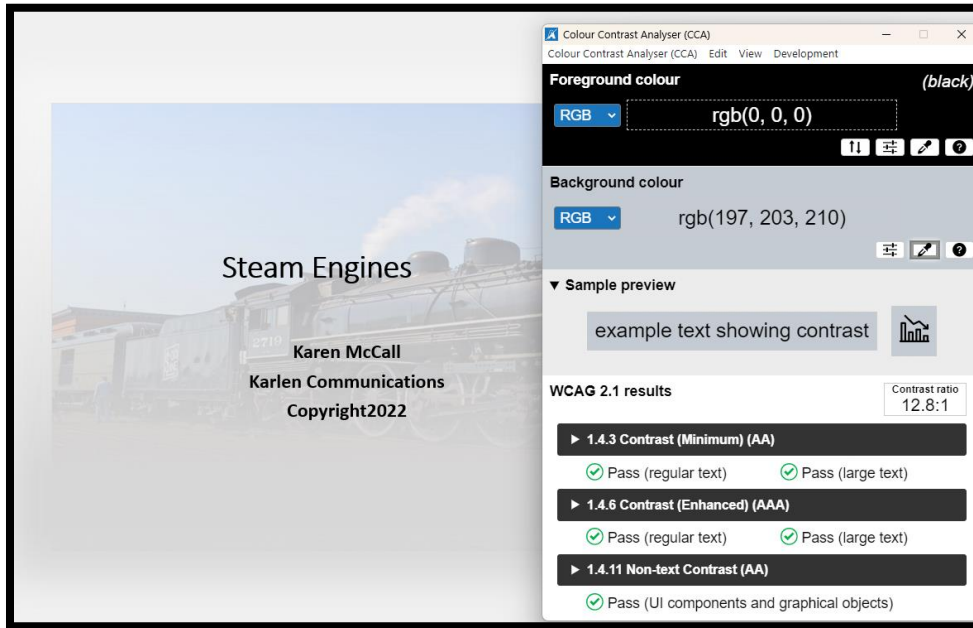


Figure 128 Steam locomotive Title Slide with Colour Contrast Analyzer results.

You can use the same effect with other shapes to create an accessible yet visually interesting Title Slide and Section Header slide.

The following graphic shows another Title Slide with a different effect.



Figure 129 Alternate Title slide with Daisy background and transition for text.

Accessibility versus Visual Accessibility

When creating slide layouts, or when adding content to slides for a presentation, ensure that something you are adding doesn't only provides visual accessibility.

What is "visual accessibility"?

Visual accessibility creates a more accessible slide only when it is being viewed through a projector by the audience. If the presentation is distributed to participants, there is an accessibility barrier.

The following graphic shows a line chart on a slide for the sale of widgets. If someone goes into the chart, the legend at the bottom is a separate container.

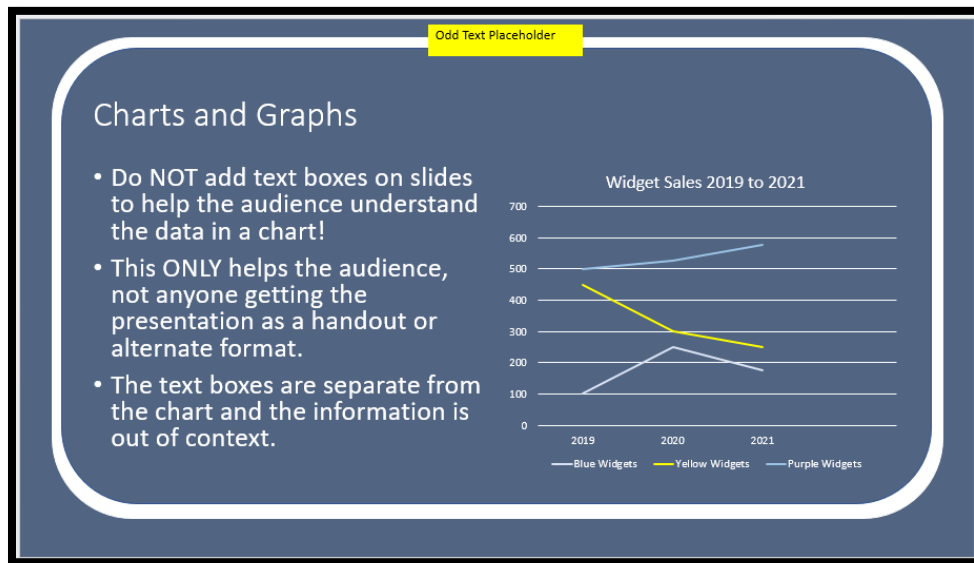


Figure 130 Chart on a slide with legend automatically at the bottom of the chart.

The following graphic is a close-up of the area that is a separate container.



Figure 131 Close-up of the legend of a chart in a separate container.

In a recent presentation on accessible presentations, the technique of adding text boxes near the data points as an accessibility solution was put forth. This can create a more accessible visual representation of the data points. However, if the PPTX file or a PDF of the presentation is distributed, the slide is not accessible.

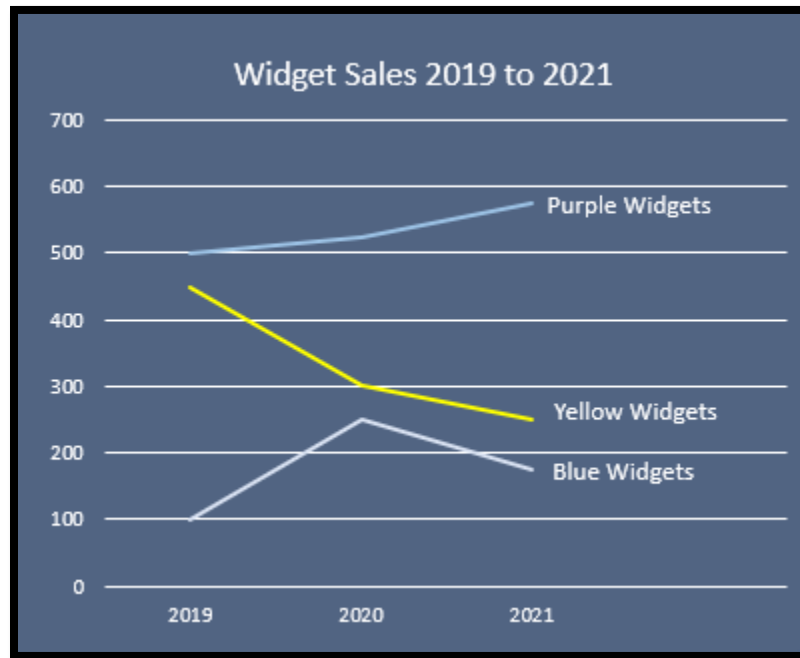


Figure 132 Text boxes added on top of the chart to provide visual accessibility.

The problem with this “solution” to a perceived barrier is that the text boxes are layers separate from the chart. This means that in the logical order of content on the slide, the information related to the chart will be rendered as follows:

1. Chart of Sales of widgets from 2019 to 2021.
2. Blue Widgets.
3. Yellow Widgets.
4. Purple Widgets.

The text boxes and their information have no relationship to the chart while in Normal view of the presentation, Slide Show view of the presentation or when the presentation is converted to a tagged PDF. They are separate entities standing on their own.

A way to make both examples more inclusive is to either provide the table on the next slide or create a single graphic of the chart and the text boxes, then provide detailed Alt Text.

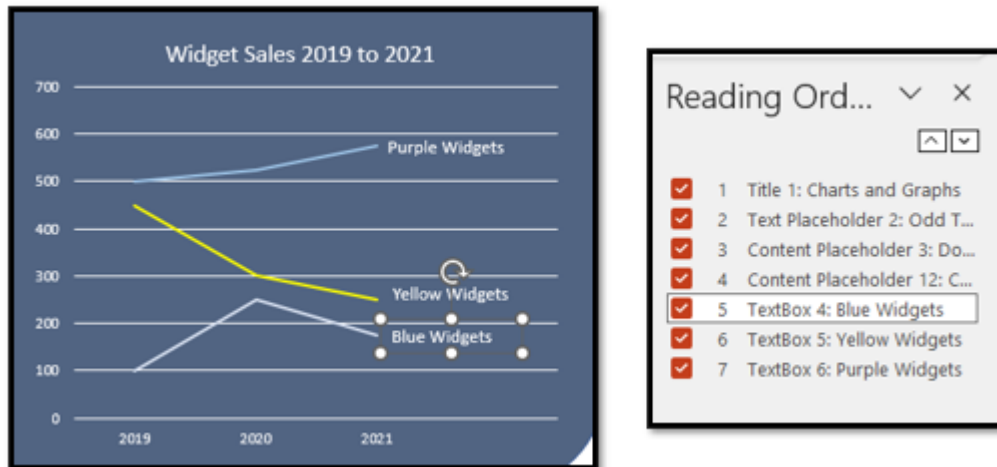


Figure 133 Text box selected (left), Reading Order Pane open with three text boxes separate from the chart (right).

Section Header Slide Layout

one of the slides in all Themes and templates is a “Section Header” layout. This is used to identify a change in topic during a presentation. For example, if I were giving an overview of the accessibility features in Word, I might have one section for Styles, one for Alt Text, one for Tables and one for links. This lets the audience know that we have started talking about another feature. Our topics don’t all blend together without separation. Think of the Section Header layout in PowerPoint like a chapter title in Word.

The Section Header slides let you divide your presentation into major topic areas. The Title Slide will convert to <H1> and a <P> Tag when converted to tagged PDF. For the “everyday” slides, the Slide title will convert to <H2> and the bulleted lists will convert to <L> Tags with the corresponding child elements nested under the <L> Tag. The Section Header slides will convert to <H1> Tags with a <P> Tag although for the Eyedropper Two template, I removed the Subtitle placeholder on the Section Break slide.

Use the Section Header slide as you would a Heading 1 in a Word document. This helps to define a hierarchy of information in the presentation. It means that you don’t have to repeat the same heading text on every slide related to that topic. When you finish talking about this topic, add another Section Header slide to the presentation and then add the content for that topic after it.



Figure 134 Slide Thumbnail view showing Section Header layouts.

It is easy to see the topic changes and themes of content in your document. This will be easy for your audience to identify as well. And it doesn't clutter your slides related to major topic areas.

Add a Section in the Slide Thumbnail Pane

There is a difference between organizing slides into section in the Slide Thumbnail Pane to the left of the slide canvas and using the Section Header layout to visually organize topics for an audience.

Use the Section Header slides to identify the start of a presentation section in the Slide Thumbnail Pane.

1. Press Shift + F6 to move from the slide canvas to the Slide Thumbnail Pane.
2. Select the slides you want to be in a section including the Section Header Slide.

3. Press the AppKey and press A for Add Section.
4. The Rename Section dialog opens.
5. You can copy and paste the name of the Section Header Slide Title or type in a new name for the section.
 - a. If you want to copy the text from the Section Header layout Slide Title, you need to do this before you start this process.
6. Once the new section is renamed, press Enter or press Alt + R to activate the Rename button.
7. You can expand or collapse sections of a presentation in the Slide Thumbnail Pane. This makes longer presentations easier to work with in the Slide Thumbnail Pane.

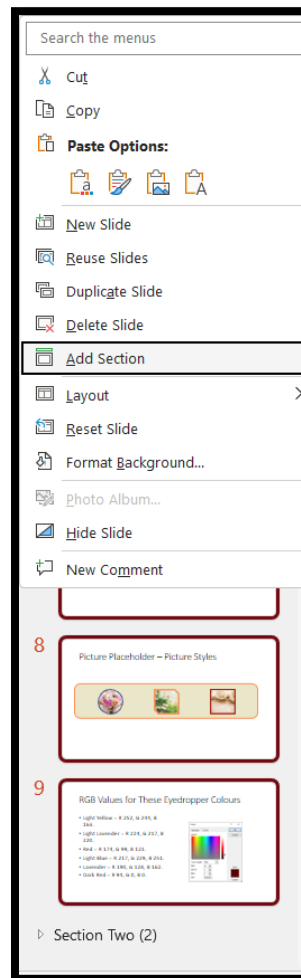


Figure 135 The context menu for selected slides in the Slide Thumbnail Pane showing Add Section option.

The preceding image shows some selected slides for a new section and “Section Two” at the bottom of the image.

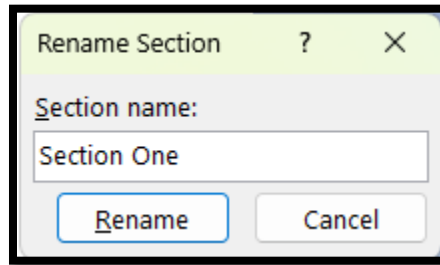


Figure 136 Rename dialog for a section in the Slide Thumbnail Pane.

The following image shows the two sections I created in the Eyedropper Two presentation collapsed.

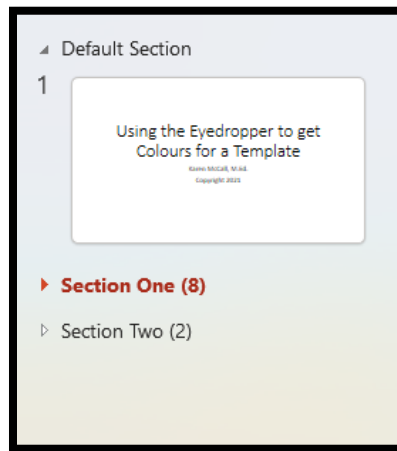


Figure 137 The Slide Thumbnail Pane showing two collapsed sections.

The number of slides in a section are displayed in parentheses to the right of the section name. Currently this is not available to those of us using screen readers. We don't have the ability to put focus on a section and expand or collapse it. However, if a section is collapsed, as soon as we press the Down Arrow in the Slide Thumbnail Pane and land on the start of a section, it expands, and we have access to all the slides.

I tested this with Narrator, and it works as it should. This means that this feature is not currently supported by JAWS or NVDA but is with Narrator. Keep checking as new versions become available to see if this feature has been added to NVDA or JAWS.

Moving Sections in a Presentation

Sections in the Slide Thumbnail Pane are useful for rearranging content in Slide Sorter view. You might be able to drag them around in the Slide Thumbnail view, but keyboard commands work best in Slide Sorter view.

1. To switch to Slide Sorter view, press Alt + W, letter O.
2. The screen shows the sections with the corresponding slides.
3. Select a section and all the slides in that section are selected.
 - a. You can select individual slides to work with, however, if you are moving section make sure all the slides in a section are selected.
4. Press the AppKey and choose either Move Up or Move Down.
5. The section will be moved.

I found that by using Ctrl + X to Cut a section and move it by pasting (Ctrl + V), I ended up with multiple copies of a section. I did check and I was using Ctrl + X. I now only use the context menu to move sections up or down.

This is another activity that requires Narrator instead of JAWS or NVDA.

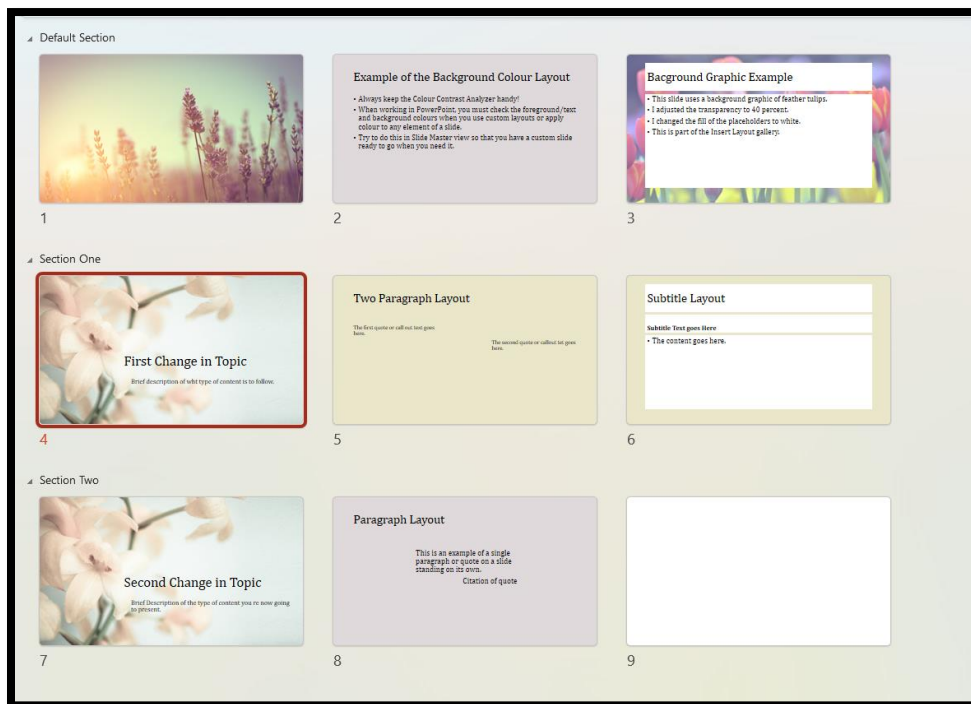


Figure 138 Sections in a presentation shown in Slide Sorter view.

The ability to select either a section or individual slides provides flexibility in moving sections or individual slides.

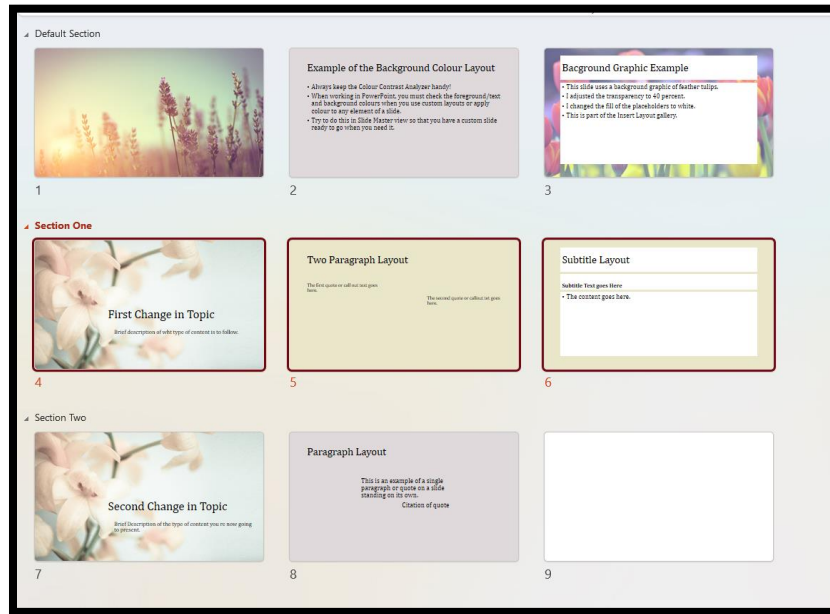


Figure 139 Entire section selected in Slide Sorter view.

If you cannot move a section up or down, that option will not be available.

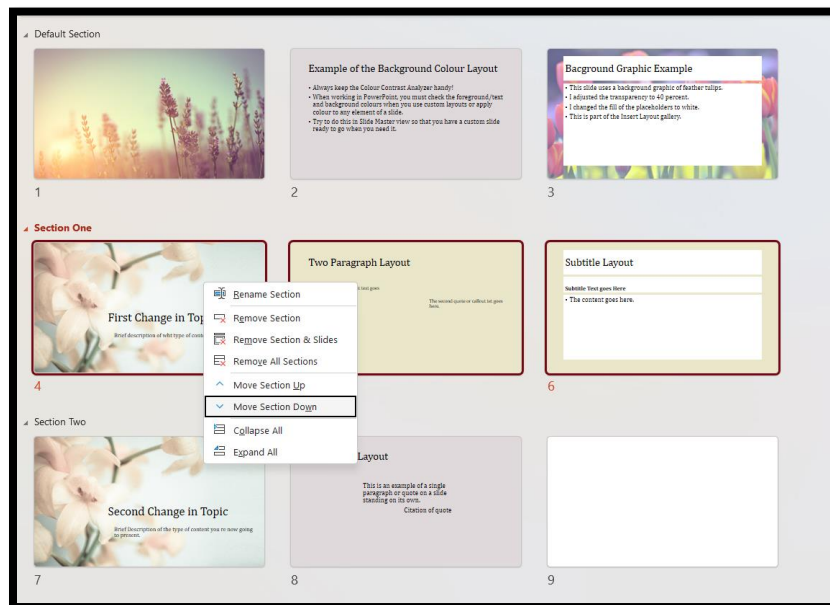


Figure 140 Context menu to move a section up or down in Slide Sorter view.

Add Recurring Content Slides to a Template

So far, we've been working in the Slide Master view of PowerPoint. We've created a few slide layouts that are unique to our content.

Now let's look at how to use the Normal view of our presentation when creating a template. In Normal view of the presentation, I've added a Paragraph slide and disclaimer information.

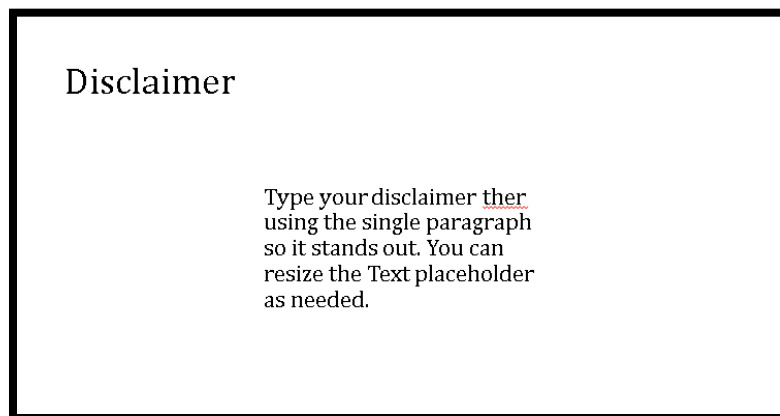


Figure 141 Disclaimer slide using the Paragraph slide layout in Normal view.

In Normal Layout view, even within the PPTX or template file, I can add slides that might be used in every presentation I use. If I'm working on a template for a department or organisation, I can add slides with information on a board of directors, contact information, any statistics or resources that I consistently refer to or any other type of content that occurs in my presentations.

Make sure to use the variety of slides in the template. Avoid using the same slide layout for every slide in the recurring content in the presentation. This might make you consider more unique slide layouts for visual interest.

I've saved the template and the Theme. I've replaced the existing Eyedropper Two Theme with this update. If I press Ctrl + N to create a new slide presentation and apply the

Eyedropper Two Theme to it, I have access to the Paragraph and Two Paragraph slide layouts for the presentation.

Note: When I apply a Theme, I don't have access to recurring content such as the disclaimer information.

I have access to the recurring slides if I press Alt + F, N for New document and use the Eyedropper Two template.

Automatic Text Resizing

When you add content to a slide, limit yourself to a specific number of lines or bullet points. Adding too much content in a placeholder can affect the readability of content even when magnified on a projection screen.

The other problem with too much content on a slide is that your audience gets this sort of glazed look in their eyes, and it is just too much to take in at once. If you don't advance slides in a presentation because all the content is on one slide you lose the audience.

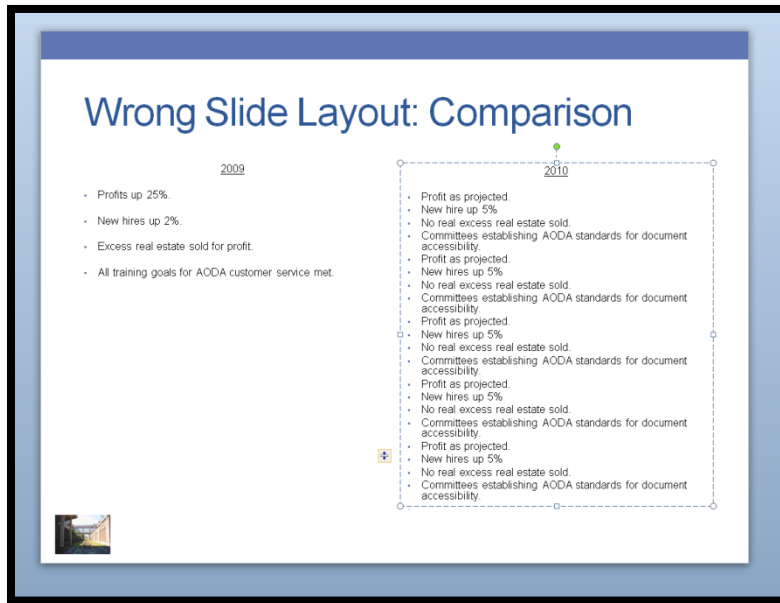


Figure 142 Too much text in a placeholder.

For accessibility and readability purposes don't have one or two lines or one bullet point go over the border of the placeholder. PowerPoint has a tool that lets you adjust the font size

automatically to fit the placeholder. Remember that POWERPOINT is NOT a word processor! Each slide is not a 100-page document!

In the previous image, the text should be distributed over multiple slides. The other option would be to choose the same number of points for the placeholder on the right as are in the placeholder on the left. Try to be concise in comparing information. If you are going over data, point people to the report where more information can be laid out in a readable manner...then make sure that the additional information is in the report/published document.

The ability to automatically resize text in a placeholder should not be used to make text unreadable. It should be used when one or two lines won't fit comfortably in a placeholder.

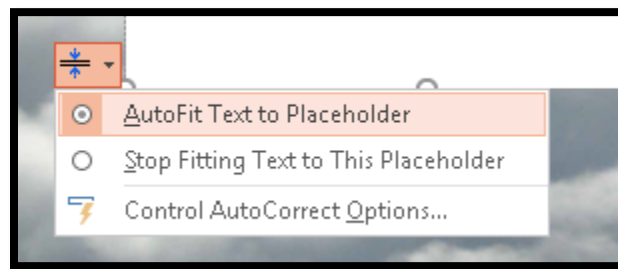


Figure 143 Auto Fit Text to Placeholder context menu.

The ability to automatically fit text to the placeholder is on by default.

When there is too much text in a placeholder, there is an icon that will appear in the lower left of the slide just outside of the placeholder.

If you are using a screen reader and/or the keyboard to work with PowerPoint, you can press Alt + Shift + F10 to open this context menu. You will be told by your screen reader that there is too much text in the placeholder. Pressing the AppKey in this case will open the context menu for the text in the placeholder not the context menu for auto fit options.

At any time, you can choose to stop the Auto fit by opening the context menu and choosing "Stop AutoFit Text."

Remember that PowerPoint slides are like speaker index cards and should contain small bits of information that are easily readable and identifiable by you and your audience. Plan, design, and story board your content before you start adding it to slides. Don't be afraid to add another slide to the presentation.

Modify Text Size for a Specific Slide Layout (Slide Master View)

There might be times when you have several placeholders on a slide and need to adjust the font size for the specific slide layout. With the Double Paragraph slide layout for example the default font size might be too big.

To adjust the font size for a text or content placeholder in Slide Master view:

1. Press Alt + W, M to go into Slide Master view.
2. Select the slide in the list of Slide Masters that you want to modify the text size for.
 - a. You don't have to use Shift + F6 to go to the Slide Master Thumbnail Pane.
3. Tab to the Slide Title or Content placeholder you want to modify.
4. Select the text in the text or content placeholder that you want to modify.
 - a. Pressing Enter while a placeholder has focus will do this.
5. Press Ctrl + Shift + P to open the Font dialog and put focus on the Size combo list.
 - a. Press Ctrl + Shift + F to open the Font dialog and put focus on the Font Style such as Cambria or Calibri. You can then press Alt + S to move to the size area.
6. Change the font size to what you want.
7. Tab to and activate the OK button.

When you use this template and slide layout in any presentation, the font will be the size you designated.

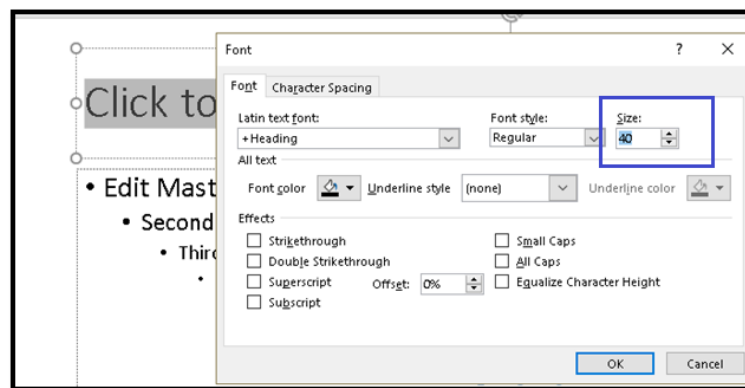


Figure 144 Modifying the font size of a placeholder in Slide Master view.

Usually, you want to modify the text size in placeholders individually because the text in the Slide Title placeholder should be larger than the text in the Text or Content placeholders. An exception would be if you need to modify the text size in the Comparison slide layout. There are two Text placeholders and two Content placeholders on that slide layout.

Although there is a tool in PowerPoint to automatically resize text to the placeholder, the text wouldn't be resized if it didn't overflow the placeholder. By modifying the font size for this specific slide layout, we have a smaller font size for the content even if it doesn't fill the placeholder.

Don't adjust the font size to be too small. Even though it is projected, you can try to fit too much text into placeholders.

Resize Text in Normal Slide Layout View

For quick resizing in Normal view, select the text and press Ctrl + [to decrease the font size or Ctrl +] to increase the font size. This increases or decreases the font size by 1 or 2 points. Remember that PowerPoint doesn't use styles like Word does. If you are doing one-off adjustments, using the Increase Font or Decrease Font from the Home Ribbon, or the keyboard commands, will create the font adjustment needed.

Designing Accessible Content

We've now created a template, and a corresponding Theme and slide layouts for specific types of content. Now let's shift our focus to creating an accessible PowerPoint presentation.

Creating an accessible PowerPoint presentation involves identifying the right tool in PowerPoint for the type of content you have. One slide layout, as with other things, does not "fit all."

You need to consider how this PowerPoint presentation will be distributed. The methods of distribution will affect decisions about the types of content on slides.

Hierarchy of Content

We've already started talking about organizing your content according to topics. That you can show the hierarchy of content by using section Break slides, sub-titles and slides that let you compare information in a more readable manner.

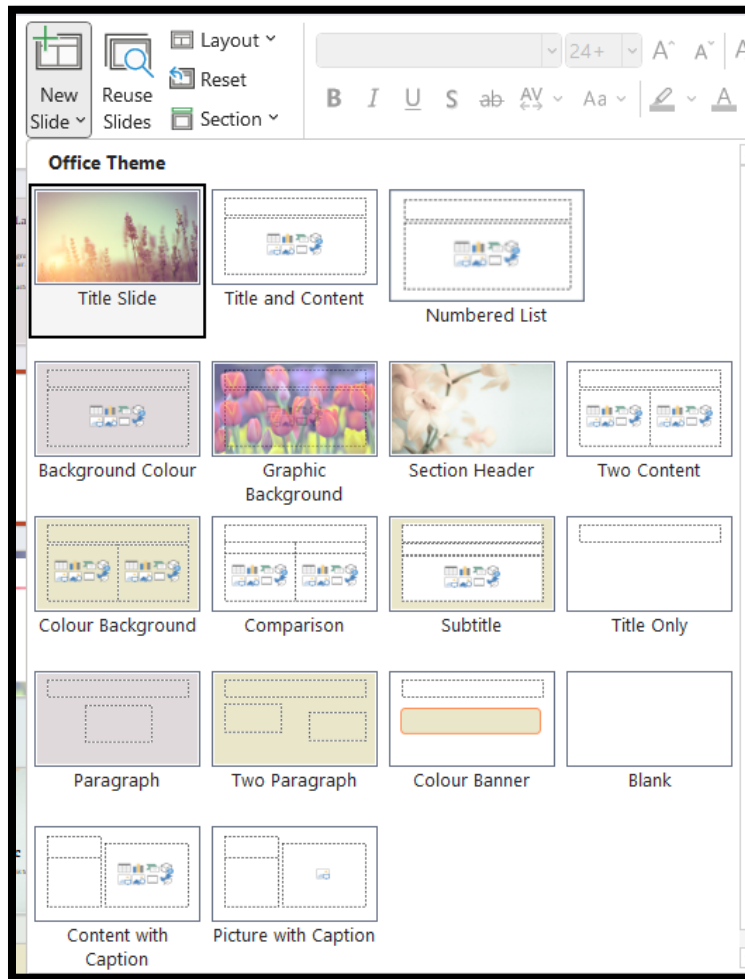


Figure 145 Home Ribbon, New Slide Gallery showing all layouts available.

Just as there is a hierarchy of information in your PowerPoint presentation, there is a hierarchy of information on a slide.

The first placeholder someone who can't see the presentation should access is the title placeholder. This is where the text that identifies the rest of the content on the slide is. If you are using a default slide layout without modification or mangling, this will be the first piece of information someone using a screen reader will have. For someone using the keyboard to create or add to content on a slide this will also be the first element on the slide that is accessed.

Avoid having several slides with the same title. A solution would be to add a number after the title. For example: "Accessible Documents – 1" "Accessible Documents – 2" and so forth. If a person who can't see that the content on a slide is different from the previous one hears

the same title repeatedly, they begin to think that the presentation is “stuck,” their adaptive technology is crashing or has crashed, or PowerPoint itself has crashed.

Using (Continued) on several slides giving them all the same basic name creates an accessibility barrier.

I recommend using the following as guidelines:

- Accessibility and Accessibility (Continued) for instances where only two slides have the same title. Use the full word “continued” so that there is no misunderstanding and adaptive technology will read the entire word. Consider someone using a screen reader or Text-to-Speech tool at a high reading rate. Some abbreviations may sound distorted. Use the full word “Continued”.
- For slides where there are more than two instances of the same slide title, there are two solutions: Accessibility (x of y) and Accessibility – 1, Accessibility – 2 and so forth. Either is acceptable.

Slide titles should also be short! The title placeholder is not the place for an essay! This is the reasons we’ve been exploring other ways of providing the same information in a clearer manner throughout this book such as creating a Subtitle slide layout and taking advantage of the Section Header layout.

Reading Order of Objects and Placeholders

Placeholders and objects are accessed in the order in which they were placed on the slide not in the order in which they are visually represented.

Consider the following example of content added to a slide using text boxes. This is an actual representation of a slide used in a presentation. There are about 11 Text boxes and images on this slide in a random order.

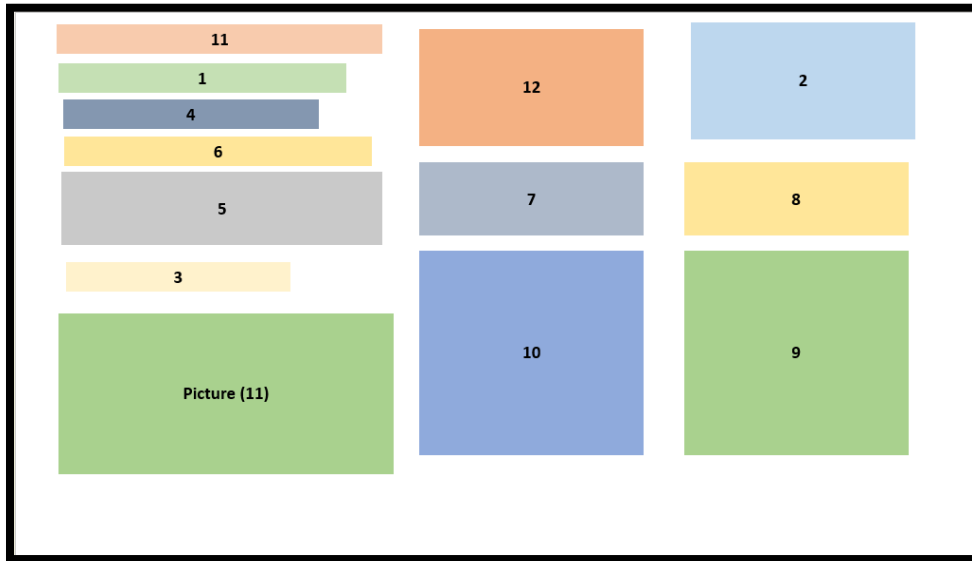


Figure 146 Sly entirely made up of Text Boxes with two images that I had to make accessible.

From the preceding image the document author added a text box [1] in the upper left for the title of a slide. A larger text box was added in the upper right of the slide canvas for content (2). Then a text box was added in the middle left of the slide for content (3). Another text box was added just under text box 1 (4). Another text box was added on the left, two text boxes below text box 1 (5). Text box 6 was added just under text box 4. Text box 5 was added just above text box 6. Text box 7 was added in the centre of the slide canvas with text box 8 to its immediate right. Visually, these two text boxes look like “column titles” on the slide. Text box 9 is immediately under text box 8 on the lower right of the slide canvas. Text box 10 is immediately under text box 7. Text box 11 is a picture in the lower left of the slide canvas. Text box 12 is in the top centre of the slide canvas. The numbers represent the order in which the text boxes would be tabbed to by someone using the keyboard with or without a screen reader. It was like playing keyboard twister trying to navigate the logical reading order of content on this slide to remediate it. What was the logical reading order? The content was snip-its of text with little association to each other.

The numbers in the elements on the slide in the preceding image is the order in which they would be read to someone using a screen reader. It is also the order in which the content for the slide would be tabbed into. If the document were converted to tagged PDF, this would be the order in which the slide content was tagged. As a result, the Tags Tree would need repair to reflect the logical reading order of the slide content.

Although my first comment would be that there is too much information on this slide, for our purposes related to Tab Order, the Tab Order needs to be changed so that someone

using adaptive technology or who is accessing this slide using the keyboard can navigate the content in the order that the document author has provided visually.

For someone remediating this slide's Tab Order it must be decided whether the document author wanted to have the content read from left to right, top to bottom or top to bottom, left to right. The only clear understanding of flow is the visual representation of columns and all the "titles" and "subtitles" in the upper left. Depending on the type of content in these elements, it is difficult for someone trying to make this slide accessible. In addition, because text boxes were used the content for this slide would not be included in the Outline view of the slide. All content on this slide would have to be copied, in a logical reading order to the Word document/alternate format.

The Tab Order of slide content is critical to the logical reading order and hierarchy of information on a slide. With PowerPoint 365 you can easily adjust the Tab Order.

Using the Reading Order Pane

We know about having a logical reading order supported by the underlying structural elements in a Word document and now need to consider this when working in PowerPoint.

Even the slide layouts we design in Slide Master view need to have a logical reading order or Tab Order if we add or remove placeholders to them.

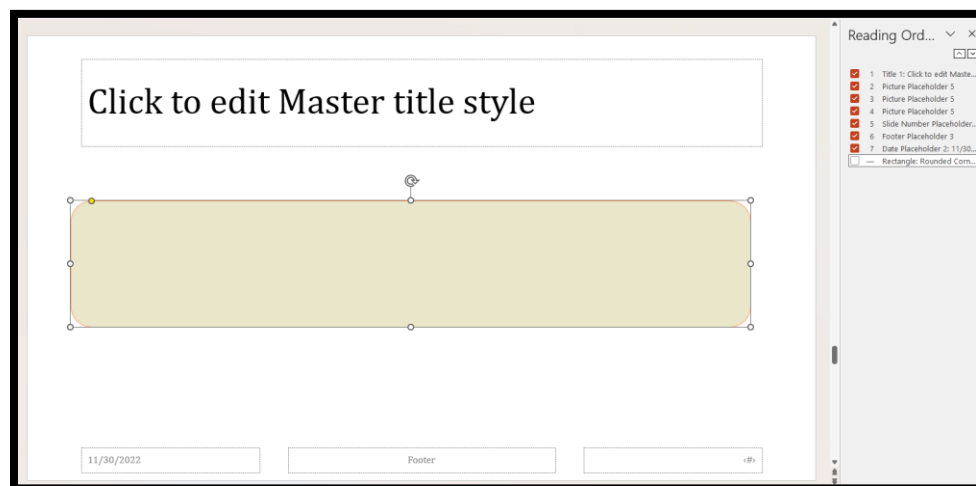


Figure 147 Banner layout showing the colour banner as the last item in the Reading Order Pane in Slide Master View.

The preceding graphic shows the background colour banner as the last item in the Reading Order Pane to the right of the slide canvas. The colour banner is marked as decorative. Notice that objects marked as decorative do not have a check mark next to them. They do

not have a number associated with them. This can be rendered to someone using a screen reader.

To check the logical reading order of objects/placeholders on slides in Microsoft Office 365, use the Reading Order Pane.

The logical reading order of content for the slide in the preceding graphic is as follows:

1. Slide Title placeholder.
2. Picture 1 placeholder.
3. Picture 2 placeholder.
4. Picture 3 placeholder.
5. Slide Number placeholder.
6. Footer placeholder (if applied).
7. Date placeholder (if applied).
8. Colour banner/rectangle which shows it is marked as decorative and has no number. In the following graphic, there is an indicator that the banner has been marked as decorative. This is represented by a “dash” between the number and the type of content.

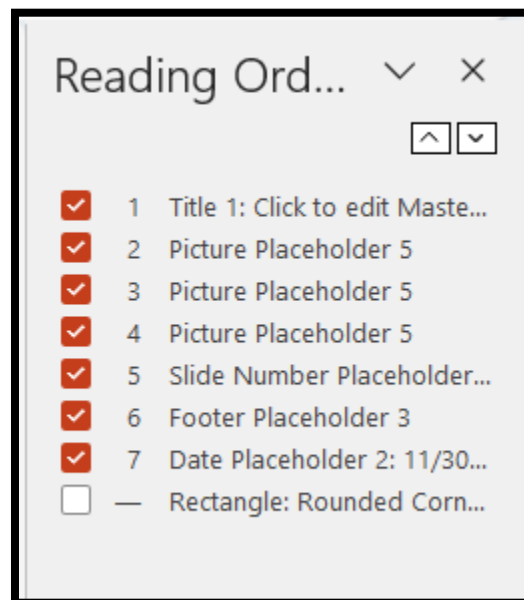


Figure 148 Close-up of the Reading Order Pane for the Colour Banner layout in Slide Master view.

Whenever you work on a slide, whether it is in Slide Master or Normal view, check the logical reading order of the content on the slide canvas.

To move a placeholder or object to its logical place in the reading order:

1. In the Reading Order Pane, select the placeholder or object and press Enter on it.
2. Press Shift + Tab until you land on either the Move Up or Move Down buttons.
3. Press Spacebar or Enter on the option you want, either to move the placeholder or object up one place or Down one place.
4. Press Tab to move back to the list of placeholders and objects in the Reading Order Pane and repeat the process for each placeholder or object you want to move.

Comparison Slide Layout

In the previous chapter we used the comparison slide layout to create a slide layout with a sub-title.

Often, we don't look at what slide layouts are available to us and just insert the default slides...bulleted content. We then mangle the formatting to fit the look and feel we need for our content.

An example is when we need to compare information on a slide and try to do this by using each text or content placeholder as an individual word processor.

This doesn't work well and can create all sorts of accessibility issues.

With PowerPoint there is a fine line between usability and accessibility. For example, if you are comparing two pieces of information how are you doing this? Are you using an accessible table on a slide or are you using the comparison slide...or are you drawing text boxes all over the slide to get the visual effect you want?

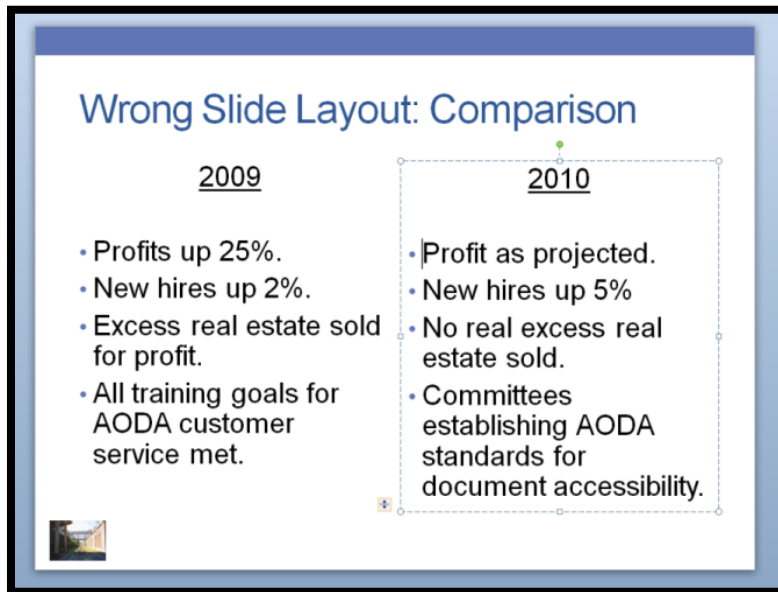


Figure 149 Two column layout used for comparison.

In the preceding image the Two Content slide layout was used to compare information. This required a lot of reformatting of individual pieces of text, specifically the text that heads up each column of information.

Adaptive technology will read this in a linear manner. This means that although visually there is a comparison, the adaptive technology such as a screen reader or text-to-Speech tool will read the column on the left followed by the column on the right.

It is better to use the Comparison slide layout rather than formatting a slide in two columns.

In almost all the cases where I've seen document authors try to compare information on a slide there are two areas that affect the readability and accessibility of the slide:

1. Too much content in one placeholder.
2. Formatting conflicts or wonky formatting of content.

Although there is a tool in PowerPoint to automatically adjust the font size to fit the content, depending on how much content there is in a placeholder the content can become unreadable even when magnified on a projection screen.

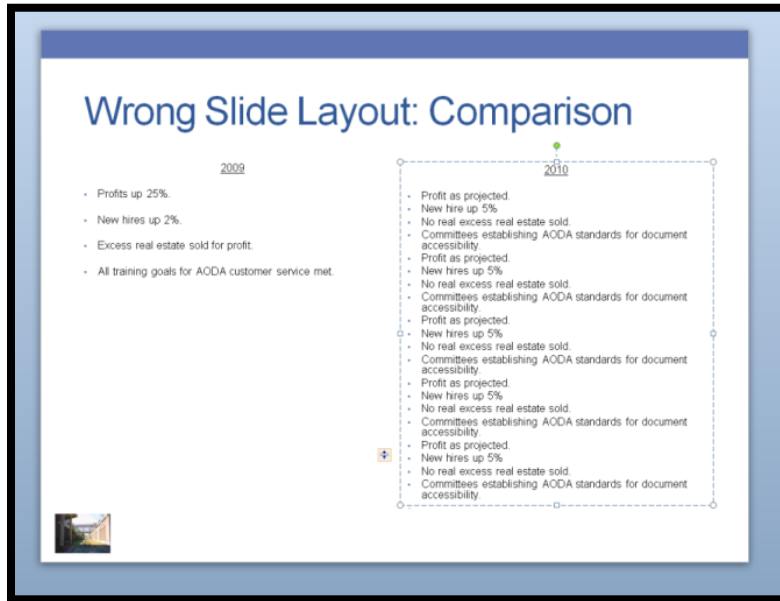


Figure 150 Too much text in one placeholder.

When the right slide for the content is used, the presentation has a more polished look, is more accessible and the content can easily be read.

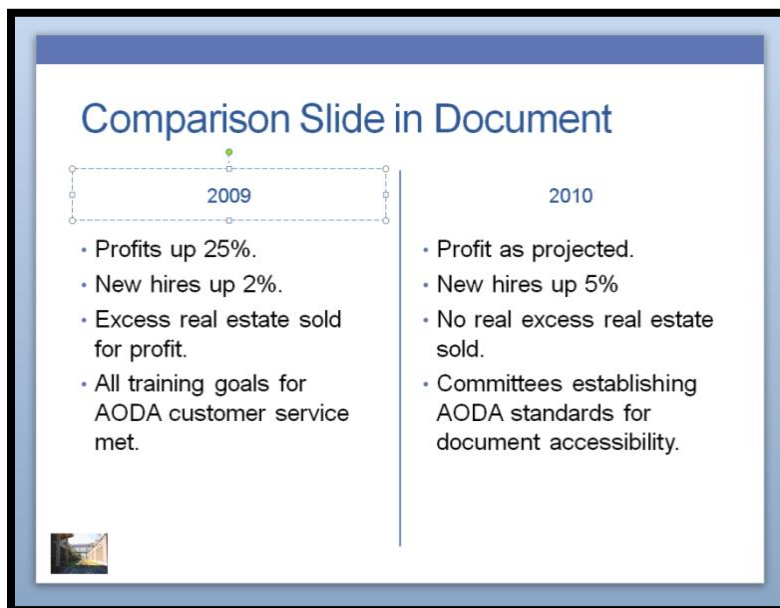


Figure 151 Information compared on comparisons slide layout.

The preceding slide was created using the comparison slide layout that is available by pressing Alt + H, letter I for the Insert Slide Gallery. The years were placed in the

appropriate placeholder which gives you more room to work with the area for comparative content.

The “dividing line effect” was created by decreasing the width of the Content placeholder so some of the slide background colour shows through. This is a more accessible solution than adding decorative lines if your slides have a background colour.

Keep in mind that those of us who use screen readers will read the information on this slide by placeholder. Our adaptive technology is not capable of reading across the broader “lines” of the comparison. It is technology! This is the correct way to display comparative information on slides.

I mentioned the ability to adjust text in a placeholder into two columns.

If you have an overflow issue, one of the options when pressing Alt + Shift + F10 to open the context menu is to format the text into two columns. This is an accessible solution. However, if you are comparing information, this is not a viable solution.

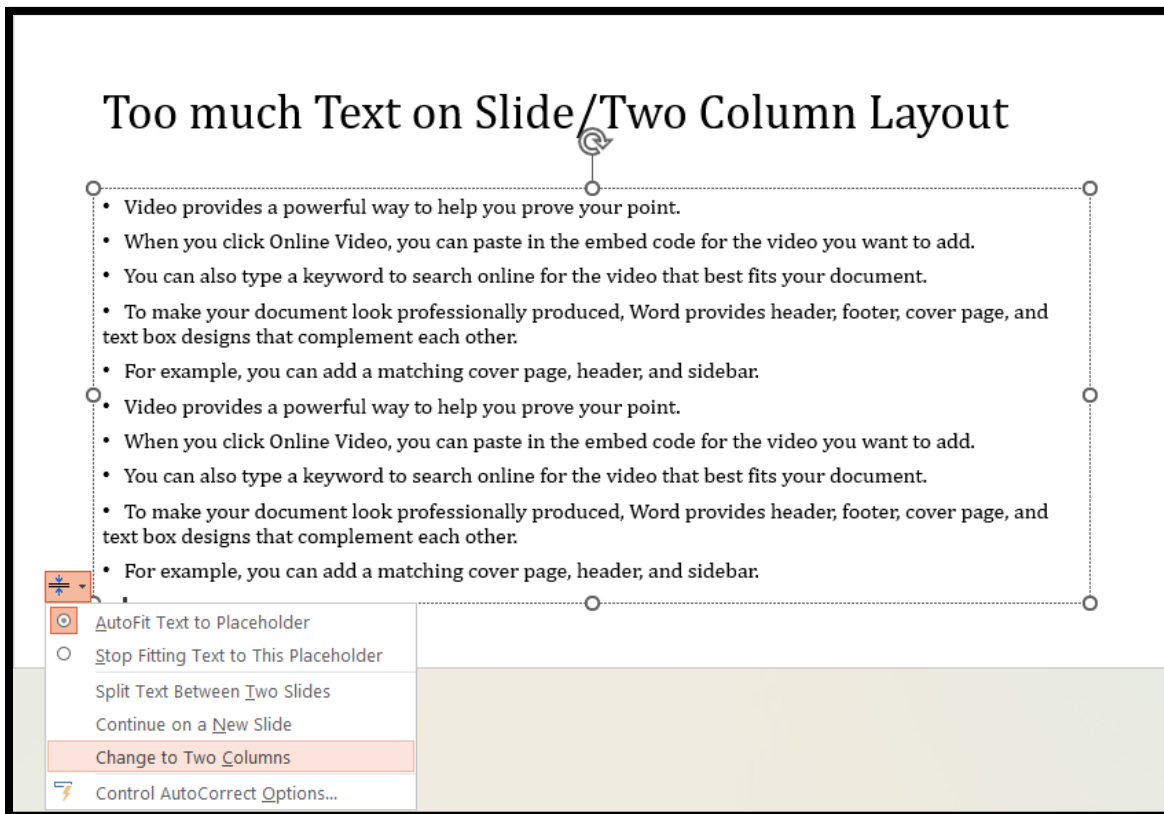


Figure 152 Context menu for placeholder with too much text showing Change to Two Columns.

If you choose Change to two Columns, the text is divided but this may not be the best solution and the text may still be crowded on the slide and unreadable.

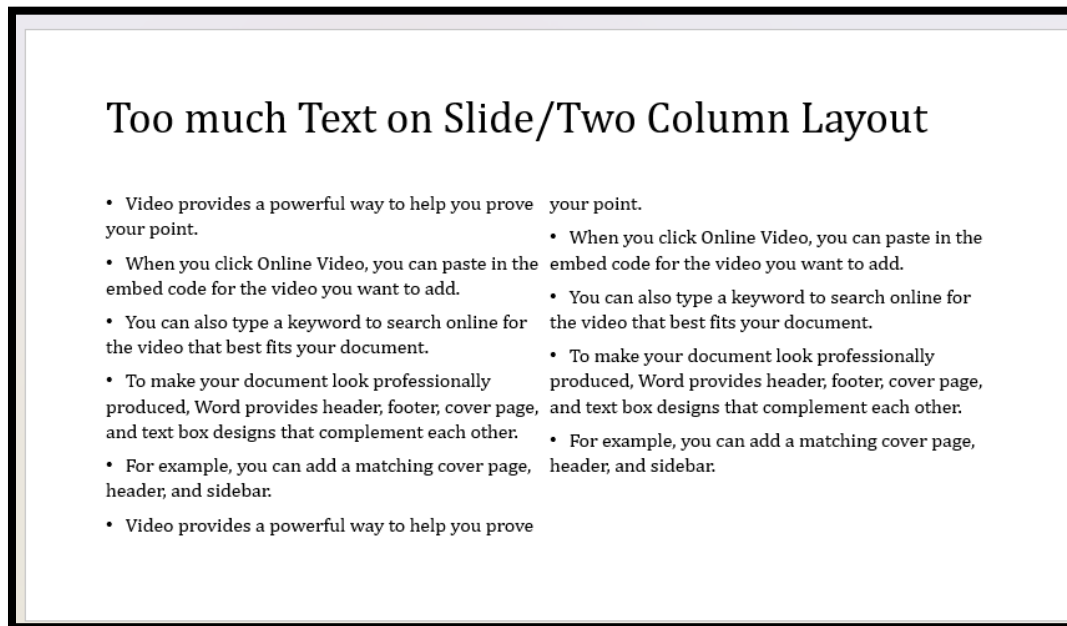


Figure 153 Slide with two columns but the text is still unreadable.

In the preceding image the text is read (and tagged when converted to tagged PDF) as one continuous list, however, there is still too much text on the slide. Divide the content between two slides!

Modify the Line Spacing on Slides

This topic could go into the chapter on Slide Masters, however, most of the time you'll use this when you have text crowded on a slide. This happens frequently in remediating PowerPoint presentations. If the text in a placeholder seems out of alignment, it might be because the setting is set to multiple line which is the default. This visual confusion might be corrected by adjusting the line spacing.

This is not a "cure" for placeholders with too much text!

Whether you are in Slide Master view or Normal layout view, Tab to the placeholder you want to adjust the spacing for.

1. Press Alt + H, P, G for the Home Ribbon, Paragraph dialog.
2. Press Alt + E to move to the spacing for "After" text.
3. Enter the value of 10 point.

4. Tab to the OK button and press Enter.

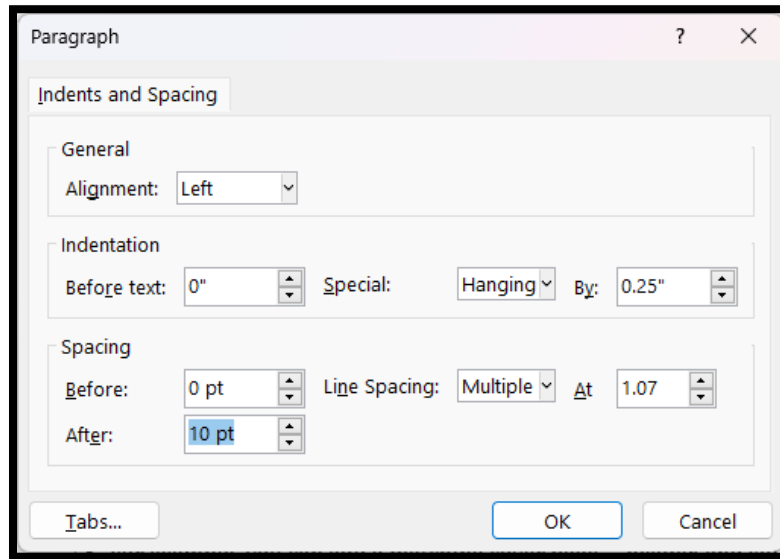


Figure 154 Paragraph dialog showing an adjustment of 10 point after text.

If you do this in Slide Master view, all of the slides using that layout will inherit the spacing. This can give your presentation a more polished look and feel.

Slide Transitions or Animations

We all have a love/hate relationship with transitions on slides. They can add interest to slides and reveal content as we want it to be seen by the audience.

Transitions or animations may be confusing for people with learning, cognitive or visual disabilities. Transitions are an accessibility issue primarily when distributing a Slide Show version of the presentation where the person viewing the show can't turn them off.

Allowing someone to use the keyboard instead of the mouse to move from slide to slide in the Slide Show view is preferred to optimize accessibility. Turning off transitions for a Slide Show view would also optimize accessibility.

The other option is to have the animations activated by the mouse or keyboard, and not automatically implemented.

As we look at transitions and animation, keep in mind one of the new trends in presentations, that of having only one point per slide. Having been an audience member in several of these presentations, the dizzy feeling you get doesn't help focus on the content or the message. When content is related, but spread out over several slides, the audience can't

connect the dots the same way they can when all four or five points are displayed on a slide at the same time.

Slide transitions and animations are not preserved when converting your PowerPoint document to a tagged PDF document. There is a tool in Adobe Acrobat to apply transitions to pages however the same accessibility issues apply. The person who is reading the document may find that the transitions interfere with the ability to understand the content or follow the logical flow of information.

Overlapping Placeholders and Objects

One of the most confusing elements for a slide is when objects or placeholders on slides overlap each other. Someone using a screen reader hears “placeholder A overlaps text box B which overlaps picture 1 which overlaps slide number.”

This is a barrier for someone with information processing issues where they can't distinguish overlapping objects. Another information processing issue is someone who has problems distinguishing spatial relationships between objects.

When documents are composed of several layers, PowerPoint can overlap objects and placeholders making the content unreadable. In addition, if the slide is converted to tagged PDF the layers or objects and placeholders can become confused and disorganized.

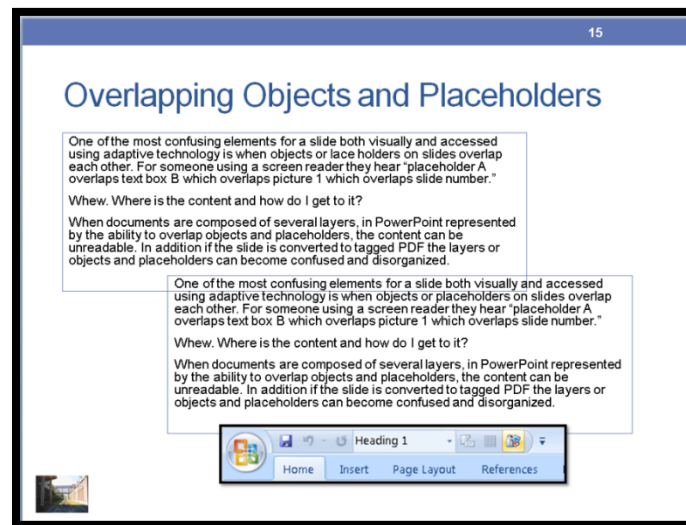


Figure 155 Overlapping objects and placeholders.

In the preceding image I've turned on the lines to outline the text placeholders and added a picture style to provide a border reference for the image. These objects and placeholders clearly overlap and crowd the slide. The content on this slide needs to be reviewed and

divided into three or four slides to give the content breathing room and facilitate comprehension and readability. [I have used text from this book as mock content if you find it looks familiar.]

Slide Numbers and Slide Footer Information

By default, every Slide Master has a Slide Number placeholder. The document author can either make these slide numbers visible or keep them hidden. Slide numbers are part of the header or footer of a slide.

There are advantages to using slide numbers:

- Your audience knows what slide or page they are on for your presentation.
- When someone asks a question, they can refer to a specific slide and you can quickly move to it to put the answer in context.
- If a slide is deleted from a presentation the slide numbers will automatically adjust themselves to show the slides in sequence.

Most people don't know about the ability to put slide numbers on slides in a PowerPoint presentation. As a result, they create text boxes and manually add numbers. This can cause several problems:

- The document author forgets which number they are at and wastes time going backward and forward trying to figure it out.
- If a slide is deleted from a presentation to customize the presentation for an audience, all slide numbers after the deleted slide will have to be adjusted manually.

If you use the Insert Ribbon to add slide numbers by pressing Alt + N, S, N for Insert, Slide Number, you can choose to show or hide various parts of the header or footer. As with Word documents there is the ability not, to show the slide number or header/footer on the first slide in the document.

I Recommend that you add slide numbers after a presentation has been proofread/spell checked. If you have used images that are not in Content placeholders, this technique will put the slide numbers as the last item tabbed into in Normal slide layout. In terms of logical reading order, slide numbers will be read last on each slide.

If you do use the Footer area for information, put the Footer as one of the last items, after the slide number, in the Reading Order Pane. The information in the Header/Footer will be repeated on EVERY slide. Those of us using screen readers must listen to the Footer/Header information on EVERY slide. Logically, we want to hear the slide number

first so we can skip the Footer/Header information. While we can use keyboard commands to skip over repeated information, it can be annoying to have to do this on each slide when the document author could have presented us with a logical reading order. If the Date placeholder is used, it should go before or after the Footer placeholder in order to be skipped.

When you press Alt + N, S, N the Header and Footer dialog opens as shown in the following image.

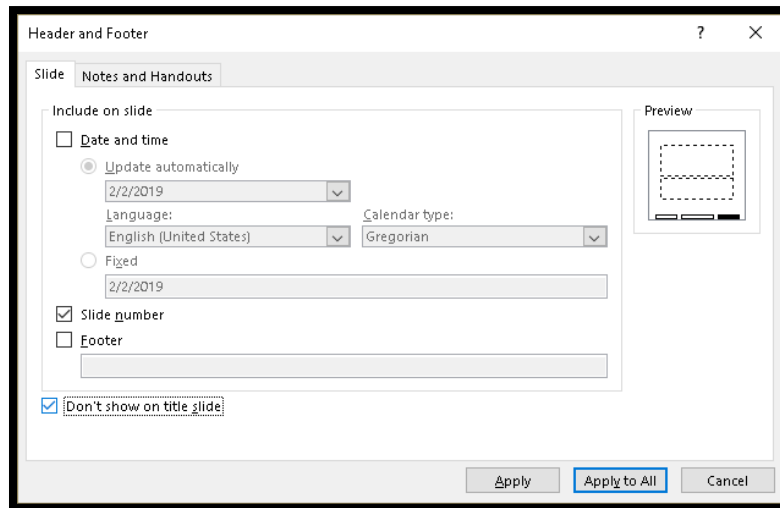


Figure 156 Header/Footer dialog in PowerPoint.

The option we want is the check box for Slide Numbers. Check this check box by pressing Alt + N which will move focus to the Slide Number check box and check it. This is a toggle so pressing Alt + N while in the Header and Footer dialog again will uncheck the check box.

If you don't want the slide number to appear on the first slide or title slide press Alt + S for the check box "Don't show on title slide." This too is a toggle so pressing Alt + S again while in the Header and Footer dialog will turn this option off.

Of course, you can always Tab to these check boxes and check them using the Spacebar.

There are two buttons to the right of the series of options. One button will apply the header or footer information to all slides in the presentation while the other button will apply the header or footer information to the current slide only.

To apply the header and footer or slide number information to a PowerPoint presentation while in the Header and Footer dialog:

- Press Alt + Y to Apply to All.

- Press Alt + A to Apply which will apply the header and footer information to the current slide only.

For slides where a banner or decorative image is used down the edge of the slide, make sure that the slide numbers are not covered up. For these types of slides you may have to resize the decorative banner so that the slide numbers are visible or change the text and background colours of the slide numbers so that they are visible. Generally, I wouldn't recommend this type of decorative image as I haven't really found a need for them on slides. They tend to add clutter to the slide making content confusing.

Colour Contrast

When we talk about PowerPoint, there is an elephant in the room: colour!

A good example of examining the use of colour is when I created the slide layout with the light blue background but then couldn't find a way to make some of the elements I want to put on a slide work with that background colour. The best solution in that instance is to remove the colour from the slide layout. Just because you think it might be a good idea and an effective visual for the audience, doesn't mean that it will be. You must understand that you may have to let some of your ideas about the use of colour go, not just for accessibility, but for retaining the attention of your audience who are staring at the slide.

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:

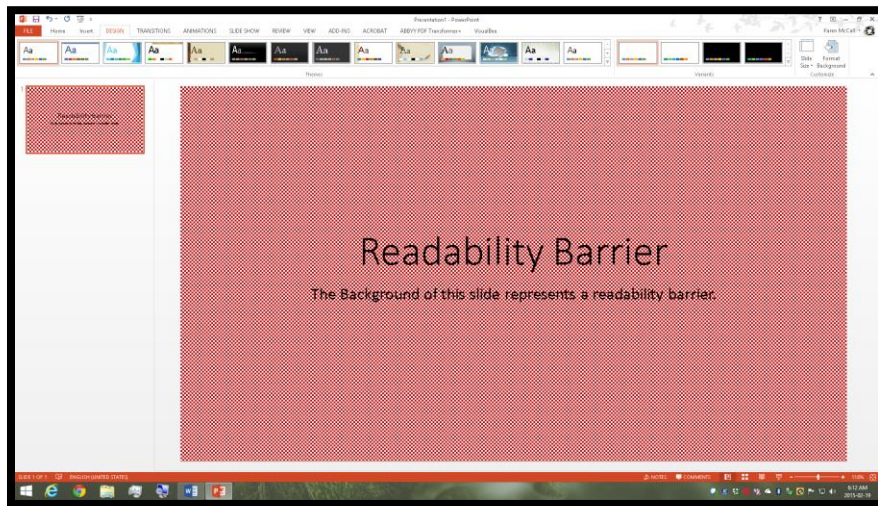


Figure 157 Slide with small red check background and black text.

A component for accessible PowerPoint presentations is to choose good color contrast and not to overuse color on slides or within a presentation.

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.

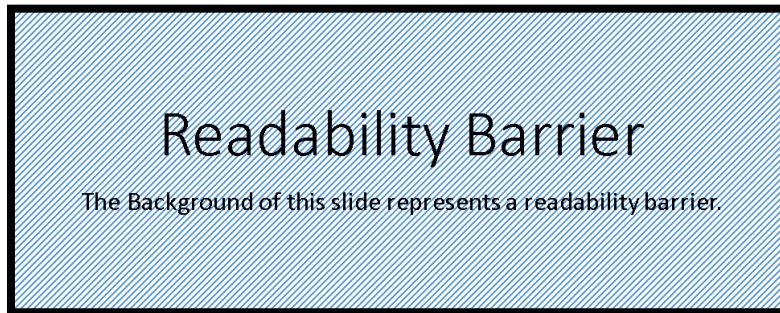


Figure 158 Light blue diagonal line background with black text.

When you go to Office 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 159 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](http://www.pacielllogroup.com/resources/contrastanalyser/)⁶.

⁶ Colour Contrast Analyzer, The Paciello Group: <http://www.pacielllogroup.com/resources/contrastanalyser/>

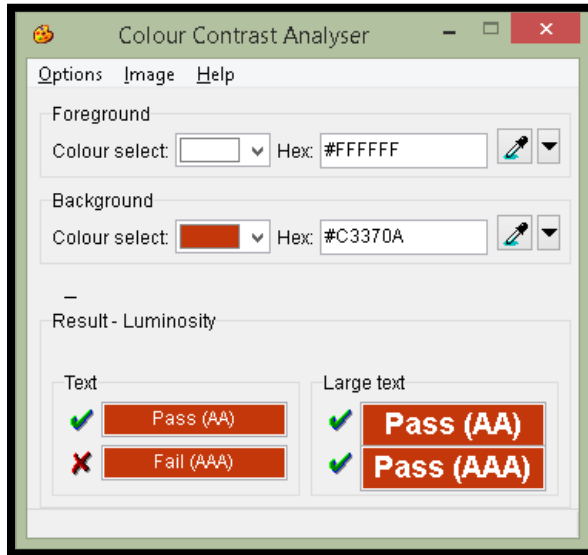


Figure 160 "Berlin" template/Theme fails the Colour Contrast Analyzer.

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.

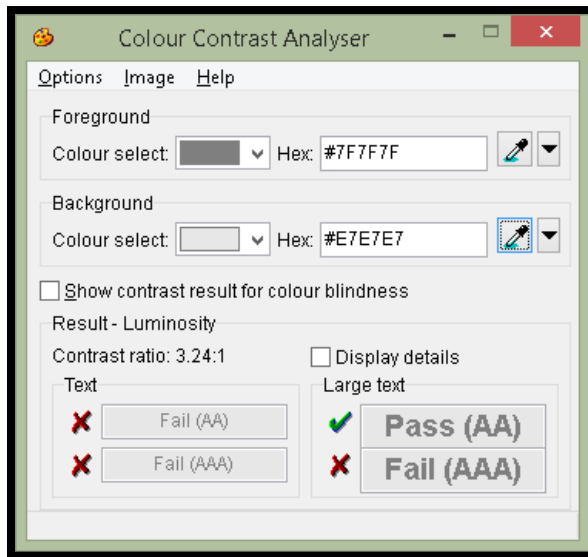


Figure 161 "Main Event" template/Theme fails Colour Contrast Analyzer.

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.

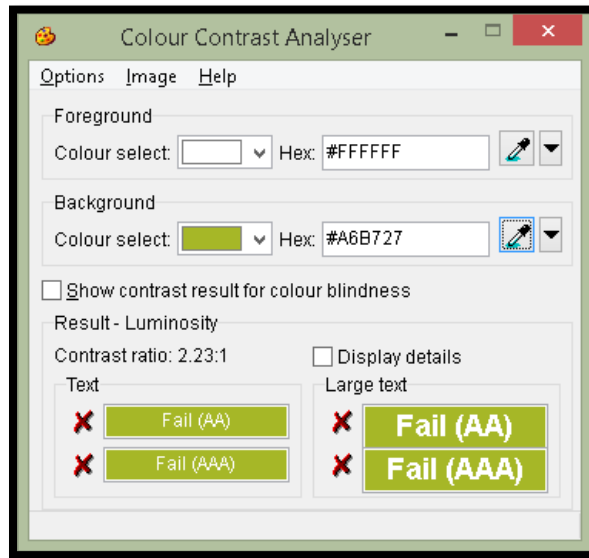


Figure 162 "Basis" template/Theme fails the Colour Contrast Analyzer.

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.

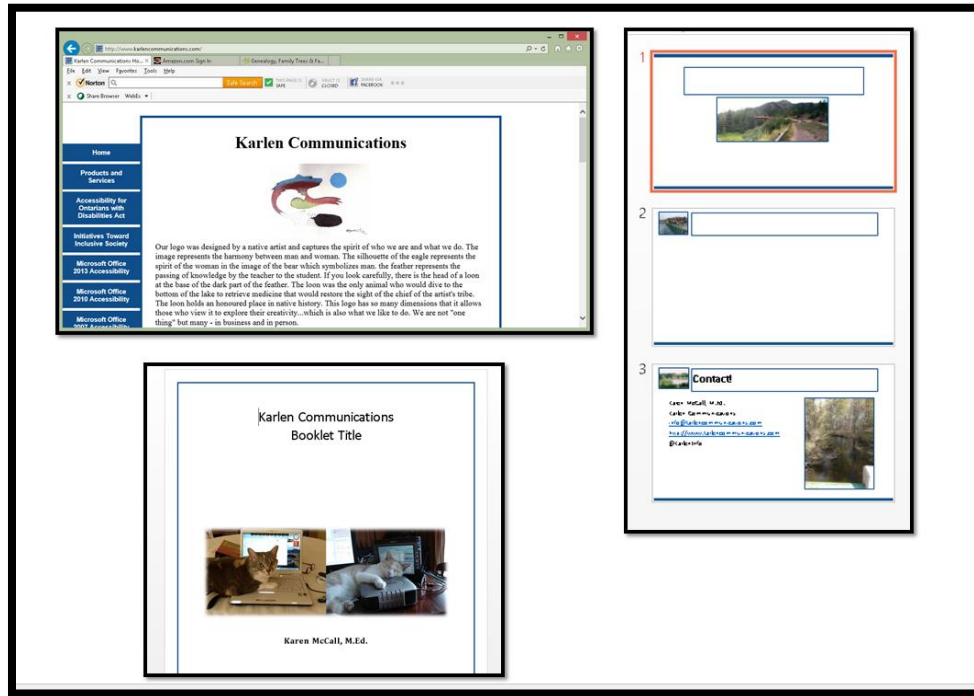


Figure 163 Karlen Communications web page, Word template and PowerPoint template.

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 logical reading order are among the most significant barriers to content when working with PowerPoint.

Using the Colour Contrast Analyzer with the Keyboard

The first step is to get the information about the background colour and the text in your PowerPoint presentation. For this topic, I've created some sandbox text with a light colour for the text and a pale-yellow background or shading.

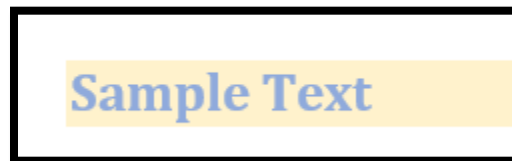


Figure 164 Sample light blue text with light yellow shading as the background.

Gathering the Colour Information

The first step in the process is to gather the RGB or Red, Green Blue values for the foreground/text and background.

If you are using the mouse, you can use the Eyedropper in the Colour Contrast Analyzer dialog instead of gathering the RGB values for the foreground/text and background.

To gather the colours using the keyboard:

1. Select one or all letters in the text and press the AppKey to open the context menu.
2. Press F for Font, which opens the Font dialog.
3. In the Font dialog, press Alt + C to open the colour palette.
4. Once the colour palette opens, press M for More Colours.

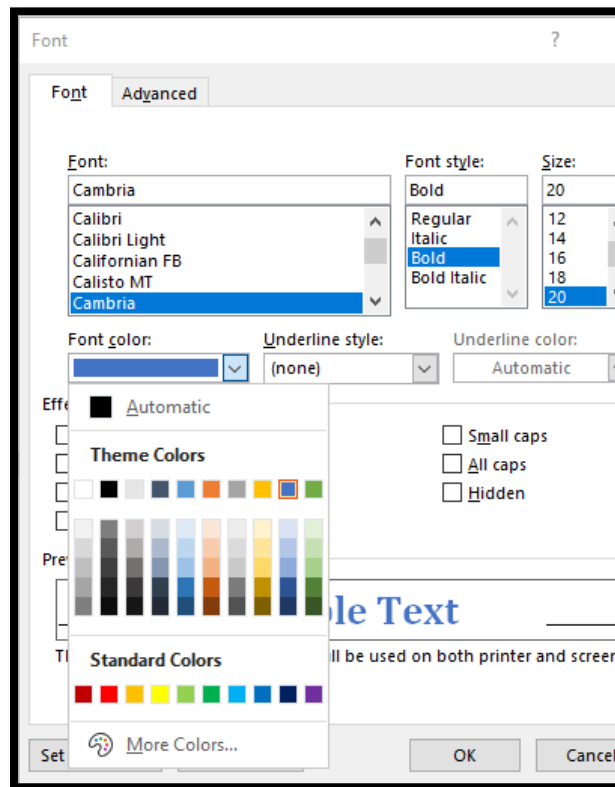


Figure 165 Font dialog showing colour palette expanded.

When the Colour dialog opens, press Ctrl + Tab to move to the Custom tab to find the Hexadecimal and RGB or Red, Green, Blue colour values.

Press Tab until you land in the Red edit box. Using a screen-reader, you will hear "Red" followed by the value. This is an edit box, so if you type a number, it will be entered.

Take note of the Red value, press Tab to move to the Green Value and make a note of it and then press Tab to move to the Blue value and make a note of it.

If you want to enter the Hexadecimal number, press Tab until you reach the “Hex” or a Hexadecimal number and note it, including the number sign.

For documents, we generally don’t use the Hexadecimal values because they are web-based values.

Type the RGB values with a space after the commas. For example, the text colour is “68, 114, 196”. When entering the information into the Colour Contrast Analyzer, it doesn’t matter if you add a space between the commas and the next number.

You can copy them into a NotePad document and paste them into the Colour Contrast Analyzer.

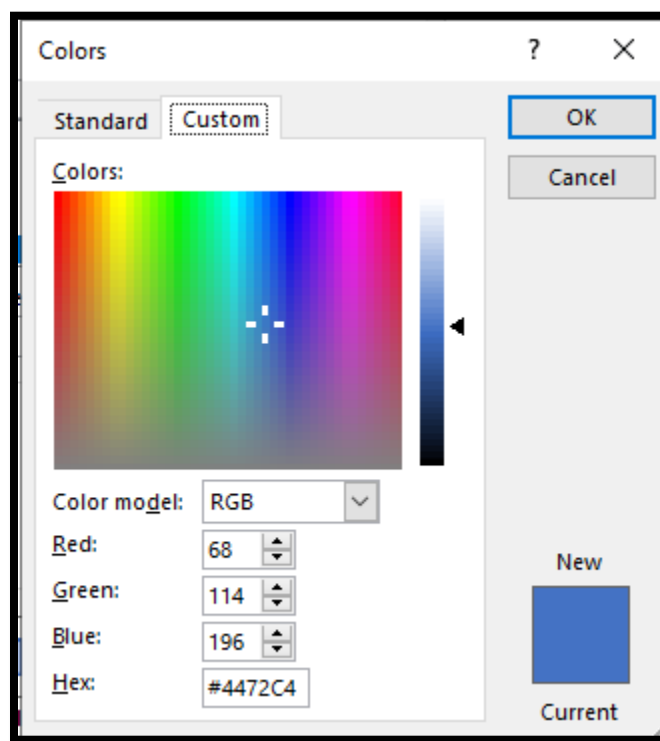


Figure 166 Colour dialog showing the RGB and Hexadecimal colour values.

Press Escape to move back to the presentation.

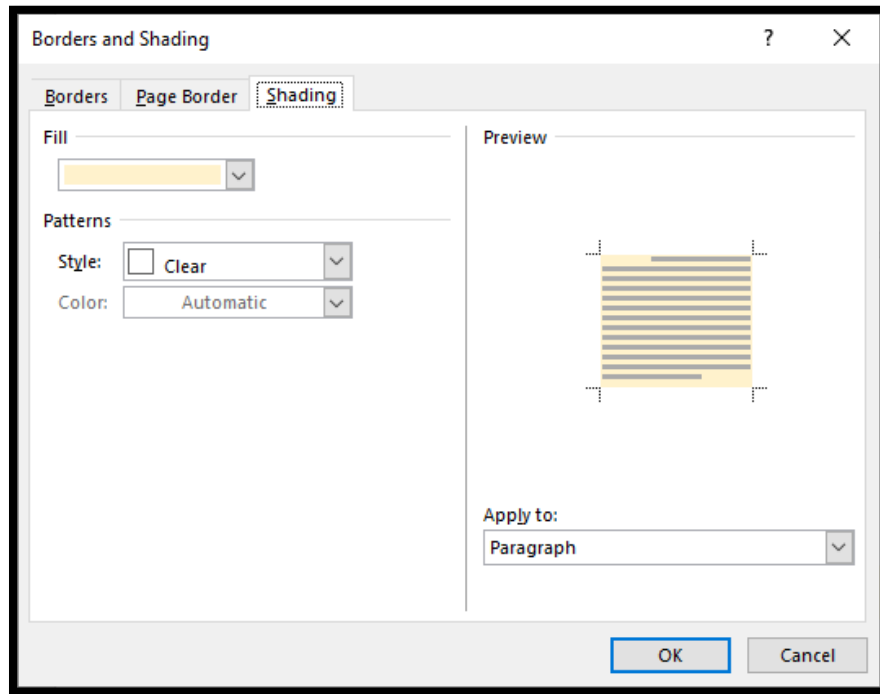


Figure 167 Borders and Shading dialog showing the Shading tab.

With the text still selected, press Alt + H, B, letter O for the Home Ribbon, Borders, Borders, and Shading dialog.

When the Borders and Shading dialog opens, press Ctrl + Tab to move to the Shading tab, then press Tab to move to the Colour palette. It is not expanded at this point.

Press Alt + Down Arrow to expand the colour palette, then M for More colours.

Press Tab to move to the Red colour value and note it.

Press Tab to move to the Green colour value and note it.

Press Tab and move to the Blue colour value and note it.

If you are typing the values, type them with a space between the commas and the number. For example, the background colour would be noted as "255, 242, 204".

You can copy them into a NotePad document and paste them into the Colour Contrast Analyzer.

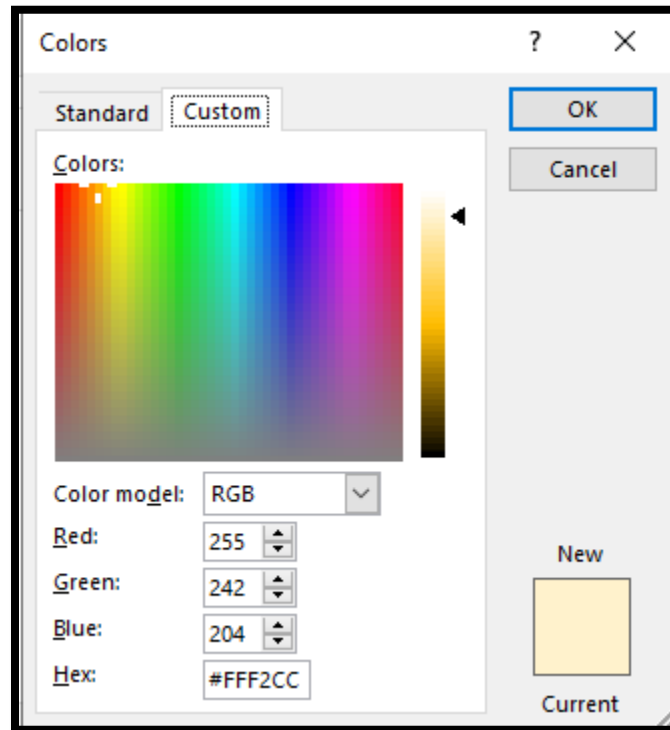


Figure 168 Colour dialog in the Borders and Shading dialog showing the shading or background colour.

Switch to the Colour Contrast Analyzer

Once you have noted the text or foreground colour and the background colour, go to your desktop, and launch the [Colour Contrast Analyzer](#)⁷.

If you are using the mouse, you can use the eyedropper in the Colour Contrast Analyzer dialog.

There is a Windows and Mac version of the Colour Contrast Analyzer.

You can use the keyboard with the Colour Contrast Analyzer, and it does work with a screen reader. In this example, I've changed the default "Hex" values to RGB values because that is what I usually work with when dealing with colour in documents.

When you get to the values drop down, press Alt + Down Arrow to see the options. If RGB is not Selected, select it and press Enter. You will need to do this for both foreground/text and background colours to check the same type of colour.

⁷ Colour Contrast Analyzer from The Paciello Group (TPGi): <https://www.tpgi.com/color-contrast-checker/>

Press Tab to move to the edit area where you can type in the values, in this case, the RGB values. When you land in the edit area, press the End key to remove the selection, then use the Left Arrow to move the cursor to just before the right paren.

Use the Backspace to remove the current values entered and type in the values for the text/foreground from your notes. I usually add spaces between the commas and the numbers. However, you can try it without spaces to see if that works.

You can also paste the values in from the note you created which saves time.

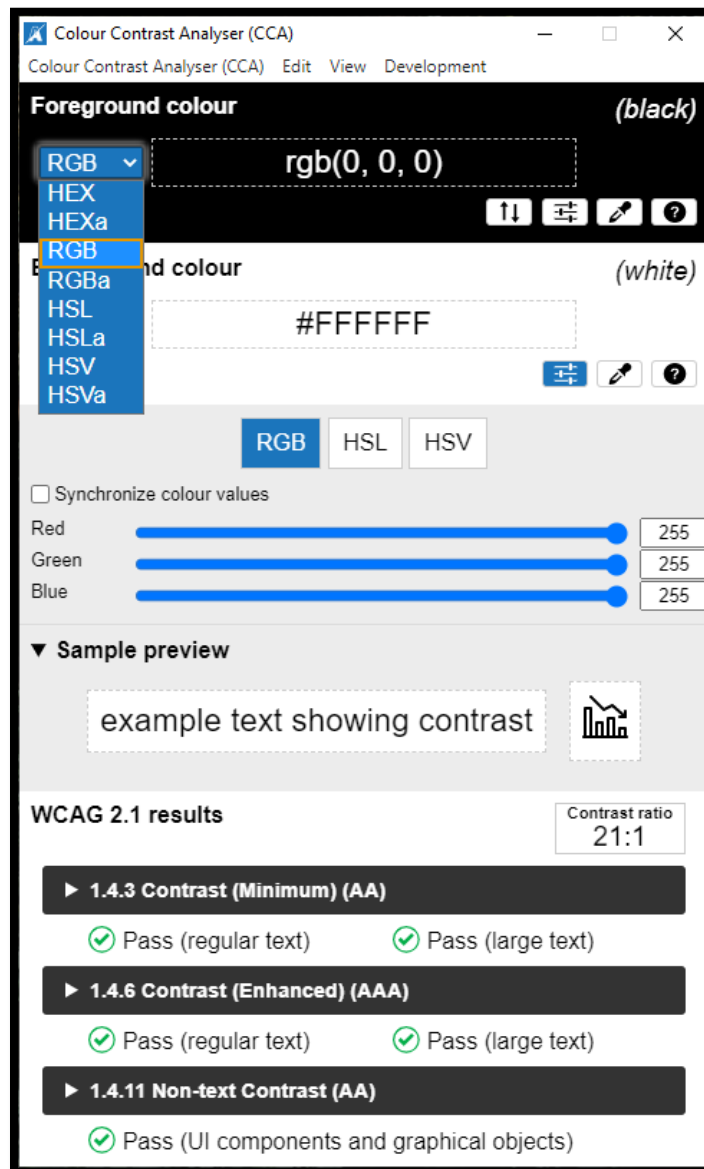


Figure 169 Colour Contrast Analyser dialog showing the expanded values options.

Once the values are entered for the text/foreground, press Tab to move through the icons for the eyedropper and other tools until you land on the values options drop-down for the background colour. Make sure that the values are the same in terms of both being RGB or being Hexadecimal. It is less confusing.

When the values options are set to be the same as the text/foreground, in this example, RGB, press Tab to move into the edit area where you can enter the background colour values.

Press the End key to remove focus from the text, then press the Left Arrow to move the cursor just before the right paren.

Press the Backspace to remove the RGB values currently entered and replace them with the background values from your notes.

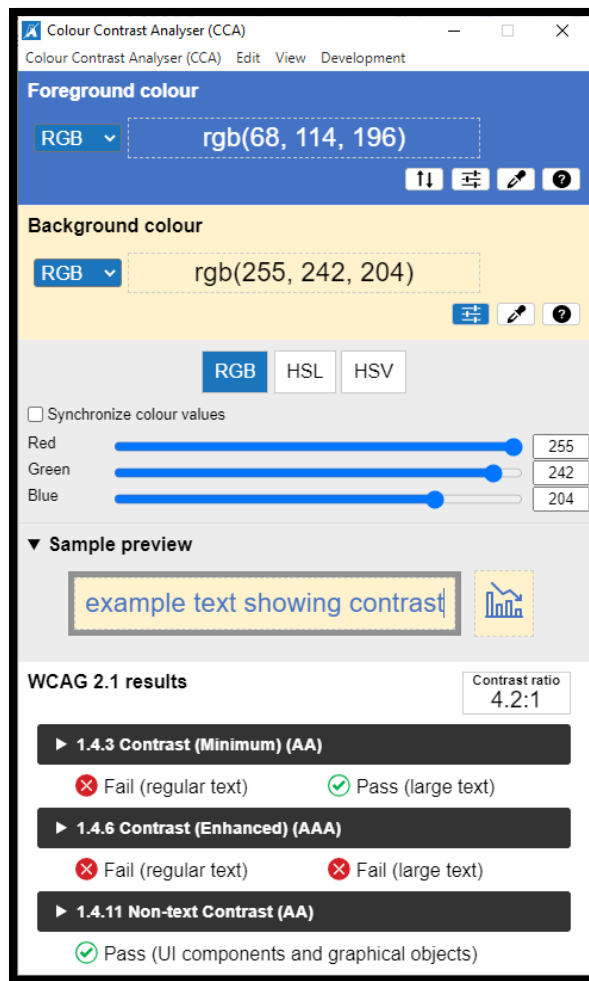


Figure 170 Colour Contrast Analyzer dialog showing the results of the colour contrast check: a failure.

As soon as you enter the background colour information, the results are available.

Press Escape to exit edit mode and then press the Down Arrow to begin moving through the results if you are using a screen-reader. There are headings in the dialog to get you to result faster.

I used the JAWS screen reader for this topic and accessed all the information in the Colour contrast Analyzer dialog.

Using the Eyedropper to Gather Colours from Graphics

New colours can be added to a presentation by using the Eyedropper tool to take colours from a graphic. The graphic can either be on a Slide Master or a slide. While the initial step of using the eyedropper to take a colour from a graphic is not keyboard accessible, once a colour has been gathered from a graphic, using those colours is keyboard accessible.

Always check the colour contrast for colours you take from graphics!

The first step in using the Eyedropper to gather colour from is to add an image slide.

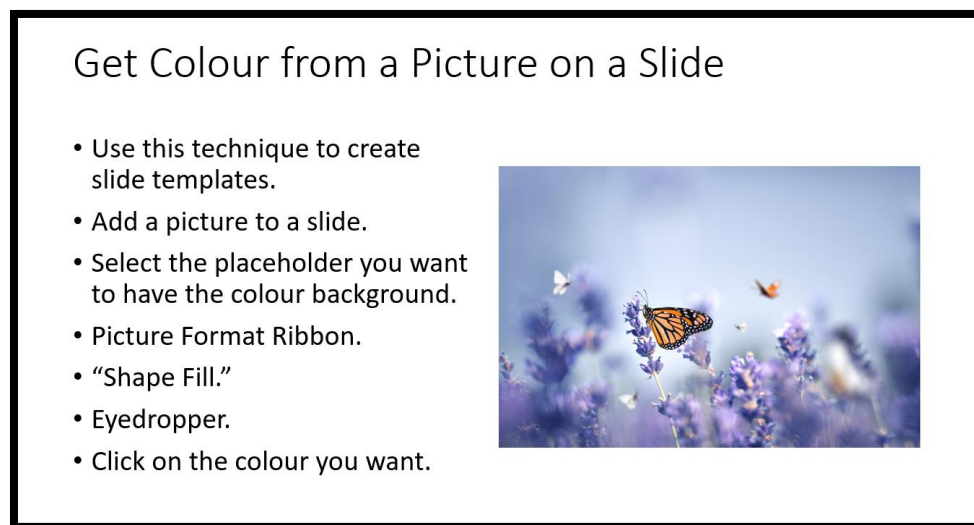


Figure 171 Slide with an image added.

Eyedropper Colour for Text

You can use a graphic to gather colours for text on slides. If you do this, I recommend that it apply to Slide Title text only. Don't over format!

To use a colour from a graphic for text:

1. Select the text you want to change the colour of.

2. In the Format Shape Ribbon, click Text Fill.
3. Click Eyedropper.
4. Move the Eyedropper over the graphic.
 - a. You will see the RGB values as you do this.
5. For checking colour contrast, take note of the RGB values of the colour you choose.
6. Click on the colour you want to add to the colour palette.
7. It will appear in the Colour palette under “Recent Colours”.
8. The selected text will now use that colour.

The following image shows the Text Fill context menu. There are some of the colours from graphics in the Eyedropper.pptx sample attached to this book.

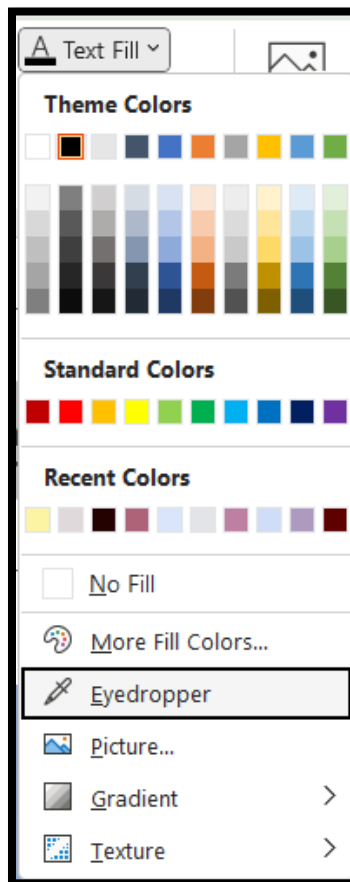


Figure 172 v Picture Format Ribbon, Text Fill context menu.

The following image shows the mouse hovering over a graphic with the RGB values displayed.

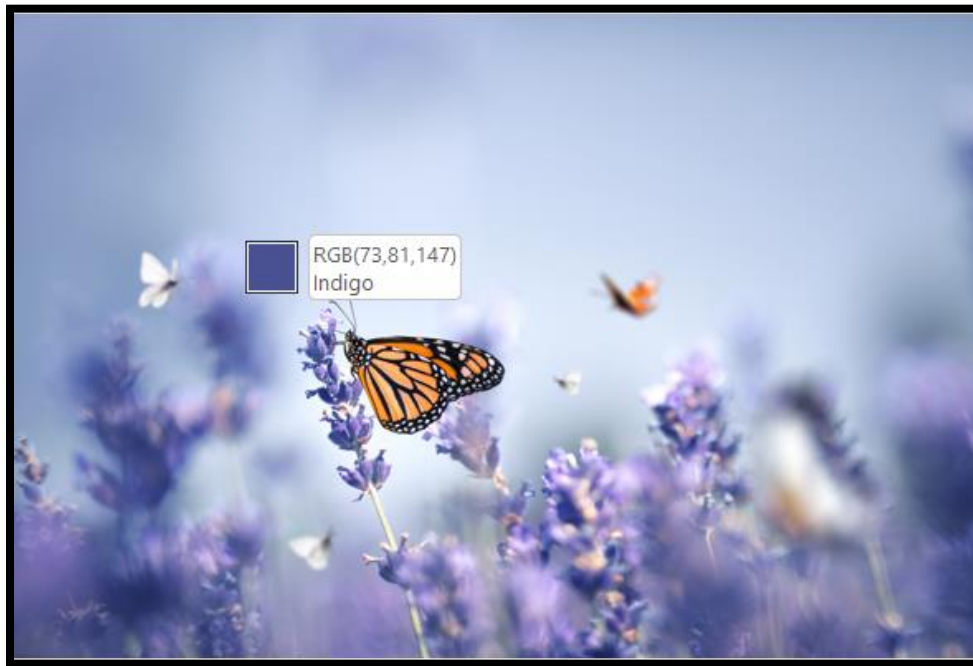


Figure 173 Graphic showing Eyedropper and RGB values for an area on the graphic.

Once you click on a colour in a graphic, that colour is applied to the selected text.



Figure 174 Text with the colour gathered from a graphic on a slide.

The following image shows the effect on the slide.

Get Colour from a Picture on a Slide

- Use this technique to create slide templates.
- Add a picture to a slide.
- Select the placeholder you want to have the colour background.
- Picture Format Ribbon.
- “Shape Fill.”
- Eyedropper.
- Click on the colour you want.

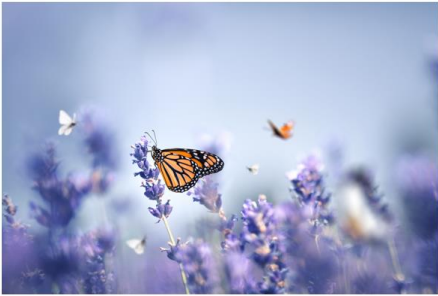


Figure 175 Full effect of graphic colour for text on a slide.

Eyedropper Colour for Placeholder Background

Although you can combine colours from a graphic for both the text and background of a placeholder, keep in mind that sometimes we get carried away with the techniques available to us when creating content. Sometimes less IS more. 😊

To use a colour from a graphic on a slide for the background of a placeholder:

1. Select the placeholder. As with the Text Fill, I recommend using this technique on Slide Title Placeholders only.
2. Click the Picture Format Ribbon.
3. Click Shape Fill.
4. In the Shape Fill context menu, click Eyedropper.
5. Hover the Eyedropper over the graphic.
 - a. Take note of the RGB value of the colour you choose.
6. Click on the colour you want applied to the background of the placeholder.
7. Check the colour contrast between foreground and background colours.

The following image shows the Shape Fill context menu. There are some colours gathered from graphics in the “Recent Colours” area.

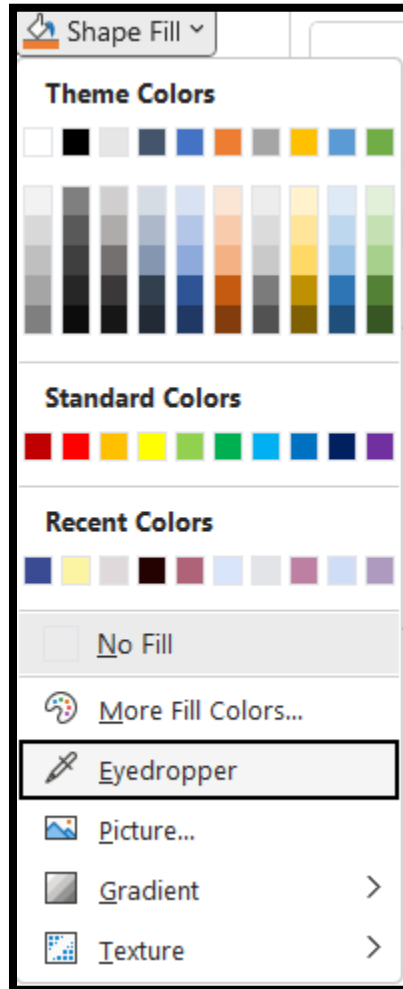


Figure 176 Shape Fill showing Eyedropper tool in the Shape Format Ribbon.

The following image shows a graphic on a slide with the Eyedropper tool hovering over an area of the graphic revealing the RGB values for the colour of that area.

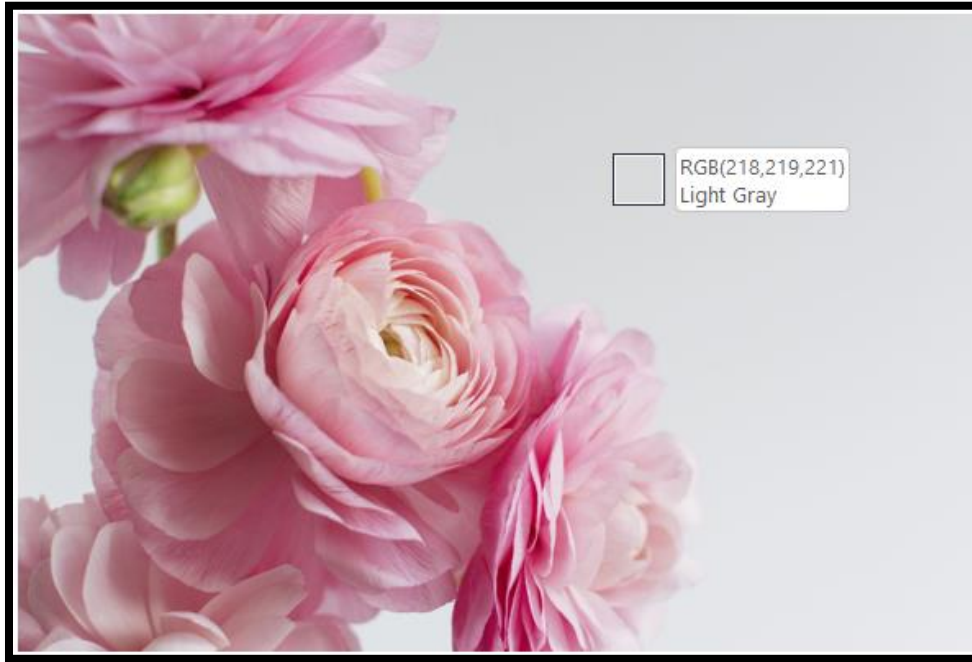


Figure 177 Graphic on slide showing the Eyedropper hovering over an area of the graphic with the RGB values.

The following image shows the placeholder background with the Shape Fill gathered from the graphic on the slide.



Figure 178 Slide Title placeholder with background colour gathered from a graphic on the slide.

The following image shows the full effect of the Slide Title background from a graphic on a slide.

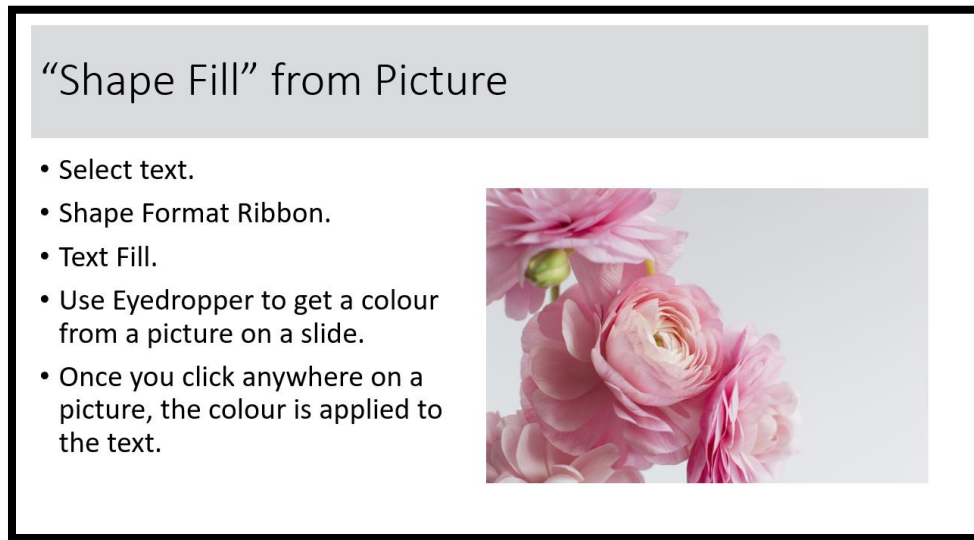


Figure 179 Full effect of graphic colour used for Slide Title placeholder background.

Combining Text and Background Colours using the Eyedropper

As a design choice, there may be times when you want to combine the colours gathered from graphics on slides for both the text and background of a Slide Title placeholder.

While using the colours from graphics is not confined to Slide Title placeholders, keep in mind the overall design of the template or presentation. Don't overwhelm the audience with colour so that they don't focus on your message.

To combine the text and background colours of a placeholder from a graphic on a slide:

1. Follow the steps in the Text Fill topic in this chapter.
2. In the Shape Format Ribbon, click on Text Fill.
3. Click on Eyedropper.
4. Gather the colour for the text from an image on the slide or use one of the colours you've previously gathered.
5. Remove selection from the text.
6. With the Slide Title placeholder selected, not the text, click the Shape Format Ribbon.
7. Click Shape Fill.
8. Click Eyedropper.

9. Gather a colour from an image on the slide or use one of the colours previously gathered.
10. Check the colour contrast!

The following image illustrates the combination of colours gathered from a graphic for the text and background of a Slide Title placeholder.



Figure 180 Slide Title placeholder with colours from a graphic on the slide combined for text and background.

As illustrated in the following image, this colour combination fails the Colour Contrast Analyzer for use in anything but large text (AA) or UI components and graphical objects.

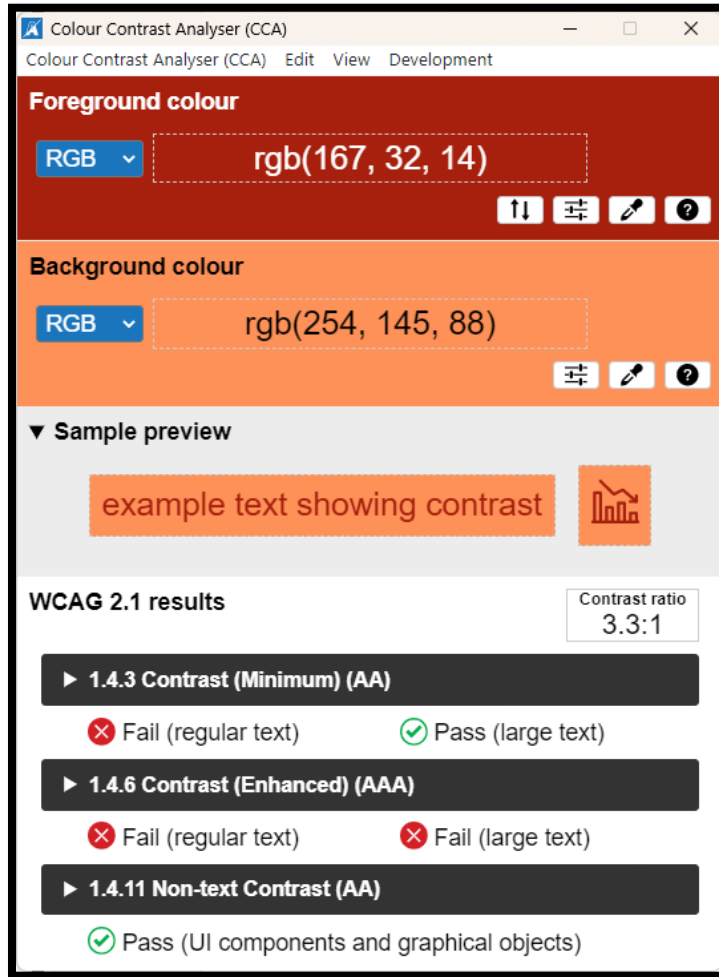


Figure 181 Colour Contrast Analyzer showing failure of text and fill colours combined from a graphic.

The following image shows the full effect of combining colours for text and background in a Slide Title placeholder for the slide.



Figure 182 Slide with Slide Title placeholder using text and background colours from a graphic on the slide.

Eyedropper Colour as Slide Background

To use a colour from a graphic on a slide as a slide background, switch to Slide Master View by pressing Alt + W, M.

You can either gather the colours from a graphic on the slide canvas or from a graphic on a Slide Master.

To use a colour from a graphic on a slide as a background colour:

1. Use the steps previously illustrated in this topic to gather colours from a graphic on a slide or graphics on several slides.
2. Press Alt + W, M to switch to Slide Master View.
3. Press Shift + F6 to move to the Thumbnail Pane and the list or tree of possible slide layouts.
4. Select the slide you want to apply the colour background to.
5. Press the AppKey and press D for Duplicate Slide.
6. The duplicate slide will now have focus.
7. Press the AppKey and press R for Rename Slide.
 - a. In the Eyedropper presentation attached to this PDF, I've named the new slide layout "Colour Background".

8. With the new slide layout still selected, press Alt + M, B, F for Slide Master, Background, Format Background.
9. Focus should be on the Colour palette in The Lines and Fill tools in the Format Shape Pane.
10. Press Alt + Down Arrow to open the colour palette.
11. Use the Down Arrow until you land on the Recent Colours list.
12. Select the colour you want to use for the background and press Enter.

Return to Normal slide layout by pressing Alt + W, L.

You can use colour in many ways on a slide and still have an accessible slide.

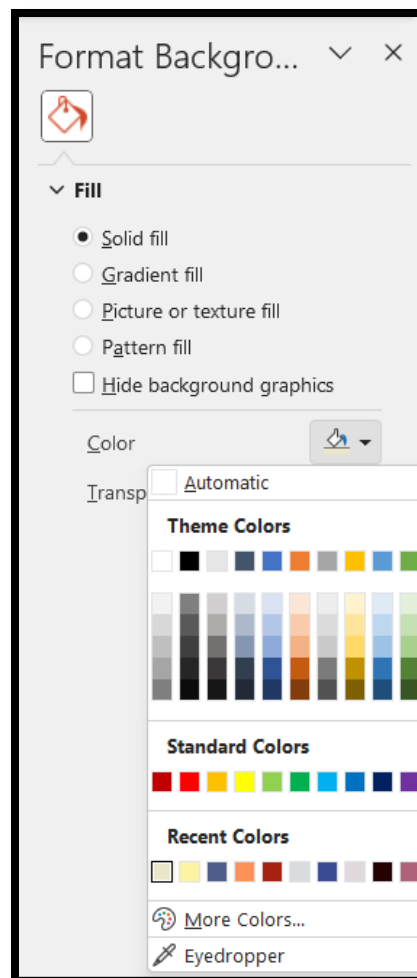


Figure 183 Format Background Pane showing colour from a graphic in list of Recent Colours.

You can achieve the same effect on the slide canvas by pressing Alt + G, F for Design Ribbon, Format Background.

Eyedropper Colour Background on Single Slide (Slide Master)

For this topic, I'm going to use the Eyedropper colours to create a uniform look and feel for the presentation.

We are going to work in Slide Master view. We are going to use a shape to create a band of colour across the centre of the slide.

The first step is to duplicate a slide.

1. Press Alt = W, M for Slide Master.
2. Put focus in the Thumbnails of available slides by pressing Shift + F6.
3. Select the slide you want to duplicate. For this exercise, we'll use the Title Only slide layout.
4. Press the AppKey and then D for Duplicate Slide.
5. With the duplicate slide selected, press the AppKey followed by R for Rename.
6. In the Rename dialog, give the new slide layout a meaningful name.
7. I'm going to call the new slide layout Picture Banner. It is part of the Eyedropper presentation.
8. On the canvas of the Colour Background slide (press F6) to move back to the slide canvas, press Alt + N, S, H for Insert Ribbon, Shape.
9. Move the mouse pointer over the slide canvas and create the shape. It should be wide enough to hold a picture and cover the slide from "margin to margin". In the sample slide, the measurements are 2.13 inches by 11.5 inches.
10. While in the Lines and Fill tools, I changed the colour of the line around the shape to one from the graphic so that it would compliment the visual effect. By default, the border or line is black.
11. Save the presentation or template.

We are going to add three (3) Pictures to a slide.

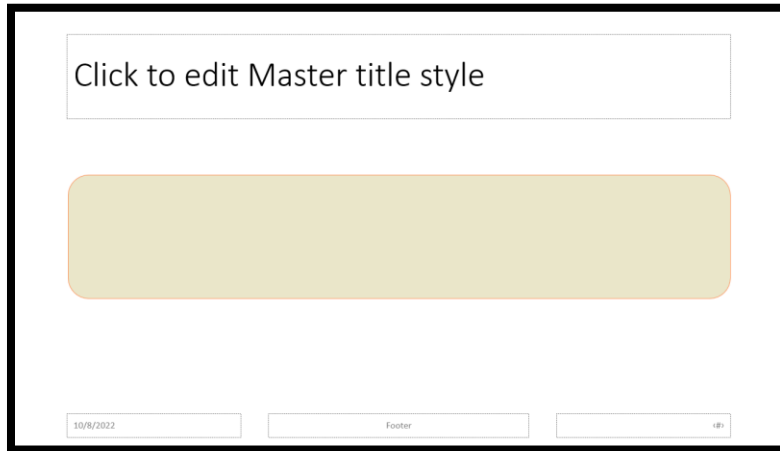


Figure 184 Colour Banner layout in Slide Master View.

Picture Placeholders

When you add Picture placeholders to slides, it means that only pictures can be added to those placeholders. This is one way for template authors to control the content of specific layouts in a presentation.

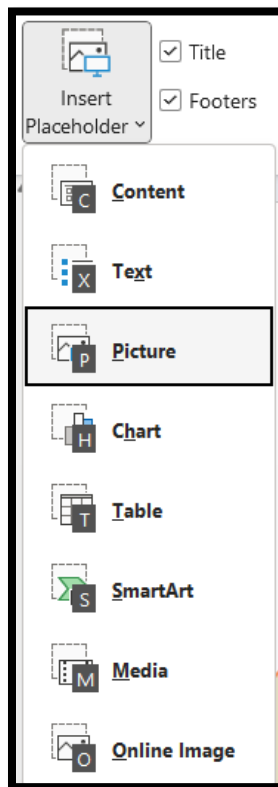


Figure 185 Slide Master Ribbon showing the Insert Placeholder context menu with Picture highlighted.

There is an oddity with Picture placeholders. The first is that when you add a Picture placeholder, the Format Shape Ribbon appears instead of the Format Picture Ribbon. The workaround for this is to add the Picture Styles on the slide canvas in Normal view. The second issue is that you can't press Enter to go into edit mode. Currently, pressing Enter opens the dialog to look in the computer's hard drive for pictures. You can, however, press Alt + N, P and choose the location of graphics while the Picture Placeholder has focus.

Let's get started using Picture placeholders!

To add a Picture placeholder to a Slide Master:

1. Press Alt + M, A, P for the Slide Master Ribbon, Insert Placeholder, Picture.
2. A Picture placeholder is added to the slide canvas.
 - a. You will need to move and resize the Picture placeholder, so it is positioned where you want it in the colour banner. We are going to add three Picture placeholders to this slide.
 - b. For some reason there is a bullet in the Picture Placeholder despite only being able to add a picture to it. To remove the bullet, press Enter to go into Edit mode, press Alt + H, U for the Bullets Gallery and choose None.
3. With the first Picture placeholder selected, not in Edit mode, press Ctrl + D to Duplicate placeholder to create two more Picture placeholders.
 - a. It is better to do this once you have the first Picture placeholder resized.
4. Press Escape to remove focus from the Picture placeholders.
5. Press Tab to move to the second Picture placeholder and use the Left, Right, Up and Down Arrows to position it where you want in the colour banner.
6. Press Escape, press Tab to move to the third Picture placeholder and position it where you want it in the colour banner.

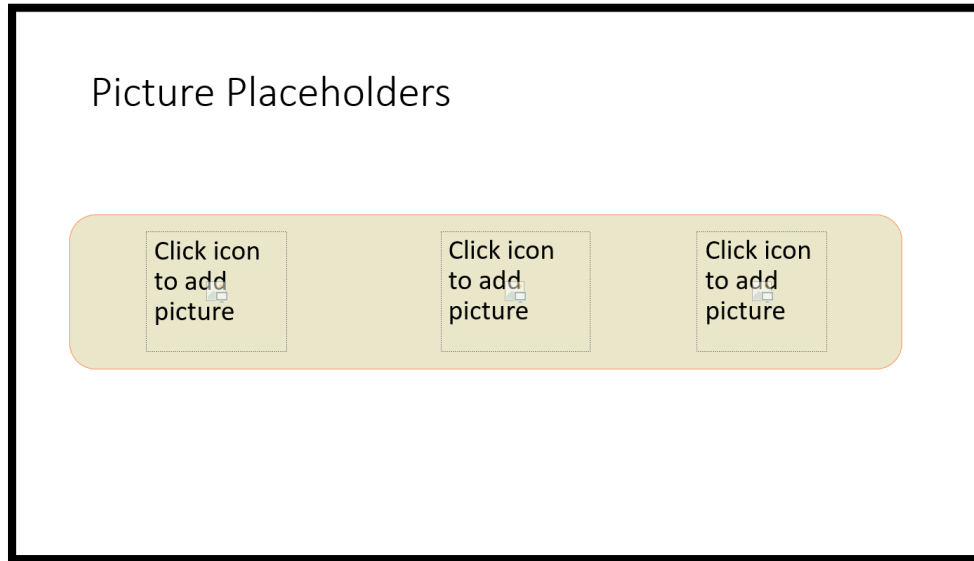


Figure 186 Centre Banner slide layout in Normal view.

Before you switch to Normal view (Alt + W, N), check the logical reading order of the objects/placeholders on the slide.

Check the Reading Order

Whenever you work on a slide, whether it is in Slide Master or Normal view, check the logical reading order of the content on the slide canvas. In the example of the colour banner slide, the logical order would be:

- Slide Title.
- First Content placeholder.
- Second Content placeholder.
- Third Content placeholder.
- Slide number.
- Footer information, if any.
- Cate information, if any.
- "Rectangle" which is the colour banner created by using the shape.

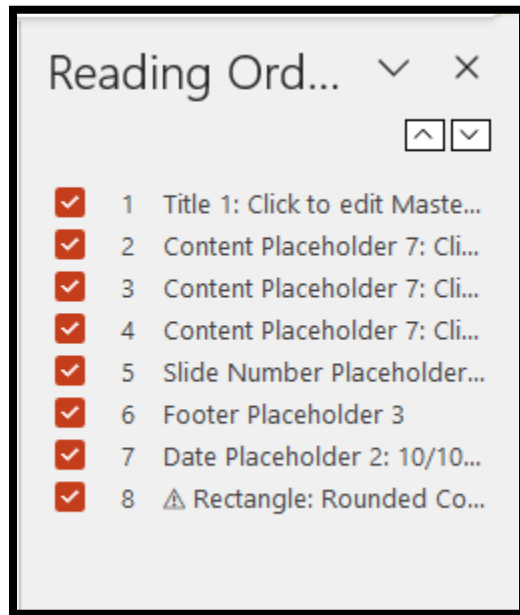


Figure 187 Reading Order Pane showing the correct reading order for the Colour Banner slide layout.

To move a placeholder or object to its logical place in the reading order:

1. Select the placeholder or object.
2. Press Shift + Tab until you land on either the Move Up or Move Down buttons.
3. Press Spacebar or Enter on the option you want, either to move the object up one place or Down one place.
4. Activate the Move Up or Move Down buttons as many times as necessary to put the placeholder or object in its logical reading order.

The rectangle used to create the colour banner has a warning beside it indicating that it doesn't have Alt Text. This shape is on the Slide Master and will not be seen by adaptive technology. It is up to you whether you add Alt Text or not. If Alt Text is added, it should simply be "Decorative", or you can use the ability to mark the shape as decorative in the Alt Text Pane.

Add Graphics to Picture Placeholder in Normal View

To add graphics to Picture placeholders in Normal view:

1. Tab to the Picture placeholder. Do not press Enter if you want to use Stock images or online images.
 - a. If you are using a screen reader, you should hear "Image placeholder".

- 2.
3. Press Alt + N, P then D for This Device, S for Stock images or letter O for Online images.
4. Choose the image to insert into the Picture placeholder.
5. With the Picture placeholder selected, press the AppKey and choose Edit Alt Text from the context menu.
6. Add Alt Text for the graphic.
7. Close the Alt Text Pane by pressing Ctrl + Spacebar followed by C for Close.

The following image shows the Centre Banner slide layout with graphics added.

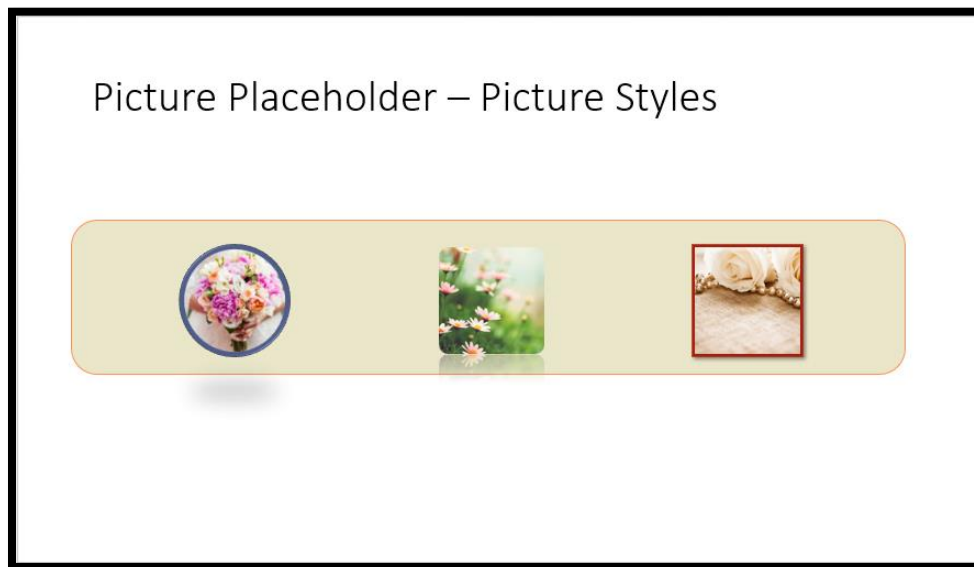


Figure 188 Slide in Normal view showing graphics added to Picture placeholders.

The preceding image shows the three Picture placeholders on the Colour Center slide layout with Picture Styles applied to each one.

Adding a Picture Style to a Graphic

Currently the Picture placeholder gives you the Format Shape Ribbon instead of the Format Picture Ribbon when you are in Slide Master view.

If you want to use Picture Styles, you must apply them in Normal layout once you add the graphic.

In the preceding image, I added a different Picture Style for each picture on the slide. Normally I wouldn't do this because it can be visually distracting. I wanted to show the possible options for Picture Styles.

The first graphic has a round Picture Style with an eyedropper colour applied. The second graphic has a rounded corner Picture Style applied with a reflection at the bottom. The third graphic has a square Picture Style applied using an eyedropper colour.

To add a Picture Style to a graphic:

1. Select the graphic you want the Picture Style applied to.
2. Press Alt + J, P, K for the Picture Format Ribbon, Picture Styles.
3. Use the Left, Right, Up and Down Arrows to find the Picture Style you want to apply.
4. Press Enter to apply the Picture Style to the graphic.



Figure 189 Picture Style Gallery in PowerPoint Format Picture Ribbon.

Change Picture Style Colour

When creating a presentation, you might want to coordinate colours of Picture Styles instead of using the default black colour.

Using colours from our eyedropper, let's change the colour of a Picture Style.

1. Select the graphic with the Picture Style applied.

2. Press the AppKey and choose Format Picture.
3. When the Format Picture Pane opens, put focus on the Lines and Fill tools. Use the Left and Right Arrow keys to do this.
4. With focus on the Lines and Fill tools, press Tab to move to the Fill options.
5. Press Tab to move to the Line options.
6. If the Line options aren't open, use the Right Arrow key to open them.
7. Press C to move to the Colour palette.
8. Press Alt + Down Arrow to open it.
9. Press the Down Arrow until you land in the Recent Colours list.
10. Press the Left and Right Arrow keys to find the colour you want.
11. Press Enter on the colour you want.
12. Close the Format Picture Pane by pressing Ctrl + Spacebar followed by C.

In the following image I've changed the Picture Style for the graphic in the centre of the colour banner to "Nip Corner White" and changed the colour to an orange from one of the graphics used in the Eyedropper presentation.



Figure 190 Picture placeholders with new Picture Style applied to graphic in the centre.

Alt Text on Pictures and Objects

As with Word, you can add Alt Text or alternate text to graphics and objects on a slide. If you are using a graphic from Word that already has Alt Text, copying and pasting it onto a slide brings the Alt Text with it so you don't have to add it again.

In PowerPoint, as with Word you can change graphics if the text has changed so you need an updated graphic or the graphic is no longer as relevant as it was, or the graphic content has changed significantly. When a graphic is changed, you will need to provide the Alt Text again.

Changing Pictures

With PowerPoint the context menu for images allows you to "Change Picture" and swap out graphics. Remember to add the appropriate Alt Text when swapping out graphics that are not part of the background. Any graphic that is part of the Slide Master will be "in the background" and therefore does not require Alt Text. Only graphics added to the "text layer" of the slide require Alt Text.

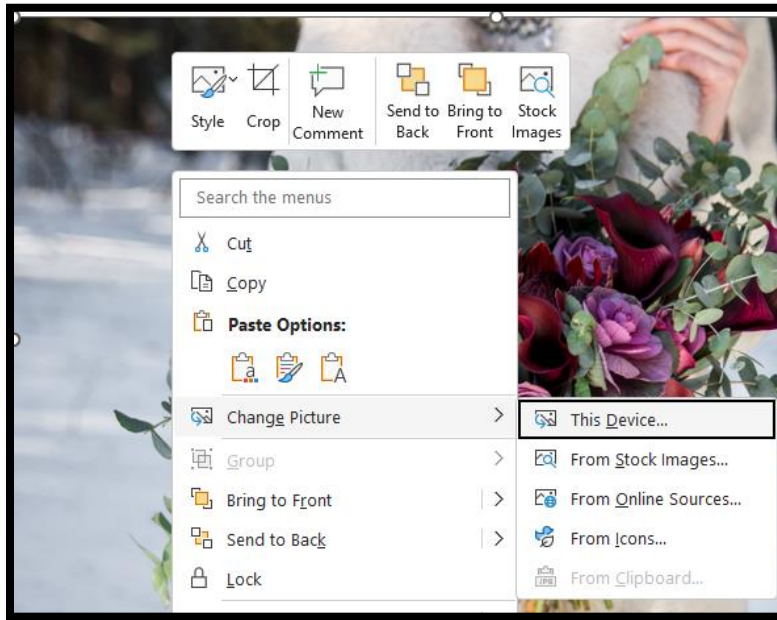


Figure 191 Change Picture options from the context menu.

There are a few options in the Change Picture sub-menu:

- This Device.
- From Stock Image.
- From Online Source.
- From Icons.

If you change a picture you will need to add Alt Text to it again. Alt Text was associated with the original graphic in the document. Since the graphic has changed, the Alt Text will have changed as well. Stock graphics come with Alt Text; however, you will need to check it to make sure the Alt Text matches the content of your presentation.

Adding Alt Text to Graphics

As with graphics inserted into a Word document, graphics inserted into PowerPoint presentations need to have Alt Text.

For someone navigating the content of a slide who is using a screen reader hearing “graphic452.jpg” doesn’t provide any information about the graphic.

When you add a graphic to a document, there is a shaded band at the bottom of the image reminding you to add the Alt Text.

If you are using the mouse and click on the shaded area, it will open the Alt Text Pane where you can review and edit Alt Text.

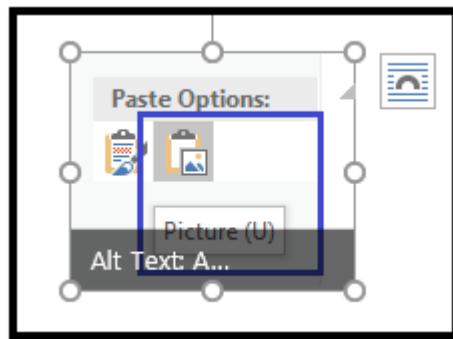


Figure 192 Reminder to add Alt Text to images.

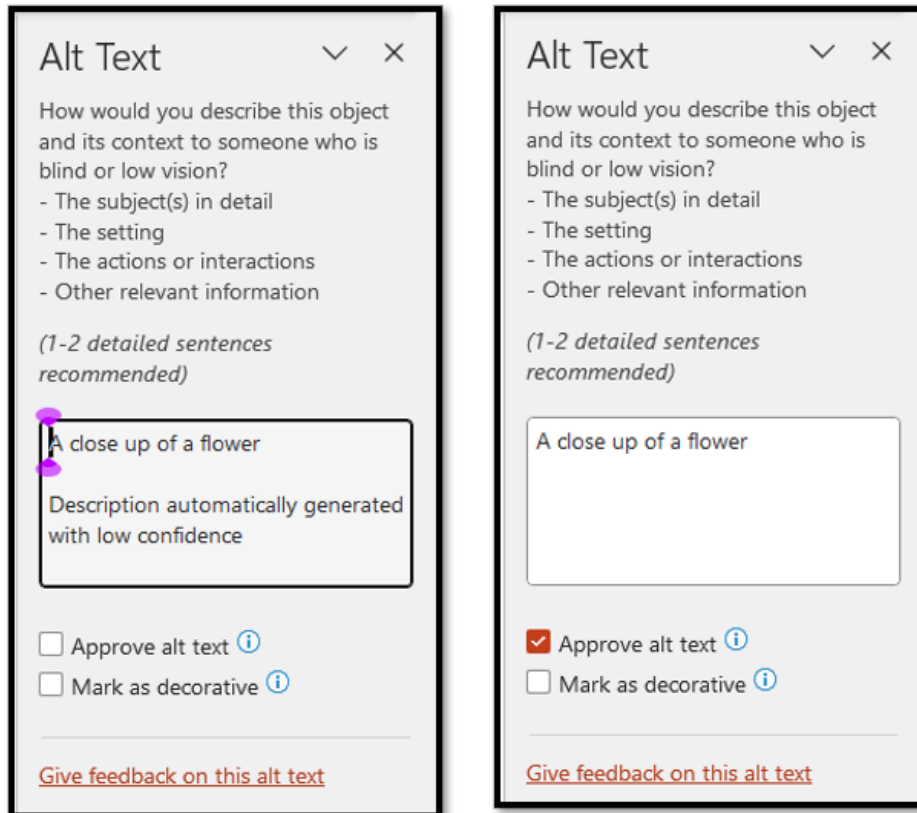
To add Alt Text to a graphic in a PowerPoint presentation:

1. Move focus to the graphic on the slide.
2. Press The AppKey followed by A for Edit Alt Text to open the Alt Text Pane to the right of the slide canvas.
3. Focus is in the edit area where you can begin typing or reviewing the Alt Text.
4. To close the Alt Text Pane, press Ctrl + Spacebar, C.
 - a. To switch between the Alt Text Pane and the slide canvas or other parts of the PowerPoint user interface, press F6 or Shift + F6.

It is critical that Alt Text for graphics be brief and concise. If you require a more detailed description of a graphic, use the Notes area to provide the more detailed description. The alternative to using the Notes area, which is limiting in its access, is to use either the Picture with Caption or Content with Caption layout.

One of the limitations of Alt Text is that someone who depends on it cannot move through the Alt Text character by character, word by word, or line by line. We either read all of it or none of it. We do not have the same type of access to Alt Text that we do for regular document text. This is another reason it is important not to use the Alt Text attribute for large pieces of content.

It is important to provide Alt Text that is meaningful, concise, and relevant to the picture. If the picture is decorative, mark it as decorative.



C

Figure 193 Alt Text pane with generated Alt Text (left) and approved generated Alt Text (right).

Automatically Generate Alt Text

In Office 365/Office 2016 and later (subscription), there is a tool turned on by checking a Check Box in the Word Options Accessibility category to automatically generate Alt Text for graphics. This is a global setting and if you turn it on or off in one application, it is turned on or off in all Office desktop applications.



Figure 194 The Automatic Alt Text check box in the Options, Ease of Use category for Word, PowerPoint, or Excel.

The good thing about automatically generated Alt Text is that you are notified in the Accessibility Check Pane that the Alt Text has been generated and you need to go back and check it. There is also a disclaimer in the Alt Text edit area stating that the Alt Text was automatically generated.

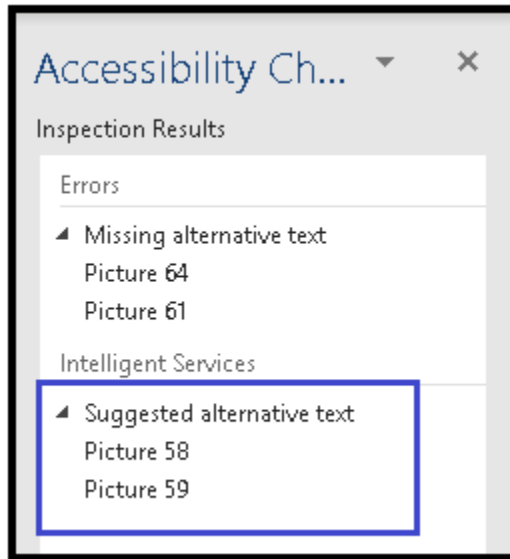


Figure 195 Office Accessibility Check flagging automatically generated Alt Text as needing human review.

Once you turn on the ability to automatically generate Alt Text, there will be a button in the Alt Text Pane to allow you to generate Alt Text if you don't see it there or if you want to try some other Alt Text.

It is "machine learning" so keep that in mind. Sometimes it learns faster as in the case of photos, sometimes it thinks everything is a graphic of a cell phone.

Once Alt Text is generated, a check box appears just below the edit area of the Alt Text Pane. This check box lets you review and approve the generated Alt Text. Remember to read the Alt Text! Once you check the check box to approve the Alt Text, the disclaimer is removed and the graphic with its Alt Text will not appear in the Accessibility Check.

Mark as Decorative (Artifact)

Content authors can mark a graphic as decorative. In HTML decorative graphics are not announced to those of us using adaptive technology such as screen readers or Text-to-Speech tools. We don't really need to know that images are simply there as fillers on the page.

In PDF documents, "decorative graphics" are known as Artifacts. They serve the same purpose. They are images that have no connection to the content of the document and are not important to understanding it to someone using adaptive technology.

There are a couple of things to be aware of. These should not prevent you from using the "Mark as decorative" or Artifact.

1. Someone using a screen reader will still be able to get a list of graphics and hear that there is a graphic along with its dimensions. If the document is converted to tagged PDF, the graphic will be an Artifact and will be ignored by screen readers.
 - a. As of 2022, there is no reliable way of identifying decorative graphics in Office content. Sometimes we hear the word “Graphic, decorative” and sometimes we hear “graphic followed by the dimensions”.
2. This capability is NOT backward compatible. Someone using Word 2013 will not have the capability of not hearing an image unless the developer makes the capability backward compatible. Given that developers are always focusing on the current, this seems unlikely. You may get e-mail saying your documents aren’t accessible and will need to explain what you are doing.
3. When the documents are converted to tagged PDF, the graphics marked as decorative are Artifacts and do not show up in the Tags Tree.

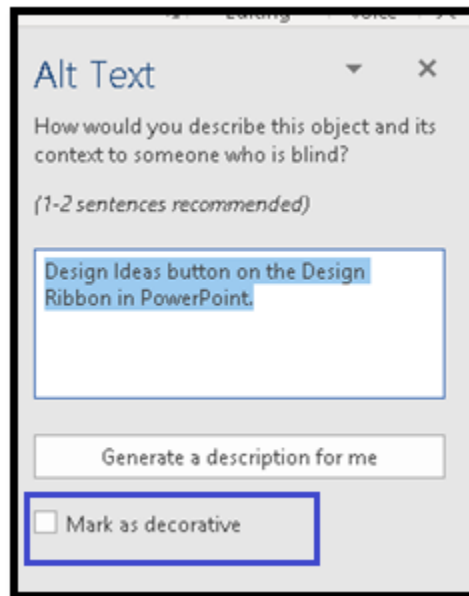


Figure 196 Alt Text Pane showing the check box to identify an image as "decorative" or as an Artifact.

If you are adding graphics using the Insert Ribbon, Online Pictures (Alt + N, P, letter O), you might get a Text Box just under the graphic when it is inserted. This information may be source or copyright information.

I usually copy that information to use in the Alt Text Pane. I delete the Text Box because they are not fully accessible (and not accessible at all using versions of Office before Office 2016).

I then select the image, use the AppKey or right click and choose Edit Alt Text or press the letter A. After I write the Alt Text, I copy the information from that Text Box into the Alt Text Pane so that it will be heard with the Alt Text.



Figure 197 Graphic added to slide stating it is from Creative Commons in a text box attached to the graphic.

Spell Checking your Alt Text

Office 365 subscription lets you spell check your Alt Text! It is a good practise to review Alt Text using a screen reader to identify any spelling mistakes.

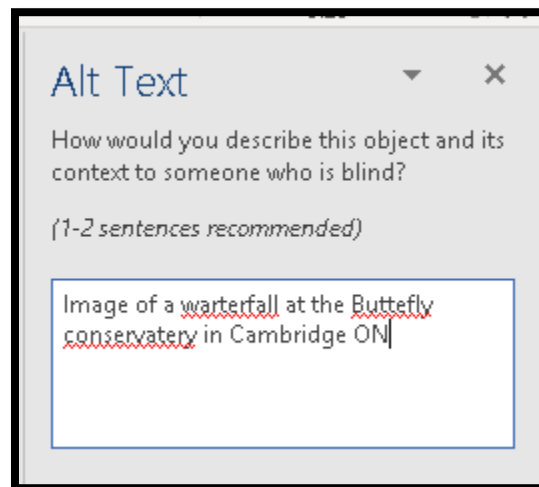


Figure 198 Alt Text with spelling mistakes underlined.

You can use the AppKey or right click to see the spelling suggestions in the Alt Text Pane.

Picture with Caption Slide Layout

There are picture slide layouts that presentation authors aren't aware of. For example, the Comparison and Two Content layouts can be used for text and other types of content. One of those is the "Picture with Caption" slide layout.

This slide layout, which is one of the default slide masters, allows you of the presentation but to provide some variety in the visual presentation of the slide content.

This slide layout provides a solution for Alt Text for complex graphics. The Text placeholder on the slide can be used for a more detailed description than is available when adding Alt Text to a graphic. The graphic must still have Alt Text (which is only available to those available only Text-to-Speech tools) while the "Caption" is available to everyone.

1. Press Tab to move to the Slide Title placeholder.
2. Press Tab again and you land on what is called a "text box" but it is really a Picture placeholder.
3. You cannot go into Edit mode for Picture placeholders.
4. With the Picture placeholder selected, Press Alt + N, P, then:
 - a. D for This Device.
 - b. S for Stock graphics.
 - c. for Online graphics.
5. Once the graphic has been added, press the AppKey.
6. Press A for Edit Alt Text.
7. Provide Alt Text for the graphic.
8. Close the Alt Text Pane by pressing Ctrl + Spacebar followed by C for Close.
9. Press Tab to move to the Text placeholder.
10. Press Enter to go into Edit mode.
11. Add a more detailed description.
12. Press Escape twice when you are finished to take focus off the Text placeholder and all placeholders on the slide canvas.

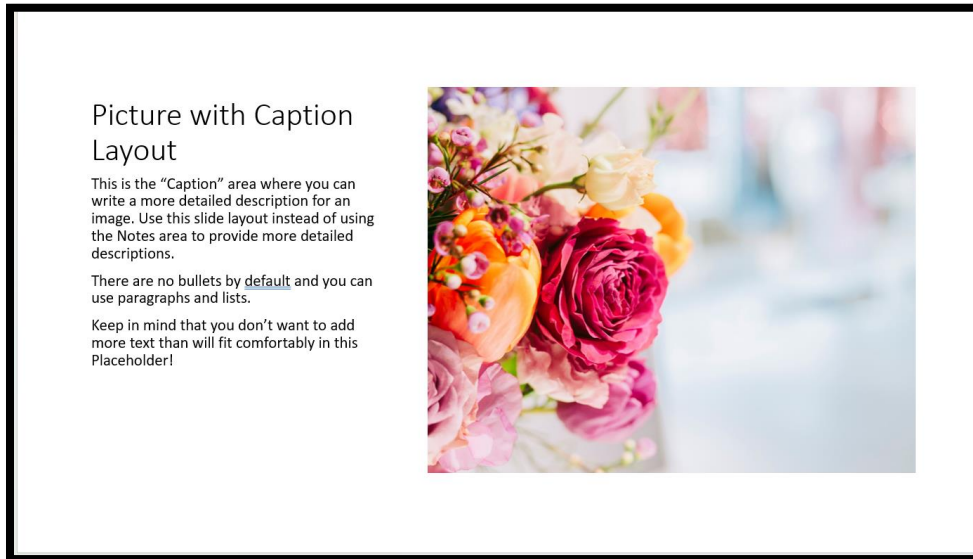


Figure 199 Picture with Caption slide layout containing slide title, picture, and "caption".

By using the tools in PowerPoint like the Themes and slide layouts provided you can create more polished looking and accessible documents.

Content with Caption Slide Layout

There is also a slide layout in the default set of slide masters for "Content with Caption". This gives you a Slide Title placeholder, a Content Placeholder, and a Text placeholder to use for the "Caption".

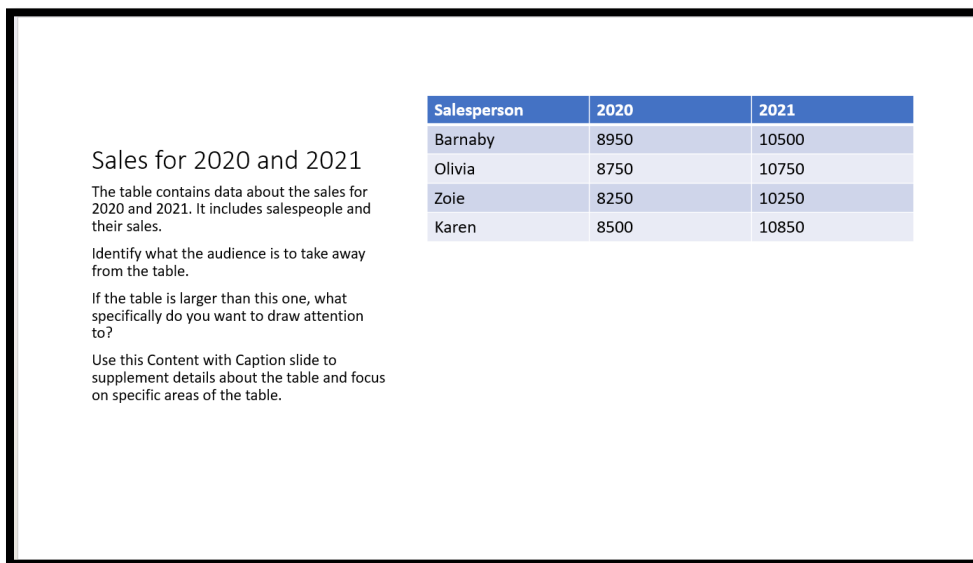


Figure 200 Content with Caption slide layout containing a slide title, data table and detailed description about the table.

In the preceding image I've added a table to the Content placeholder. I then provided more details on the data I want the audience to take away from the table.

Using either the Picture with Caption or Content with Caption layout gives presentation authors the ability to provide more detailed information than Alt Text alone. The Bonus is that everyone has access to that information.

It may also be a bit psychological in naming layouts as Picture with Caption or Content with Caption. In looking at both layouts, we could have thought of the same strategy using the Two Content layout! 😊

Crop to Shape Picture Effect

For additional visual interest that doesn't affect accessibility, you can use the "Crop to Shape" effect for graphics. This is keyboard accessible.

Press Alt + J, P, V, S for the format Picture Ribbon, Crop, Crop to Shape.

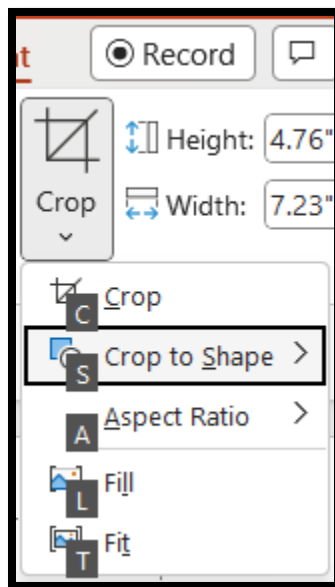


Figure 201 Picture Format Ribbon showing Crop sub-menu with Crop to Shape selected.

The gallery of shapes opens. Use the Left, Right, Up or Down Arrows to choose a shape and press Enter to apply it to the graphic.

You might have to go back to the Picture Format Ribbon, Crop and choose Fit if the graphic doesn't respond to the cropping immediately.



Figure 202 Graphic on a slide once it has been cropped to a shape.

Once the image has been cropped, a border can be added. Don't use the Picture Styles. This will put a border around the full square of the graphic.



Figure 203 Diamond shaped applied to a graphic with a blue border around the graphic.

To add the border to the cropped graphic:

1. Select the graphic. This will be the entire square that would hold the graphic without cropping.
2. Press the AppKey and chose Format Picture.
3. Move to the lines and Fill button by using the Left Arrow key.
4. Press Tab to move into the Lines and Fill options.
5. Press the Down Arrow to move to Lines.
6. Press the Right Arrow key to open the options if they are closed.
7. Press the Down Arrow to move to the Solid Line button.
8. Press Tab to move to the colour palette.
9. If the colour palette doesn't open, press Alt + Down Arrow.
10. Choose a colour for the border.
11. Press Tab to move to the Width of the border/line and apply a point size for the thickness/width of the border around the graphic.
12. Press Shift = F6 to move back to the slide canvas.

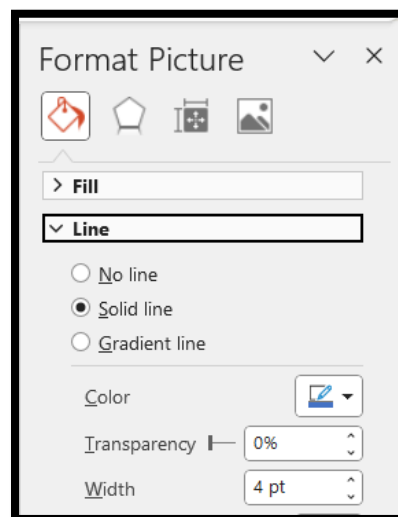


Figure 204 Lines and Fill options showing lines options open with border colour and width for graphic.

Once selection is removed from the graphic, the full effect of cropping to shape can be seen. This is accessible.



Figure 205 Slide canvas showing result of crop to shape on a slide.

The following graphic is another example of using the Crop to Shape tool on a slide canvas.



Figure 206 Pink pineapple plant with Crop to Shape starburst effect.

SmartArt and Grouped Objects

What is SmartArt? SmartArt was introduced in Office 2007 as a tool to create diagrams and organizational charts in Word, PowerPoint, and Excel. The keyboard command to view the SmartArt Gallery is Alt + N, M.

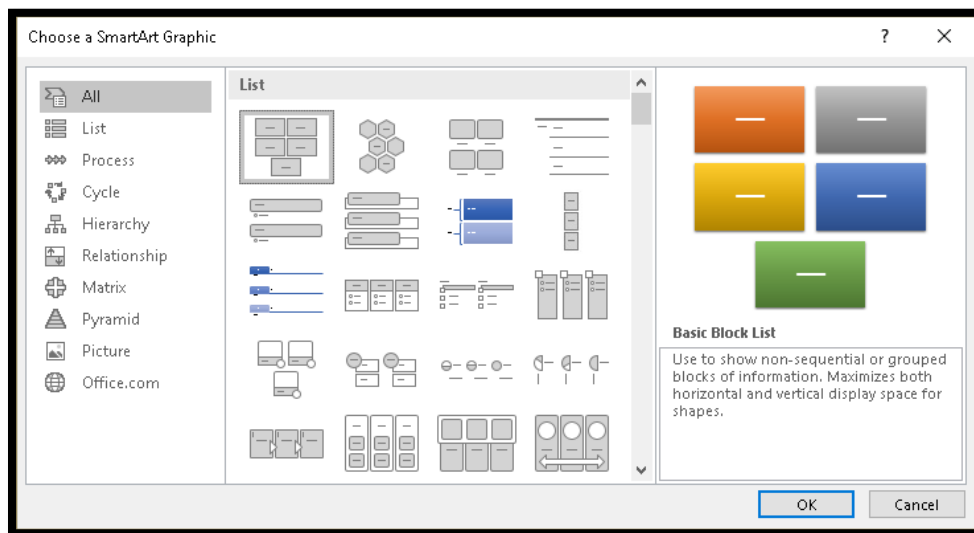


Figure 207 SmartArt Gallery.

SmartArt graphics were designed to be accessible. Having said that there are some types of SmartArt graphics that do present accessibility barriers.

I've separated this topic from the chapter on images and Alt Text because it is more complex in terms of accessibility depending on the SmartArt graphic you choose.

Let's walk through some examples.

First let's create a more accessible SmartArt graphic.

1. Add a default slide with a Slide Title and bulleted list to your presentation.

2. Add the Slide Title text. For this example, simply type SmartArt Graphic if you can't think of anything.
3. Tab to the Content placeholder and press Enter to go into edit mode.
4. Press Alt + N, M for Insert, SmartArt.
5. The "Choose a SmartArt Graphic" dialog opens.
 - a. There are three parts to this dialog. On the left and where your focus is when the dialog opens is a list of the types of SmartArt graphics available.
 - b. Press Tab to move into the gallery of images representing the specific types of SmartArt. This is the middle section of the dialog.
 - c. As you move through the specific types of SmartArt in the middle section, a larger image/example of it will appear on the right. This is the last area of the dialog.
 - d. There are buttons below these three sections of the dialog for OK and Cancel. You can also press Enter on a SmartArt graphic or Escape to cancel.
6. Choose your SmartArt graphic and press Enter.

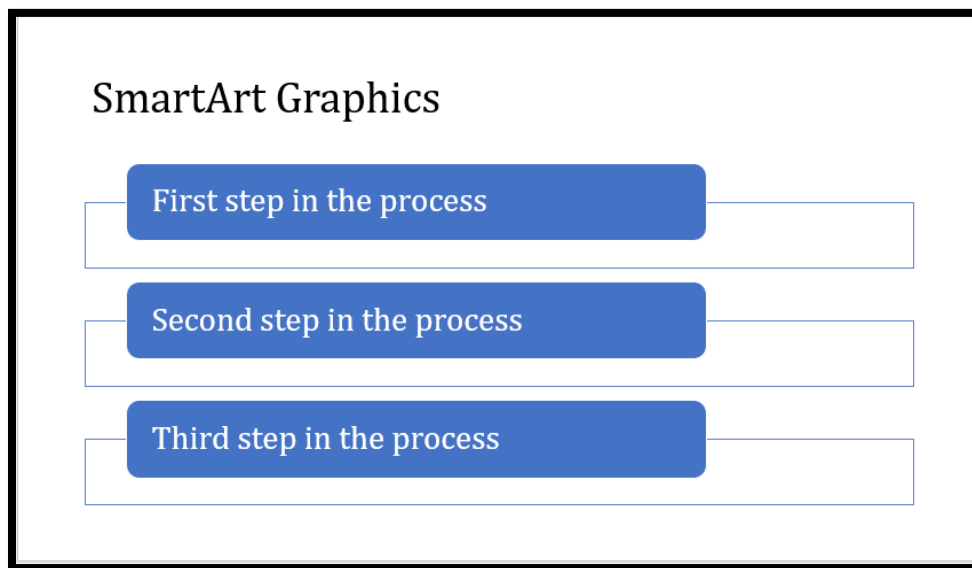


Figure 208 Simple list process as SmartArt graphic.

Once you press Enter on a SmartArt graphic, it is inserted into your document.

In this case, I've added a SmartArt graphic to a default slide from the Eyedropper Two template.

Someone using a screen reader and/or the keyboard can move through the edit areas of the SmartArt graphic by using the Text Pane or the Tab key.

When the SmartArt graphic is inserted onto a slide the SmartArt Tools Sub-Ribbons appear when focus is on the SmartArt graphic. There is a Design Sub-Ribbon and a Footer Sub-Ribbon.

- To access items on the SmartArt Tools Design Sub-Ribbon press Alt + J, S.
- To access items on the SmartArt Tools Format Sub-Ribbon press Alt + J, letter O.

To activate the Text Pane, press Alt + J, S, X for SmartArt, Design, Text Pane.

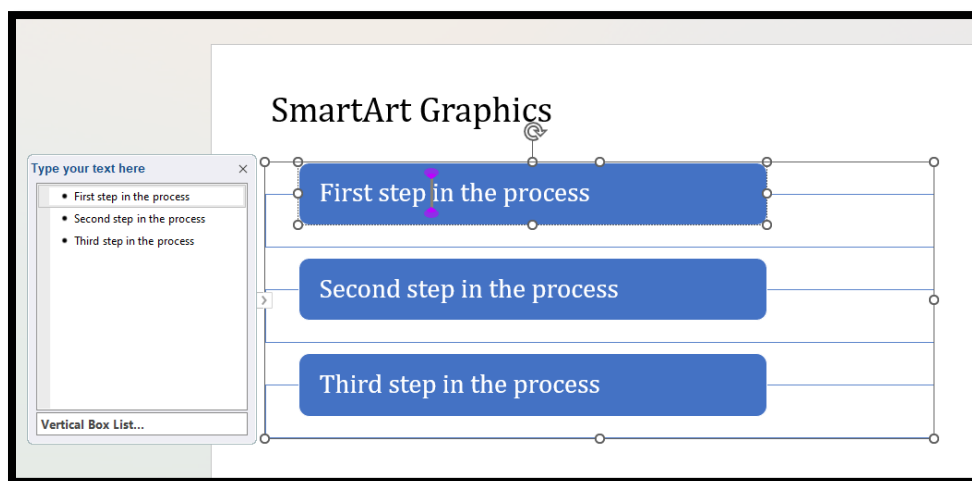


Figure 209 Text edit area for a SmartArt graphic.

The Text Pane will open on the left side of the SmartArt graphic.

As you type information into the Text Pane it appears in the SmartArt graphic. If you are using a screen reader and/or the keyboard press the Down Arrow after typing in the first piece of information to move to the next edit area in the Text Pane where you enter the second piece of information. Unfortunately, there is no context for where you are or what type of information you are entering.

If you are using a screen reader, you have no contextual information. You have access to the text but not the overall where am I and what does this mean in the larger scheme of the graphic itself.

Although you can Tab to the arrows in the SmartArt Object you cannot add Alt Text to them. They will be identified to someone using a screen reader as “blank.”

For the simple list, someone who can't see the SmartArt graphic has no idea that there are blue lines connecting the three steps.

In the following SmartArt example, included in the Eyedropper Two template, you cannot add Alt Text to the images. Images are identified as "shapes" with no other information available to someone using a screen reader or Text-to-Speech tool who may find this visual confusing. This is in addition to the inaccessible arrow indicating that all three types of flowers are equal and somehow related to each other.

Even the Tab order is not logical. First you Tab through the shapes/ovals, then you Tab through the "rectangle/text" and then you Tab to "left/right arrow."

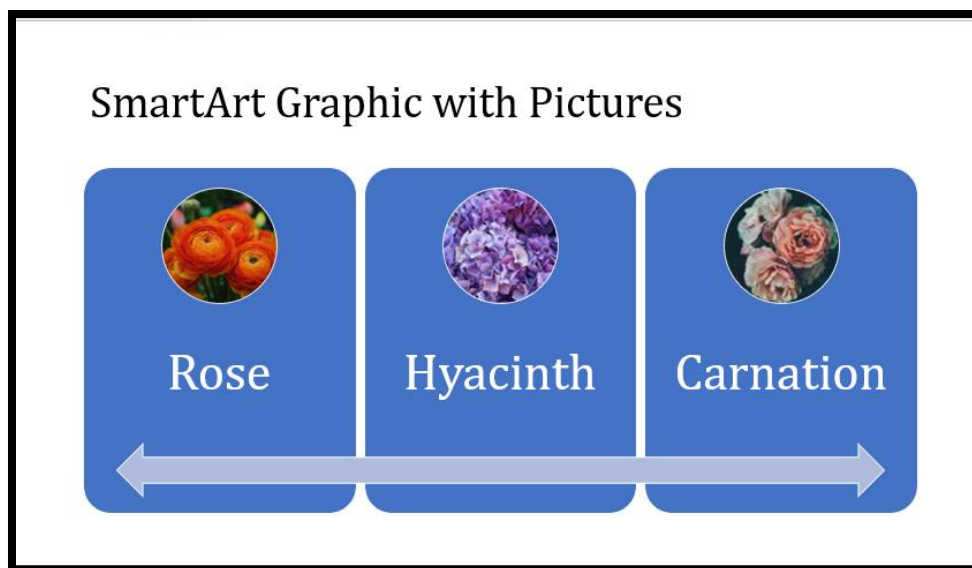


Figure 210 SmartArt graphic sample with graphics and an arrow.

The solution to this accessibility issue and the one I recommend is to create the SmartArt graphic in the presentation because it will match the Theme of the presentation. You also have access to all the types of SmartArt which gives you some visual variety. This saves time because you aren't trying to draw diagrams using the Shape Tools.

Once you have the SmartArt graphic created and looking the way you want, select it. Select the entire SmartArt graphic.

1. Press Ctrl + X to Cut it from the slide.
2. With focus on the slide, press the AppKey and move to the Paste Options.
3. Choose Paste as Picture.

4. Provide meaningful Alt Text for the SmartArt graphic.

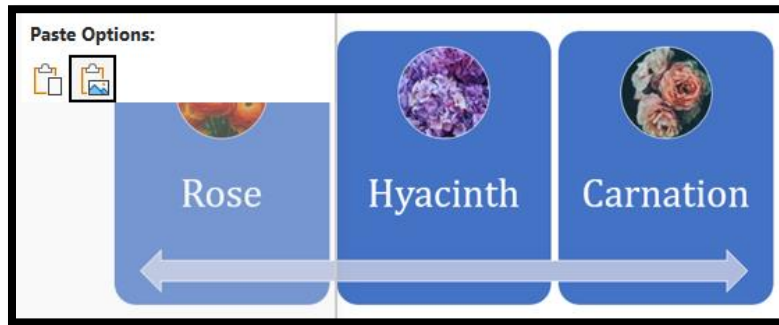


Figure 211 Context menu for a placeholder in Edit mode showing Paste Option to Paste as Picture.

The SmartArt graphic becomes a single image that can be provided with Alt Text. If the SmartArt graphic is complex you may want to provide a description in the Notes area if the PPTX version of the presentation will be distributed. You can also switch to the Picture with Caption or Content with Caption layout to provide more details to the audience.

If the PowerPoint document will be converted to tagged PDF a detailed description in the Notes Pane can be copied into Word or NotePad and attached to the PDF document. This way everything “travels together” and someone who can’t see or visually decode the information on a chart or diagram can access the text-based details. As someone who uses adaptive technology, I don’t typically search for supportive documents on web sites. If the details aren’t “where I am” they can’t be too important, and I skip that information.

Bulleted and Numbered Lists

As with any other format, using the Bullets or Numbering Gallery from the Home Ribbon is the most accessible way to add or change bullets or numbering in a presentation. By default, the bulleted lists on slides are accessible. However, they can be broken.

What do I mean by breaking a list?

Sometimes people want a bit of space between bullets or numbers, and they press the Enter key. This breaks the list. The items in the list that were related to each other structurally are no longer related. Visually, someone can't see the break, but for those of us using adaptive technology such as screen readers or Text-to-Speech tools, the items no longer have any relationship.

It's easy to create the space between bullets or numbered lists to retain the accessibility.

It's easy to give bullets and numbers a different look and feel to match any branding or presentation template colour palette.

Removing Bulleted Formatting from a Placeholder

If a slide has a bullet or numbering structure and it is applied to a single quote or paragraph, remove the bullet or number. Leaving a single bullet or number on a slide can create an unprofessional look for the presentation.

First, remove the bullet levels not needed:

1. Tab to the Text or Content placeholder with the bullets or numbering.
2. Press Enter for Edit mode.
3. Place the cursor at the beginning of the second level bullet.
4. Press Ctrl + Shift + End with the cursor at the start of the second-level bullet to select all other bullet levels.
5. Press Delete to remove them.

6. Now we can remove the bullet from the first level of text which will become our paragraph of text on a slide.
7. Press Alt + H, U for the Bullets Gallery.
8. Press the Left Arrow until you land on “None”.
9. Press the Enter key to remove bullets (or numbering if you’re in the Numbering Gallery) and return to the slide canvas.
10. This will remove the bullets from the placeholder.

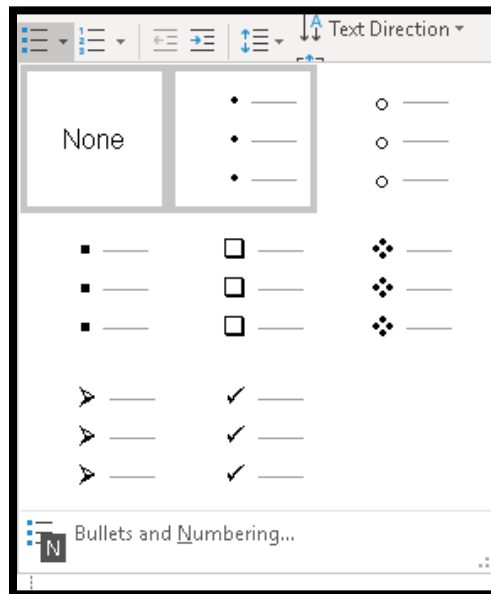


Figure 212 Removing bullets from placeholder.

When you choose None and press Enter, the bullets (or numbering) is removed from the selected text.

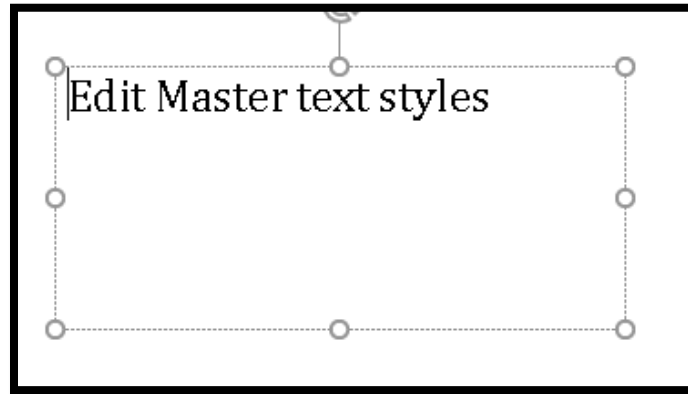


Figure are Text placeholder with bullets removed.

If you find that the indentation remains after removing the bullet or numbers, follow these steps to remove the indentation.

1. Select the text you want the indentation removed from.
2. Press Alt + H, P, G to open the Paragraph dialog.
3. Make sure that the indentation is set to the number 0.
 - a. The keyboard command is Alt + R. for Before Text.

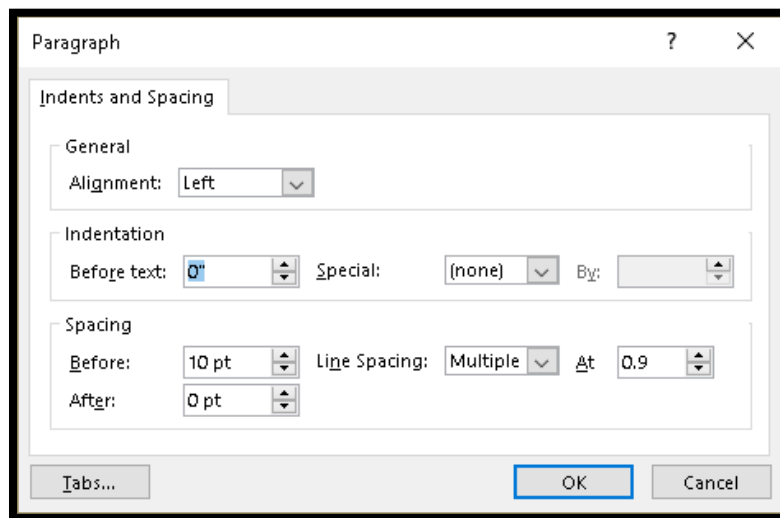


Figure 213 Paragraph dialog to remove indentation.

In this case the “Special” value was none but if it says, “Hanging Indent” choose None, for this element as well. This, means that the text will align along the left side of the

placeholder and the first line won't be outdented. The keyboard command to check this is Alt + S.

The slide is now ready to use!

Understanding spacing of Lists and Accessibility Barriers

The Without the underlying structure, as with Headings, the bulleted or numbered lists would be presented as paragraphs of text each one having no position, each in the document than any other. With the list structure, the content is set apart and the list structure sets the content apart and presents the implied relationship both visually and structurally.

Let's take a closer look at the problems created when lists are not used correctly in a document.

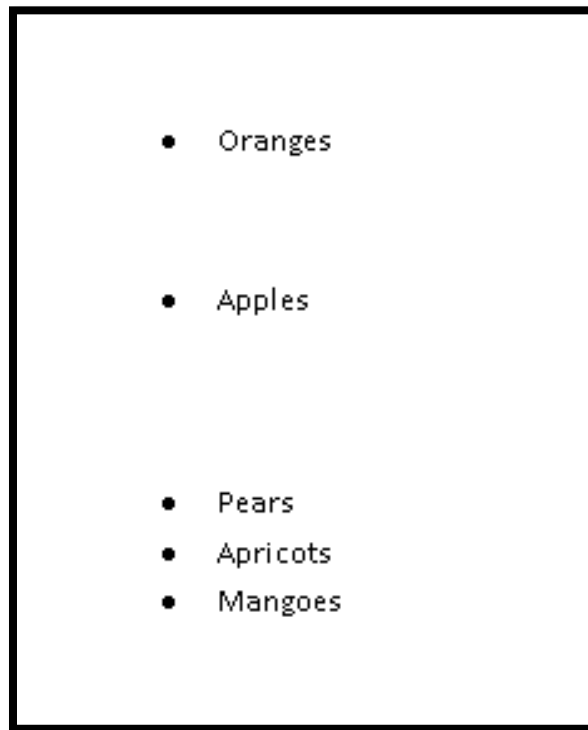


Figure 214 Broken list with spacing created using the Enter key.

When the Enter key was pressed after the first and second bulleted items it "broke" the list structure so, that oranges is one list, apples is a second list and pears, apricots and mangoes is a separate list.

The intent of the document author was that this is one list of fruit that is spaced more generously than the standard spacing before or after list items. The reality is that the fruits are no longer "related" to each other except for the pears, apricots, and mangoes.

If you add extra space using the Enter key between bulleted or numbered lists or paragraphs, this gives you a fixed spacing equal to one line of text as well as breaking the list structure. By using the Paragraph dialog to add the spacing you have more control over the spacing. This gives you the look and feel to the list that you want and retains the list structure.

Adding Space between Bulleted or Numbered List

Instead of pressing the Enter key, use the Paragraph dialog to add space between bulleted or numbered list items. This can be done on the slide canvas for individual slides; however, I recommend that this be done on in Slide Master view on the slide layout at the top of the Slide Master Thumbnail Pane. This gives all the slides in a presentation the same look and feel.

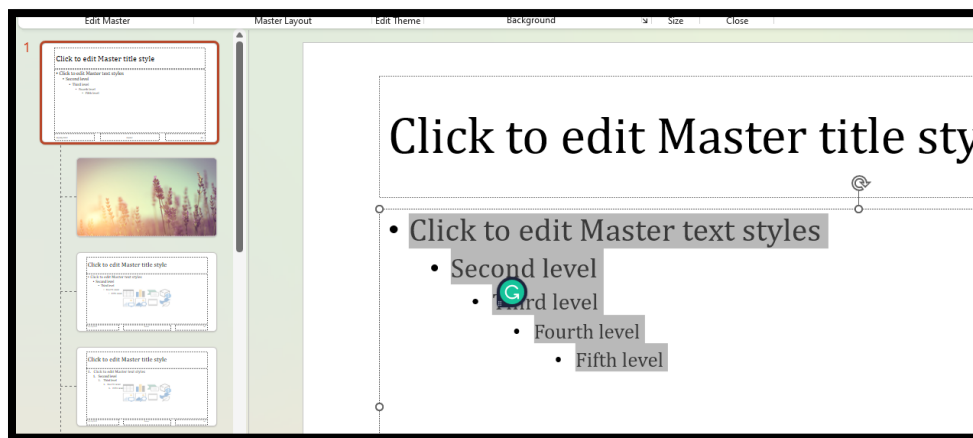


Figure 215 Slide Master view with master slide selected and all bullet levels selected in Content placeholder.

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift +F6 to move to the Slide Master Thumbnail Pane.
3. Press Home to move to the top slide, the "master slide".
4. Press F6 to move to the slide canvas.
5. Press Tab to move to the Content placeholder.
6. Press Enter for Edit mode.
7. This will select all bulleted levels in the Content placeholder.

8. Press Alt + Home, P, G to open the Paragraph dialog.
9. Press Alt + E to moves to the “After” edit area. Type in 10 for 10 points.
10. Leave the indent as Hanging.
11. Tab to and activate the OK button.

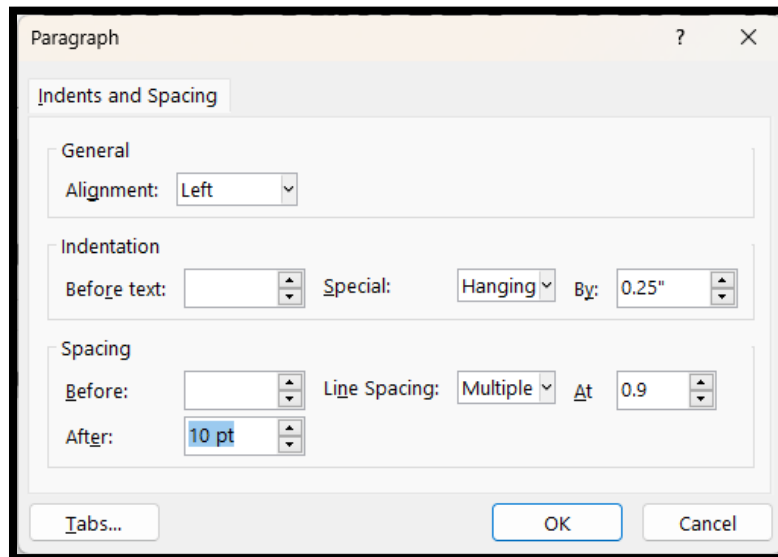


Figure 216 Paragraph dialog in PowerPoint showing spacing after a list item at 10 point.

The spacing after each bulleted or numbered list item for all slides in the presentation has been changed.

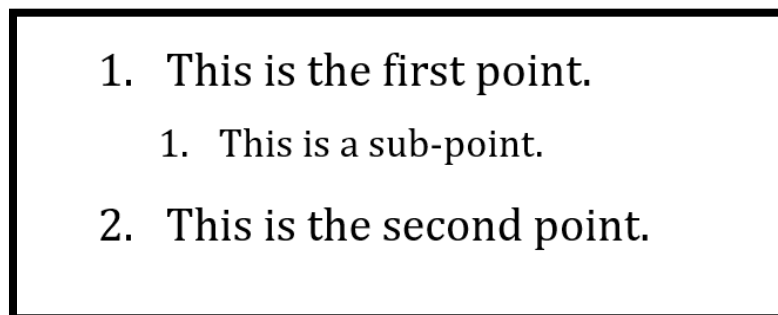


Figure 217 Numbered list with new spacing.

Adjusting the Size of Bullets

There are times when you might want to increase the size of bullets on slides. Keep in mind not to make them too large or they will overwhelm the content.

To increase (or decrease) the size of bullets on a slide:

1. Switch to Slide Master view by pressing Alt + Wm, M.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Locate the slide that you want to adjust the bullet size on. This can be the top slide or master slide, or a custom slide layout.
4. Press F6 to move to the slide canvas.
5. Press Tab to move to the Content placeholder.
6. Press Enter to go into Edit mode.
7. With all levels of bullets selected, press Alt + H, U, N for the Home Ribbon, Bullets Gallery, Define New Bullet.
8. In the Bullets and Numbering dialog, press Alt + S to move to the Size edit area.
 - a. The default size is 100%.
9. In the Eyedropper Two sample, I made 150% of the bullets for all levels 150%. This makes them stand out a bit more. Be aware of the size you choose. Don't let the bullets overwhelm the text/message.

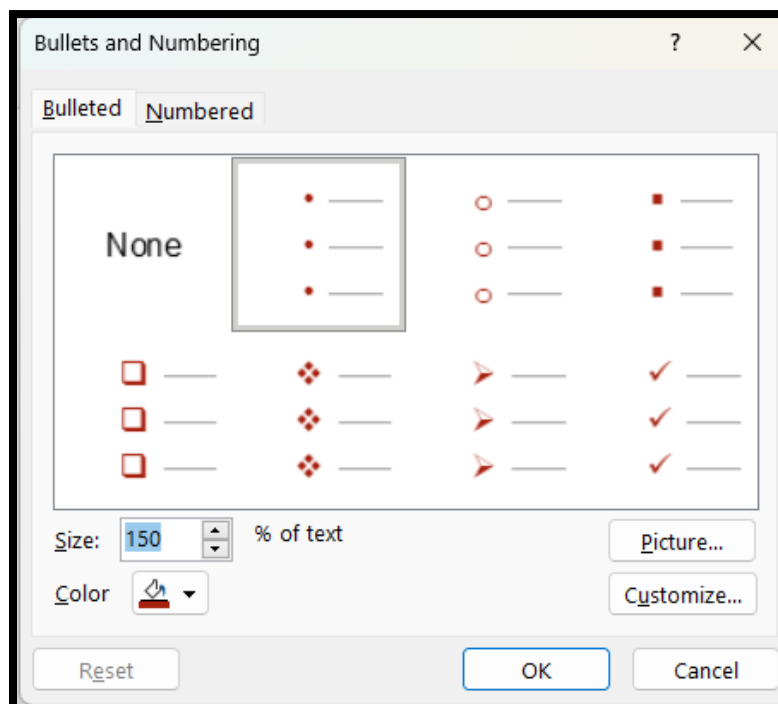


Figure 218 Bullets and Numbering dialog showing the size of the colour bullets increased to 150%.

Numbered List Slide Layout

We often just accept the new slide default which is a slide title and a bulleted list of items. If you need a slide with numbered items for a specific slide to be used in all presentations, create the layout in the Slide Master view.

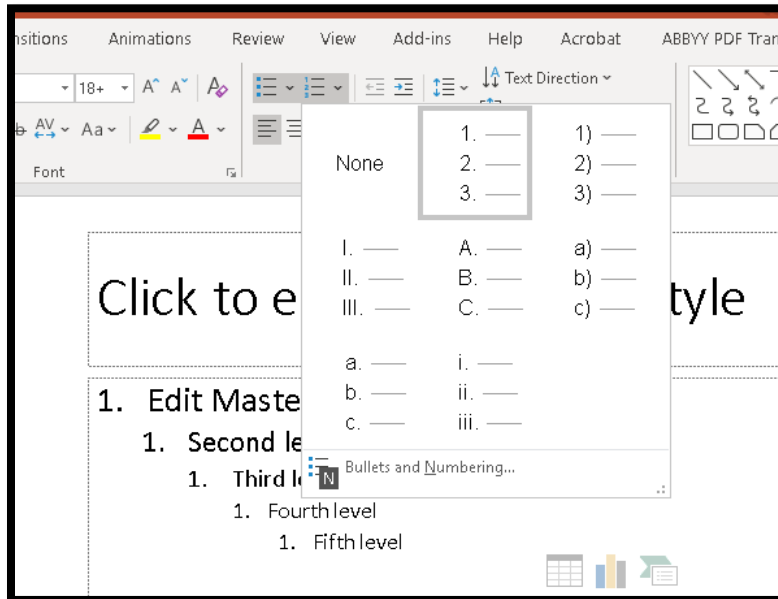


Figure 219 Slide in Slide Master view showing numbering instead of bullets.

To create a slide with a numbered format:

We will use the default slide which is a title and bulleted placeholder layout.

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Use the Up and Down Arrows to select the Title and Content slide layout.
4. Press the AppKey followed by D for Duplicate Layout.
5. Focus is on the duplicate layout.
6. Press the AppKey followed by R for Rename.
7. In the Rename dialog, call the layout "Numbered List".
8. Tab to and activate the Rename button.
9. Press F6 to move to the slide canvas.

10. Press Tab to put focus on the Content placeholder.
11. Press Alt + H, N for the Numbered List Gallery.
12. Choose your list format and press Enter to apply it.
13. The slide layout is now ready to use when you switch to Normal view.

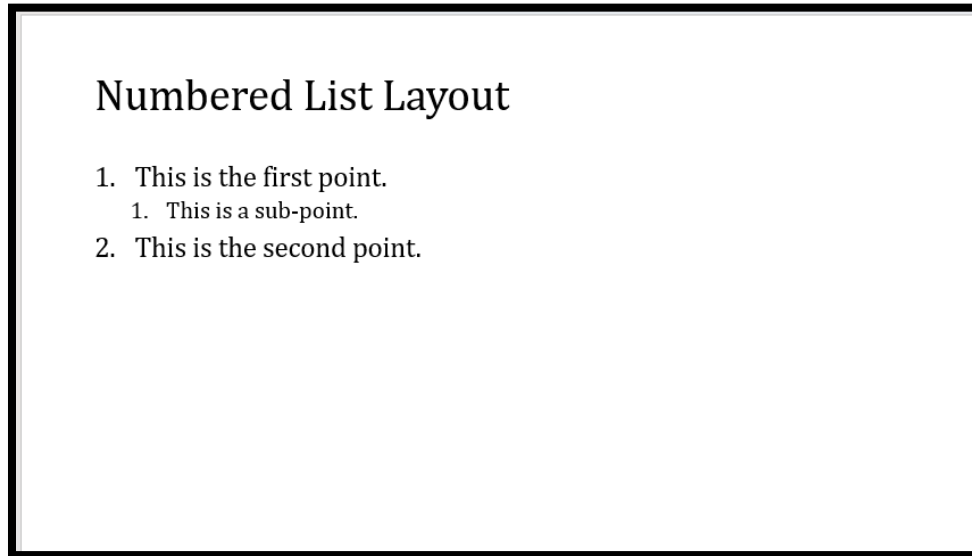


Figure 220 Numbered list on a slide in a presentation using the Numbered List slide layout.

Change the Colour of Bullets or Numbers

There is an easy way to change the colour of bullets or numbers in a presentation to match the branding or colour palette.

As with everything else in this book, I recommend changing the bullet or number colour in Slide Master view instead of on individual slides. I also recommend using the same colour for all bullet or number levels. Sometimes when we think we are creative it is just over designing the look and feel. 😊

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Press Home to move to the first slide.
 - a. You can also go through the process of creating a custom slide by duplicating a slide layout, renaming it, and changing the color of the bullets or numbers.

4. Press F6 to move to the slide canvas.
5. Press Tab to move to the Content placeholder.
6. Press Enter to go into Edit mode.
7. Press Alt + H, U for Bullets or Alt + H, N for Numbering.
8. Press N for Define New Bullet.
9. In the Bullets and Numbering dialog, select the bullet or numbering style you want.
 - a. If you were in the Bullets Gallery when you press N to Define New Bullet and Numbering, the Bullet tab will have focus.
 - b. If you were in the Numbering Gallery when you pressed N for Define New Bullet or Numbering, the Numbering tab will have focus.
10. Press Alt + C to open the colour palette.
11. Use the Up, Down, Left and Right Arrows to locate the colour you want.
12. Press Enter.
13. Tab to the OK button and activate it.

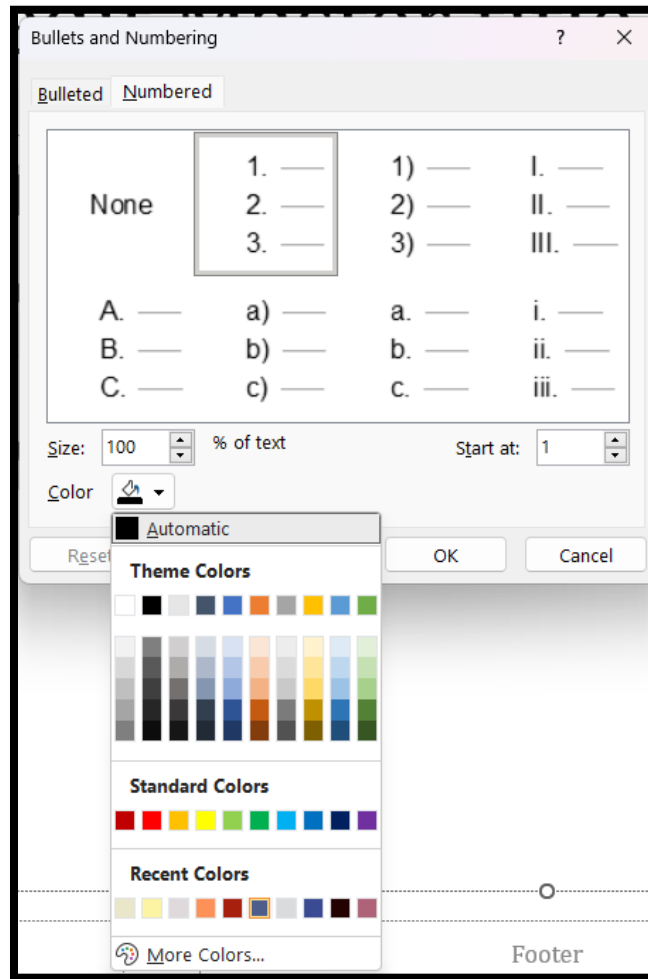


Figure 221 Bullets and Numbering dialog showing colour palette open.

The following image shows numbers with a colour from the Eyedropper colours and bullets using the same colour palette. There are two custom slide layouts in the Eyedropper Two template for you to explore.

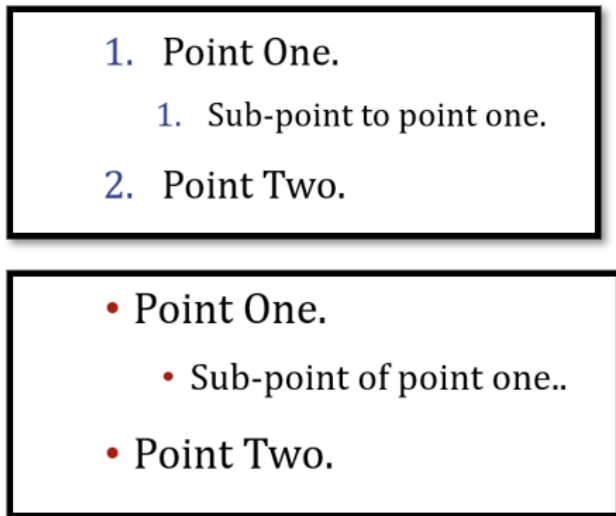


Figure 222 Coloured numbers (top) and coloured bullets (bottom) in PowerPoint presentation.

Pictures as Bullets

As with Word you can have pictures as bullets instead of the standard bullets available in the Bullets Gallery. There are some serious caveats to using picture bullets. One is that the pictures don't necessarily scale so that you can see them. Another is that you might have to adjust the indentation of the picture bullets so that the text is a readable distance away from the picture bullets.

To explore picture bullets:

1. Switch to Slide Master view by pressing Alt + W, M.
2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Put focus on the Title and Content layout.
4. Press the AppKey and then D for Duplicate layout.
5. With the duplicated layout selected, press the AppKey followed by R for Rename.
6. Rename the layout Picture Bullets.
7. Press F6 to move focus to the slide canvas.
8. Press Alt + H, U, N for the Home Ribbon, Bullets Gallery, N for Define New Bullets.
9. In the Bullets and Numbering dialog, press Alt + P for Picture.
10. The Insert Picture dialog opens giving you options for getting pictures for bullets.

11. Use the Up and Down Arrows to choose the location for the graphics.
12. If you choose Stock Images, another Insert Picture dialog opens where you can type in the type of graphics you are looking for.
 - a. Caveat: do not type “bullets” or you will get images of guns and bullets. Type in the category of graphics you want to choose from, for example, flowers, trains, planes, farms and so forth. Any picture can be used for a picture bullet.
13. Once you choose a graphic by pressing Spacebar, Tab to the Insert button and activate it.

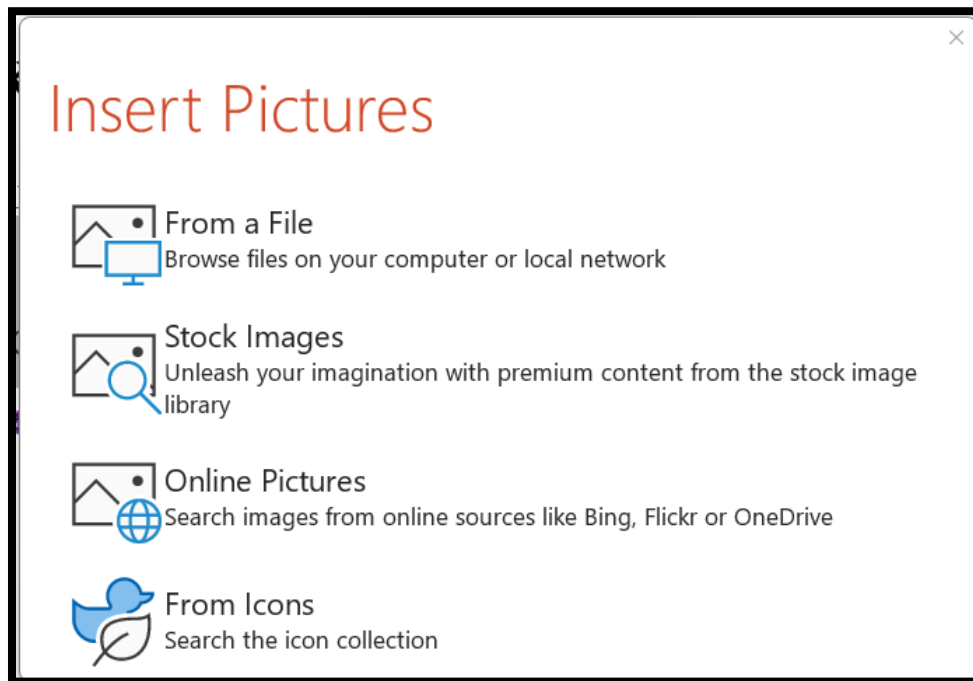


Figure 223 Bullets and Numbering dialog, Picture button activated showing possible locations for graphics.

The preceding image shows the Eyedropper template with a single slide formatted with picture bullets. Another problem with picture bullets is that the text is quite close to the image which may present an accessibility barrier for those with visual, learning, cognitive or print disabilities.

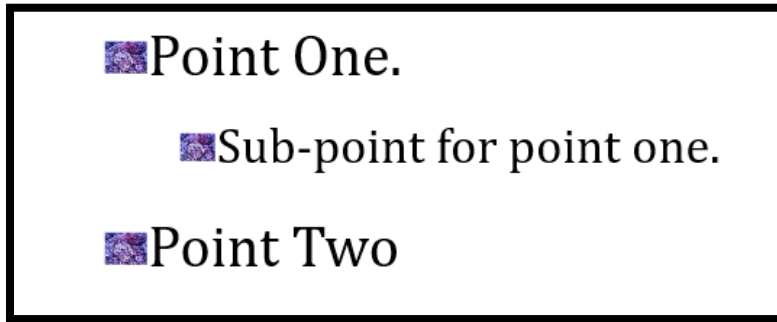


Figure 224 Slide showing picture bullets.

Adjust Indent of Text with Picture Bullets

Depending on the graphic you choose for picture bullets, you may need to adjust the spacing or indentation between the picture bullets and the text. This can be done independently or combined with adjusting the size of the picture bullets.

To adjust the spacing between the picture bullets and the text:

1. Select the level you want to modify by highlighting the text in that level. You can't do all levels at once because the settings depend on the indentation of each bullet level.
2. This doesn't take long and does give you a different type of slide layout for the Template and Theme.
3. Press Alt + H, P, G to open the Paragraph dialog.
4. Press Alt + Y for the "By" edit area related to the Hanging indent.
 - a. For the Eyedropper Two template I used .50 of an inch for the hanging indent. You must type in ".50" and not ".5" or the indent goes wonky on you.
5. Tab to and activate the OK button.
6. Switch to Normal layout view to check the spacing.
7. Repeat this process if the spacing is wonky/doesn't look right.

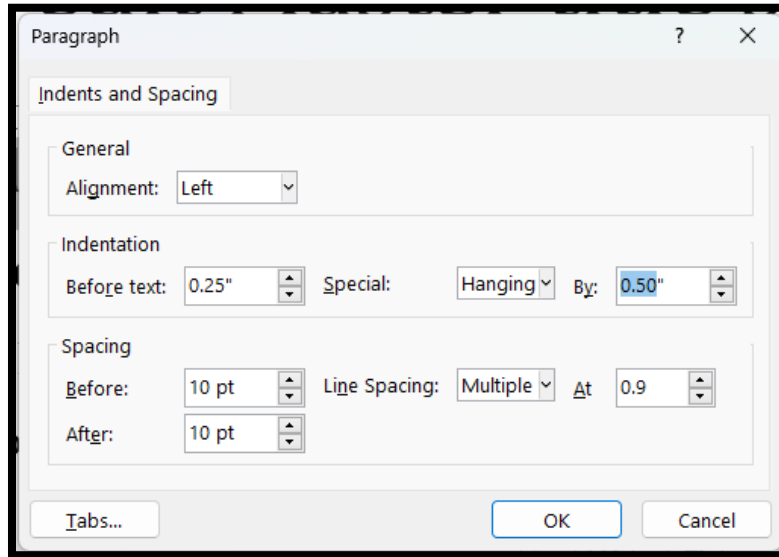


Figure 225 Paragraph dialog showing Hanging indent of .50 inches for picture bullets.

The spacing of the bullets now looks more readable and polished.

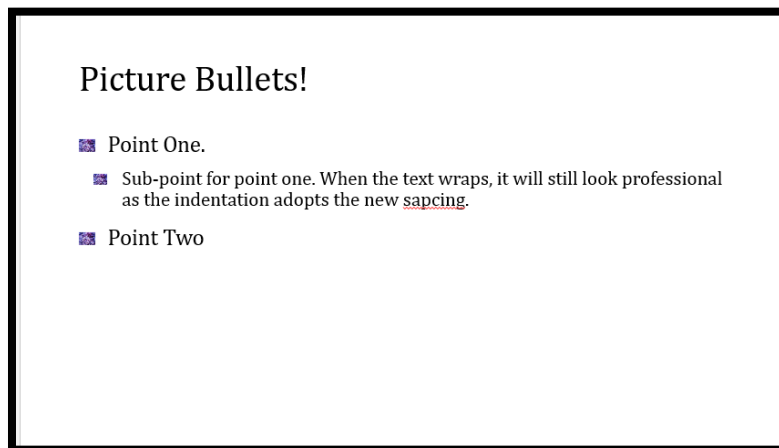


Figure 226 Slide canvas showing the increase of the hanging indent for picture bullets.

Adjust the Size of Picture Bullets

Sometimes you'll need to adjust the size of the picture bullets. This will depend on the graphic you choose for the picture bullets. The adjustment can be done to all levels of picture bullets on a slide at once. You don't have to make the adjustment for individual picture bullet levels.

If you find the picture bullets too large, adjust their size by doing the following:

1. Switch to Slide Master view by pressing Alt + W, M.

2. Press Shift + F6 to move to the Slide Master Thumbnail Pane.
3. Locate the Picture Bullets layout.
4. Press F6 to move to the slide canvas.
5. Press Tab to move to the Content placeholder.
6. Press Enter to select all the text in the Content placeholder.
7. Press Alt + H, U, N for the Home Ribbon, Bullets Gallery, Define New Bullets.
 - a. This will take you back to the Bullets and Numbering dialog. The picture bullets will be the bullets in use.
8. This picture bullets will be selected in the Bullets Gallery in the Bullets and Numbering dialog.
9. Press Alt + S for Size. The size of the picture bullets is in percent. The default is 100%.
10. In the Eyedropper Two template, I've made the size of the picture bullets 80%.
 - a. Most of the time I find I need to make them a bit larger, but with the graphic I chose for the template, I needed to reduce the size a bit.
11. Tab to and activate the OK button.

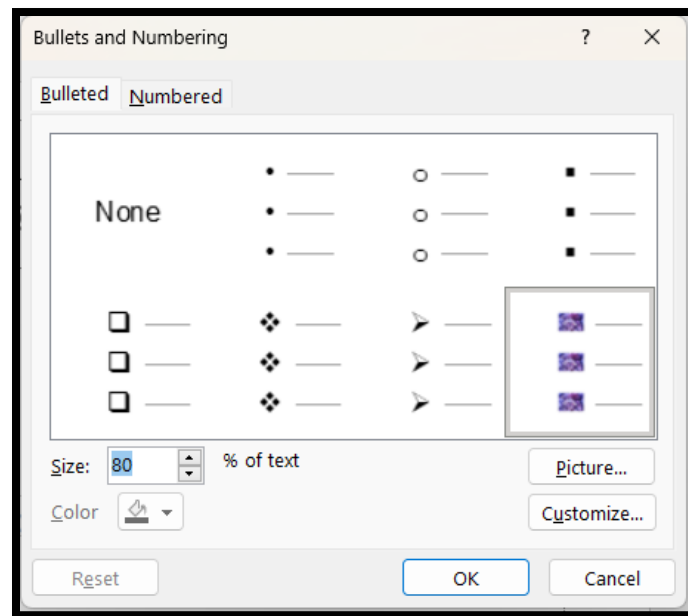


Figure 227 Bullets and Numbering dialog showing the size, in percent, adjusted to 80%.

Accessible Contextual Links

When we look at adding links to slides, we need to consider the audience and whether we want the audience to be able to go to the link during the presentation. Do we want the audience listening to us or going out on the Internet to view a resource? If you are working in a workshop situation, you might want people to be able to see the long web address and go to it. Similarly, if you are using PowerPoint Presenter or a tool like Slide where the audience can interact with the presenters, you must have links available for those who arrive late or who have technical difficulties and must log into the virtual room you are presenting in.

Yes, this happened to me. I was late to a webinar. The link to interact with the presenter for others, including the ability to ask questions, was given at the beginning of the presentation. The presenter was using Slide. This meant that the chat and Q&A in Zoom were turned off. When it came time to ask questions, I had no way of doing so. We were asked to rate questions in priority and the presenter would ask only those questions that received a high priority. This scenario creates accessibility barriers. First, the link to Slide wasn't available at all during the presentation. Second, I don't like the ranking of questions since it implies that some questions are more valid than others. If you are at a presentation that does not deal with accessibility and a question about inclusion and accessibility arises, most of the attendees will not understand anything about accessibility and the question will not get answered because it won't be ranked high enough.

By the way, this is the same barrier when we look at the user voice forums where bugs and feature requests are ranked according to votes. Accessibility loses in most cases because there are still many people who don't get it or don't think it is important. Why should we have to vote on removing a barrier to digital content or remediation?

But I digress.

The point is that during presentations, decisions must be made about whether attendees are going to access links during a presentation balanced with links that are necessary to participate in the presentation chat or Q&A.

One of the techniques I recommend for Word documents is to use contextual links in a document and then use the Footnote or Endnote tool to provide the long web addresses. This does two things:

- Does not interrupt the visual scan of text in a paragraph by having to skip over lines of long web address information.
- Provides the long web address if the contextual link is broken.

Of these, the accessibility problem contextual links solve is the readability of the text which facilitates understanding and comprehension of content.

On a slide this is critical because you don't have a lot of room for long web addresses. You need to get the information to your audience fast and not lose their attention as they glaze over never-ending web addresses on slides. Another problem is that with long web addresses the audience doesn't have time to type in the complete web address; and while they are doing that, focusing on getting the link correct, they are not listening to you.

People using adaptive technology such as screen readers must ask someone next to them for the web address. This creates an interruption in your content flow as you are speaking. You may be asked to repeat the web address, long or short, several times.

This information must be included in the presentation, but you can offset the desire by the audience to immediately go to a link by providing an accessible version of the presentation, either correctly tagged PDF or alternate format Word to tagged PDF prior to the presentation. This interruption in the flow of your presentation can be avoided by letting people know that any links you discuss are available in the handout for the presentation.

As a bit of background let's look at what someone who is using a screen reader gets when they ask their technology for a list of links in HTML, PDF, Word, or PowerPoint content that does not use contextual links.

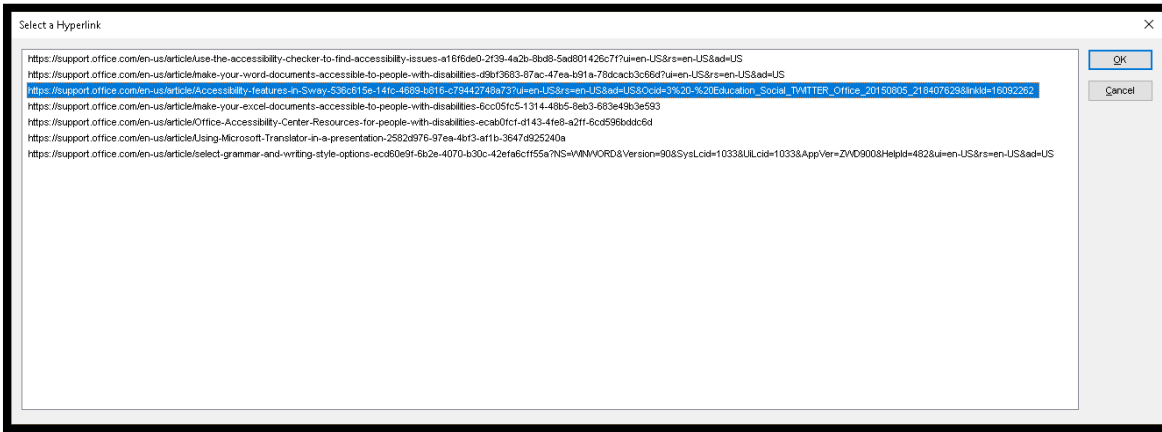


Figure 228 List of long web addresses from the JAWS screen reader from a PowerPoint slide.

As someone who is using a screen reader encounters each link or reads through them in a list of links dialog, they must listen to the entire web address and hope that the last piece of information will be something like “home.html” instead of “file551.html”. Most of us don’t have time to sit and listen to all of this and after two or three links just hear “blah, blah, blah, what am I looking for again?”



Figure 229 Long web addresses in a presentation.

If we look at the preceding image, the long web addresses that might appear on a resources page can’t be used by the audience. First, they are too small to see/too much on one slide;

and second, they are too long to try and replicate in a browser while trying to listen to a speaker.

Now let's look at a list of contextual links using the JAWS screen reader. In the Eyedropper Two template, the contextual links are not the exact match to the long web addresses, but the resources are similar.

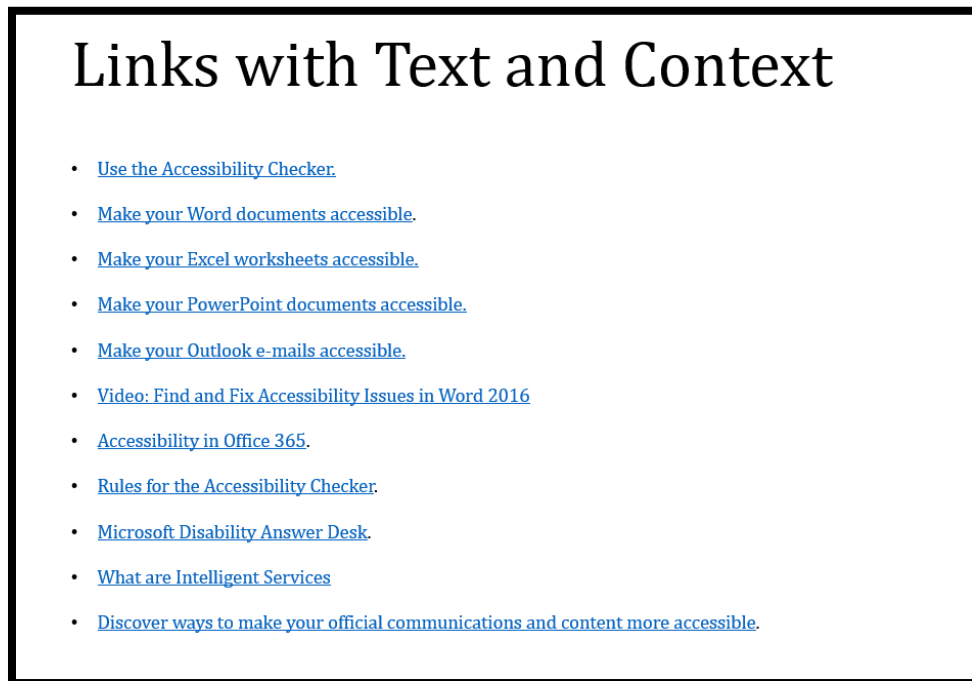


Figure 230 Contextual links in a presentation.

Someone using a screen reader can use first character navigation to move quickly to the topic they want. They don't have to listen to an endless dribble of web address information, and they can work more effectively with documents.

Someone in the audience can look up the link in a browser while listening to the speaker with less time spent copying the long web address.

When the concept of contextual links is used for your PowerPoint presentations the content on a slide is more readable and you have room for more information that is important to slide content.

If we think about PowerPoint, it is a presentation tool. The "rules" can be different depending on how we are going to distribute the information from the slides.

For example, if we create an alternate format of the presentation, the contextual links can have corresponding Footnotes with the long web addresses. Members of the audience can access the alternate format of the presentation and choose which type of link they need.

To add a contextual link to a PowerPoint presentation:

1. Go to the Internet and find the web page you want to link to.
2. Press Alt + D to move to the Address Bar.
3. Make sure the entire web address is selected. This is usually the default.
4. Press Ctrl + C to Copy the web address.
5. Switch to your PowerPoint presentation and slide.
6. Select the text on the slide you want to use as the context for the link.
7. Press Ctrl + K to open the Insert Hyperlink dialog.
 - a. You can also press Alt + N, letter I, J for Insert Ribbon, Link, Insert Hyperlink.
8. The focus is in the area where you can paste the web address.
9. Press Ctrl + V to Paste the web address into the edit area.
10. Press Enter to confirm this and return to the presentation.
 - a. You can also Tab to and activate the OK button.

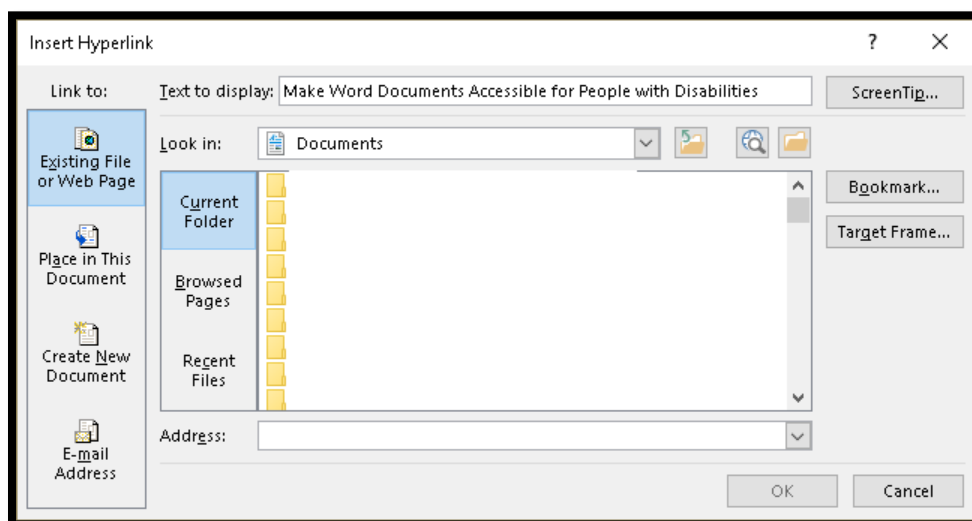


Figure 231 Insert Hyperlink dialog.

As with Word, you can link to a file or other document or create a link that will open the default e-mail client and fill in the subject line. The person reading your document just must type their e-mail message to you and send it.

While you have the long web address on the Clipboard, paste it into the Notes area of the PowerPoint document. I typically add some text before it to remind me what the web address is for especially if there is more than one link on a slide. In effect, I'm using the Notes area as quasi-Footnotes.

As the content author, you will need to decide which to place on slides, long web addresses or contextual links.

Tables on Slides

As with Word documents or any other document you create, never draw a table. This produces a non-uniform Table that creates accessibility barriers for adaptive technology. The reality is that adaptive technology such as screen readers get stuck in drawn table objects, we just hear “blank, blank, blank” and content from the document gets sucked up into additional components of a drawn table creating a document author’s nightmare. Just say NO to drawn tables!

Always either insert a Table using the Insert Ribbon or by using the Office Clipboard to copy a Table from one document to another.

Do not use Tables on slides to layout content!

Inserting a Table onto a Slide

It is easy to insert an accessible Table into your PowerPoint presentation. You use the same keyboard commands you use in Word.

To insert a Table on a slide:

1. Put focus on the Content placeholder.
2. Press Alt + N, T for Insert Ribbon, Table.
3. The Table Gallery opens, and you can choose the number of rows and columns for your Table. This is the same as using the Insert Table item that appears below the Table Gallery.
4. As you choose the number of columns and rows using the Table Gallery you will be able to see them on the slide.

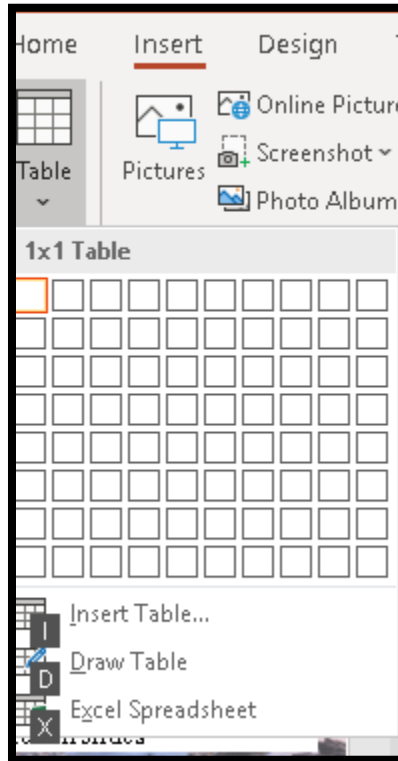


Figure 232 Table Gallery including options.

If you want to use the traditional Insert Table dialog press Alt + N, T, letter I for Insert Ribbon, Table, Insert Table.

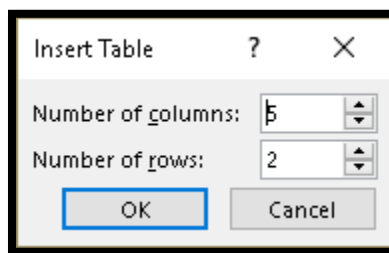


Figure 233 Insert Table dialog.

Once you have selected the number of rows and columns, the Table is inserted onto your slide.

Only add enough columns and rows to be readable by your audience on a slide! Don't add a table with more columns and rows that can fit "comfortably on a slide.

As demonstrated in the following image, that is about 11 rows of "regular" data. I've left enough room for footer and slide number information and haven't crowded the slide.

Table Inserted in Slide

Salesperson	2014	2015
Barnaby	575	800
Olivia	550	875
Zoe	500	825
Emily	685	850
Liam	675	725
Jessica	625	864
Kyle	600	565
Kayla	572	850
Simon	568	845
Gina	545	855

Figure 234 Table inserted into a Content placeholder on a slide.

You have access to all the colours available in your Table Styles (Alt + J, T, A). You can change the look and feel of your Table by using the Table Tools Sub-Ribbons that appear once you are in a Table. This is the same as when you work in Word.

If you are using the keyboard and/or adaptive technology, you will be able to move through and edit content in this type of Table.

Press Alt + J, T to access the tools on the Table Tools Design Sub-Ribbon if you want a different look and feel for your Table. Although you shouldn't make every Table a different style, you can change the style to emphasize different types of data. Do not use Tables on slides for design layout!

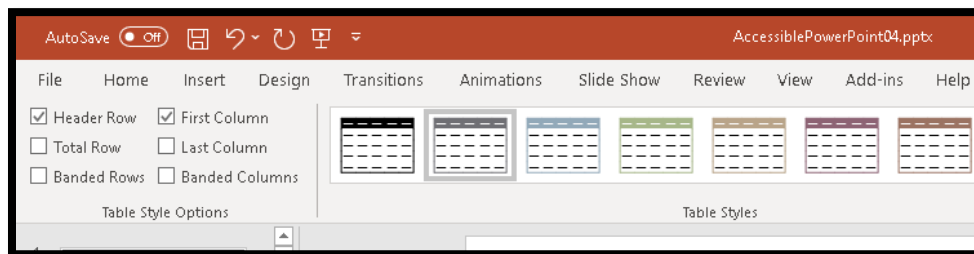


Figure 235 Table Tools, Design Ribbon.

On the Table Tools, Design ribbon, there are two check boxes: First Column (Alt + J, T, letter M) and Header Row (Alt + J, T, letter O). Make sure that both are checked for a data table so that adaptive technology can reference the column and row titles. In PowerPoint, unlike Word, they are not always checked.

To view the Table Styles Gallery, press Alt + J, T, A for Table Tools, Design, Table Styles. Then use the Up, Down, Left and Right Arrows to choose the style you want. Make sure to use good colour contrast!

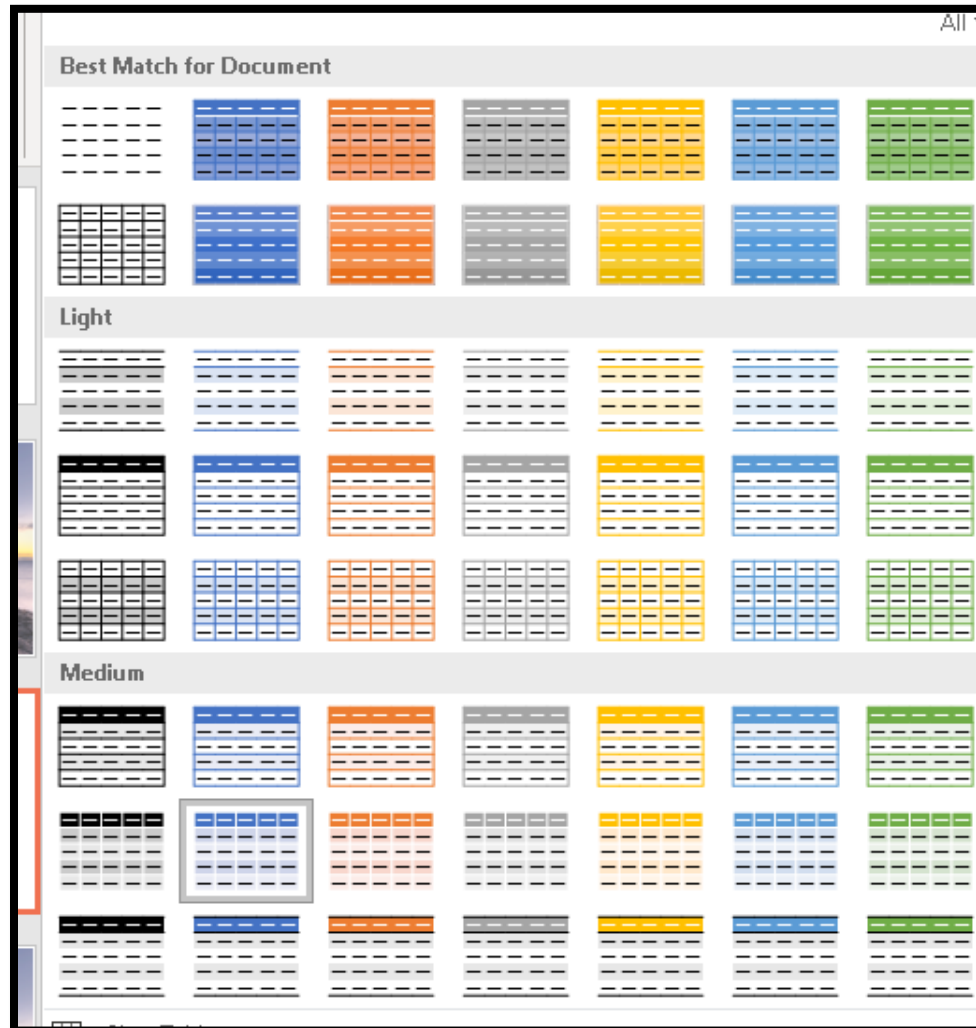


Figure 236 Table Tools, Design Ribbon, Table Styles Gallery.

Pasting a Table into a Slide

If you haven't used the Office Clipboard before, this is a great introduction! Unlike the Windows Clipboard, you can have up to 24 items on the Office Clipboard. This can include any type of content. If one Office application is open, the items will remain on the Office Clipboard. The Office Clipboard is emptied once all Office desktop applications are closed. You can reuse content from one Office application to another including Word, Excel, PowerPoint, and Outlook. In most cases, the formatting or structure is pasted into the other

application. You are not confined to copying a single element such as a heading, graphic or table. You can select multiple types of elements and add them to the Office Clipboard.

To use the Office Clipboard, it must be open in the Office desktop application you want to copy/paste content into. It does not launch automatically in other Office desktop applications if you use it in one Office desktop application.

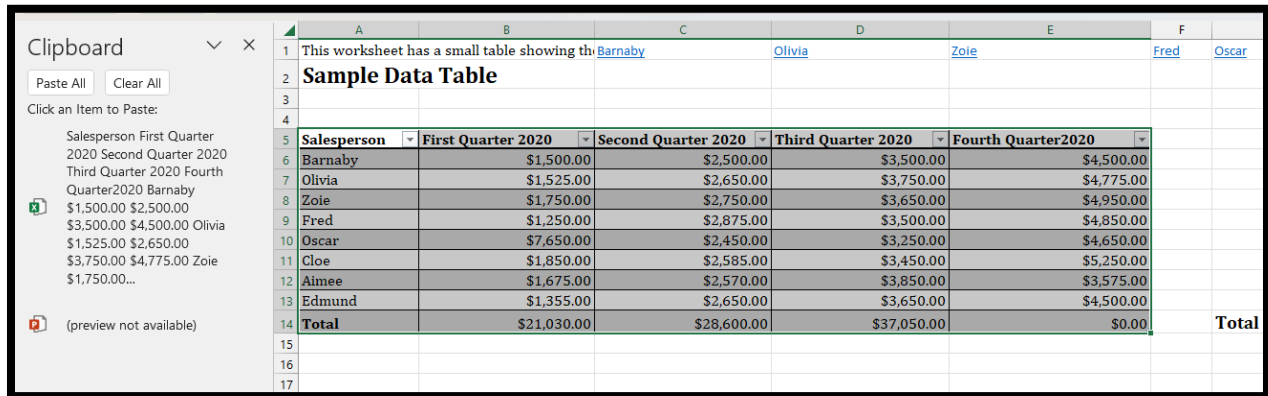


Figure 237 Table in Excel selected, with Office Clipboard open showing the table on the Office Clipboard.

For this example, we'll use an accessible table from Excel.

To use the Office Clipboard:

1. Press Alt + H, F, letter O to open the Office Clipboard.
2. Then copy the table or any other type of content using Ctrl + C.
3. Move to the slide where you want the table.
4. Press Tab to move to the Content placeholder.
5. Press Enter to go into Edit mode.
6. Press F6 to move to the Office Clipboard.
7. Use the Up and Down Arrows to find the table if you have other document parts on the Office Clipboard.
8. Press Enter or click on it with the mouse to insert it into a content placeholder on a slide.

You can use this method to copy a table from Word or Excel into a PowerPoint presentation. You might have to apply a Table Style for consistency of look and feel in the presentation.

Note: If you press Shift + F6 to move backward through the parts of the PowerPoint user interface, you will lose focus from the Content placeholder, and nothing will happen. You won't paste the table or other content onto the slide.

Tables from Excel

If you don't want to use the Office Clipboard, use this technique for copying tables from Excel into a PowerPoint presentation.

The first step in this process is to open Excel and select the table you want in a presentation. Press Ctrl + C to Copy the table.

1. Move to the PowerPoint presentation.
2. Press Tab to move to the Content placeholder on a slide.
3. Press Enter for Edit mode.
4. Press the AppKey to open the context menu with the Paste Options Gallery.
5. Choose Match Destination Style and press Enter.

The Excel table will be added to the slide using the destination Theme.

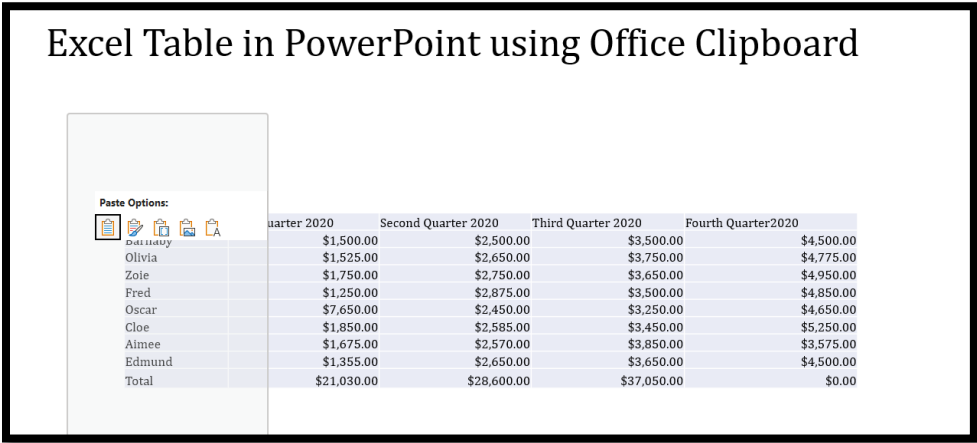


Figure 238 Table copied from Excel using the Paste Option to match Destination Style.

PowerPoint Designer and Accessibility Barriers

When you choose to use PowerPoint Designer, you must be aware of the accessibility barriers that are created. There is a workaround for these accessibility barriers: recreate the design on a slide master using a custom slide layout.

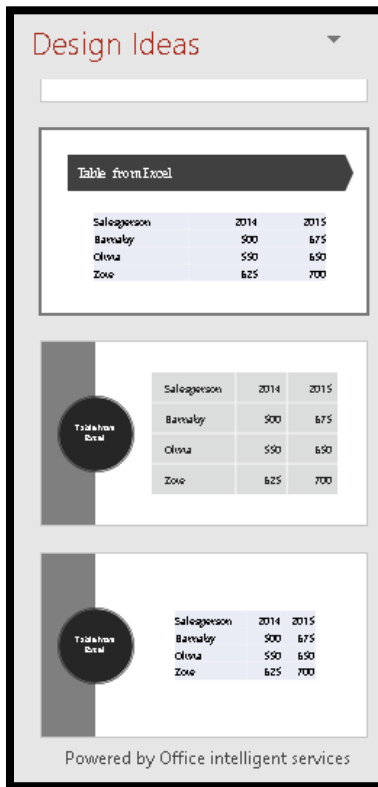


Figure 239 Suggestions from PowerPoint Designer for displaying a table on a slide.

The following design creates a failure in the Accessibility Checker. The Table is on top of a picture.

The slide features a blue header bar with the text 'Table from Excel'. Below it is a table with the following data:

Salesperson	2014	2015
Barnaby	500	675
Olivia	550	650
Zoie	625	700

Figure 240 Table on a slide with design using PowerPoint Designer.

If I use either the Selection Pane or the Reading Order Pane to reorder the content on the slide into a logical reading order, I get the same failure by the Accessibility Checker, but now none of the text is visible on the slide.

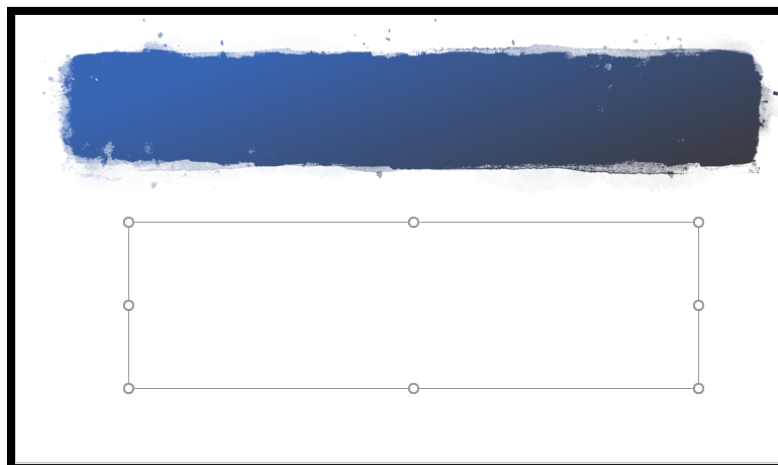


Figure 241 Slide with correct reading order showing no text.

PowerPoint Designer may not be a good match for Tables or other types of slide elements. You'll have to weigh the design versus accessibility now...keeping in mind that this tool could have created an accessible slide. The only reason you need to weigh design versus accessibility is the failure of this tool to take accessibility and logical reading order into consideration. Some of the newer design suggestions have animations.

Charts on Slides

We often want to display information in a data Table on a slide. We can do this with PowerPoint and the information will be accessible.

Although charts are accessible while in Normal slide view, they are inaccessible when in Slide Show view. This means that distributing a presentation as a slide show without access to the slides or source documents creates serious accessibility barriers.

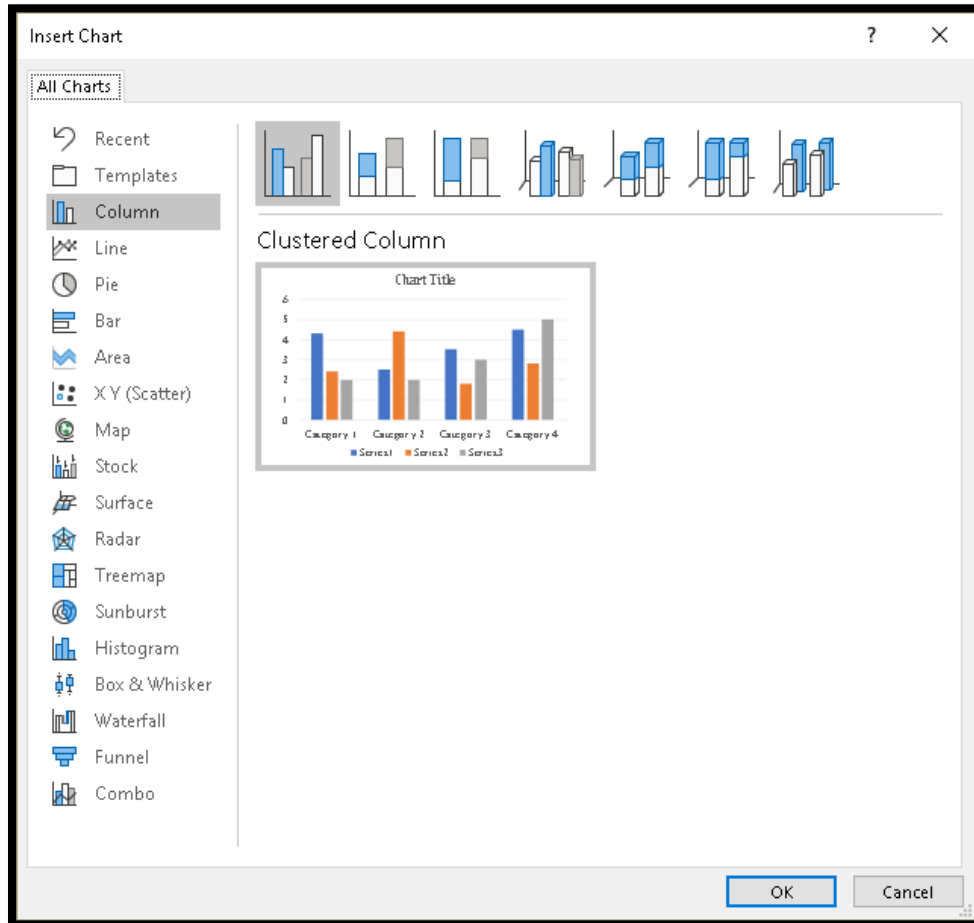


Figure 242 Insert Chart dialog in PowerPoint.

If you insert a chart into a default content placeholder using the Insert, Chart tool in PowerPoint, Excel will open, and you will be able to either type in the data for the chart or use data from an existing chart. A “light” version of Excel opens.

Once you choose Insert, Chart, and choose the type of chart you want, Excel opens with a pre-defined area that will be used for the chart.

If you want to use data from an existing Excel table, open Excel and locate the file with the data table you want to use.

1. Select the table.
2. Copy the table using Ctrl + C.
3. Switch to the “light” version of Excel in PowerPoint.
4. Select the data prepopulated when you chose to create a chart.
5. Delete it.
 - a. You may get error messages, just keep saying OK.
6. With the focus on the first cell in the “light” version of Excel, press Ctrl + V to paste the table from Excel.
 - a. You may get more error messages, especially if the table contains formulae. Just say OK.
7. The chart based on the data from your Excel table has been added to the slide.

You can retype the data into the “light” version of Excel, but you won’t be able to use formulae. It is just as easy to copy and paste from the full version of Excel into a slide Content placeholder.

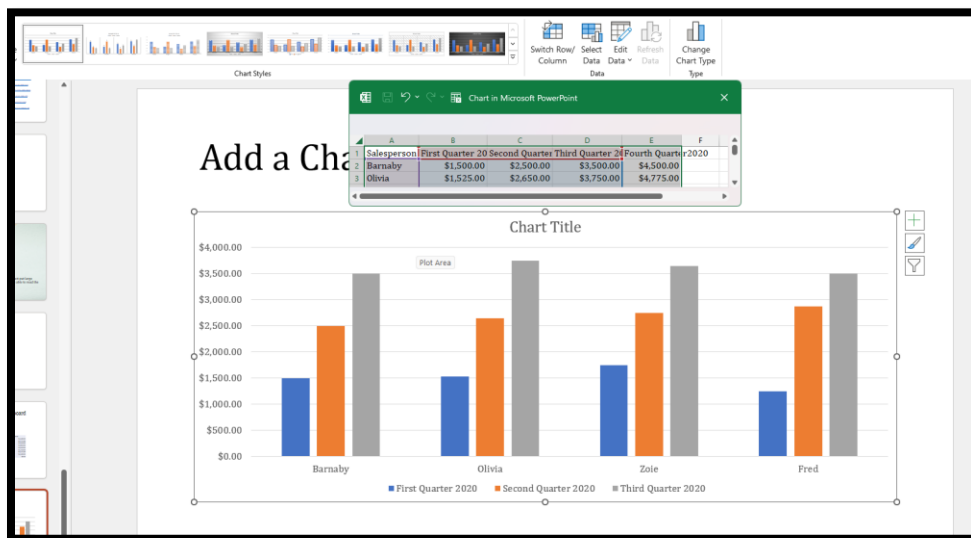


Figure 243 Bar chart added to a slide from Excel.

Remember to add column and row titles to your data as well as any other accessibility supports.

In Excel, if you use Paste Special to paste a chart from Excel into Word or PowerPoint, the chart will be pasted as an OLE or Object Linking and Embedding “object” which may not be accessible to adaptive technology. This would require the use of the Notes area to describe the chart for it to be optimally accessible. There would be too much information for Alt Text.

Someone using the keyboard or using a keyboard and a screen reader will be able to Tab to the chart, use the keyboard equivalent of the right mouse button to open the context menu and choose “Edit data.” This will open the Excel workbook associated with the chart and the person will be able to explore the data in more detail using their adaptive technology.

If you are going to distribute this presentation as a slide show someone using adaptive technology who cannot see the slide will not have access to the chart. It will be described to them as an OLE object. That’s it. No other information is available.

Therefore, it is necessary to determine how the information in your PowerPoint document is going to be distributed before you begin adding content to slides.

If you are not sure what will happen to the PowerPoint presentation once it leaves your “desk” you can provide supportive information in the Notes area. This gives someone else the intent behind the use of the chart or OLE object and a brief description that can be sent along with the slide show as alternate format for inaccessible content. Using the keyboard, you can F6 into the Notes area which is located just under the slide.

For tagged PDF the text from the Notes area can be copied into NotePad and attached to the PDF document. For the RTF or Outline document of the PowerPoint document the text can be copied into the RTF/DOCX document. It can also be copied into Word and transcribed into Braille. The key is that the description will travel with the PowerPoint document and can be used for inaccessible versions of the presentation to provide the alternate format.

Reading Order Pane and Selection Pane

This is a consolidated topic looking at the Selection Pane and the Reading Order Pane as they relate to checking the Reading Order of slide content.

Until 2019-2020, we've used the Selection Pane to determine the logical reading order of content on slides. This tool is counter intuitive as you need to start from the bottom of the list of objects on a slide and work your way to the top. The Reading Order Pane gives you two advantages over the Selection Pane: you look at the order of slide content from the top down and you can make some remediations in the Reading Order Pane.

Selection Pane and Logical Reading Order

There are two ways to launch the Selection Pane

1. Select any object on a slide and press Alt + J, A, P for the Shape Format tools, Selection Pane.
2. Select any object on a slide and press Alt + H, S, L, P for Home Ribbon, Select, Selection Pane.

The Selection Pane opens to the right of the slide.

When looking at the logical reading order, have the footer and header information read after the slide content and page number. The reason for this is that header and footer information is repetitive and once we hear it, we really don't need to hear it again on every slide. The important information is the slide content (title and content/text placeholders) and the slide number. The slide number should be read after the content and before the header/footer information.

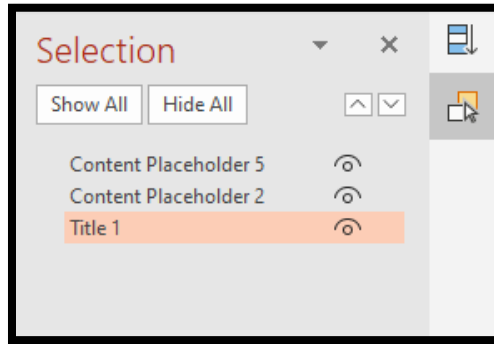


Figure 244 Selection Pane showing the logical reading order of the Two Content slide layout.

The following image shows the Selection Pane for a slide with content, footer and slide number.

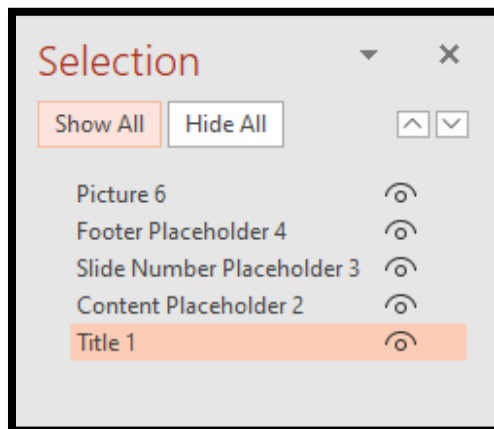


Figure 245 Selection Pane for a slide with Two Content, a footer and a slide number.

The Selection Pane has two arrows to move selected items up or down in the logical reading order. The Selection Pane is accessible using the keyboard and adaptive technology.

Close the Selection pane by making sure that it has focus, then pressing Alt + Spacebar followed by the letter C. This is not one of those keyboard commands like the Ribbon ones. You need to press Alt + Spacebar until you hear or see the context menu is open and then press C to Close it. This is typical of how Panes are closed in Office applications.

Reding Order Pane and Logical Reading Order

Those of us who work in accessible document design and accessible document remediation have long advocated for a better tool than the Selection pane to determine logical reading order on a slide. We now have the Reading Order Pane.

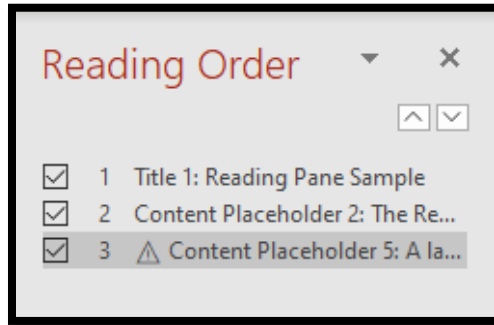


Figure 246 Reading Order Pane in PowerPoint.

The advantage of using the Reading Order Pane to determine logical reading order of content on a slide has several benefits. First, you can read the logical reading order in more logical order: top to bottom. Second, if you have an image with no Alt Text, it will be flagged, and you can fix it on the spot.

It is a good habit to use the Reading Order Pane when you work on any PowerPoint presentation or when designing a PowerPoint template in Slide Master view.

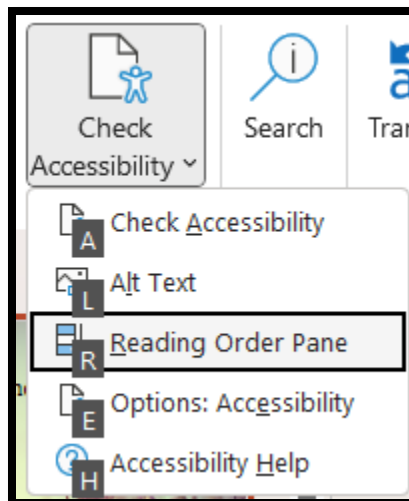


Figure 247 Reading Order Pane from the Review Ribbon.

The keyboard command to launch the Reading Order Pane is Alt + R, A, number 1, R for Review Ribbon, Check Accessibility, Reading Order Pane.

Reading Order Pane on the Quick Access Toolbar

It is easy to put the Reading Order Pane on the Quick Access Toolbar.

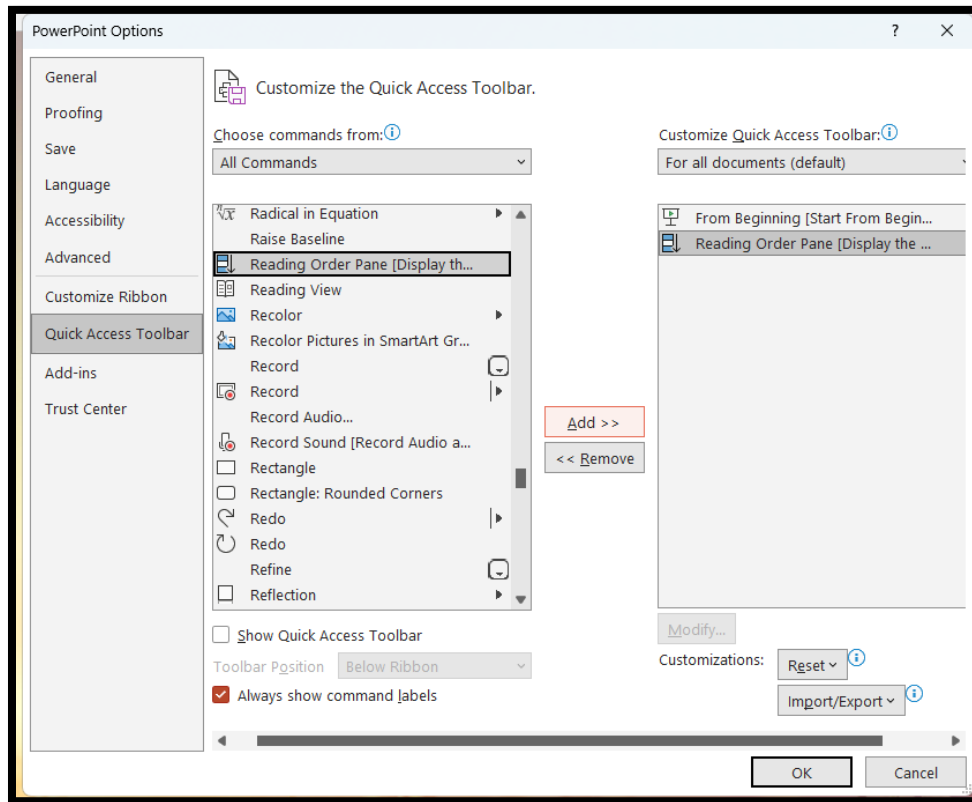


Figure 248 Adding the Reading Order Pane to the Quick Access Toolbar.

To put the Reading Order Pane on the Quick Access Toolbar:

1. Launch the PowerPoint Options dialog by pressing Alt + F, T for File/Backstage area, Options.
2. When the Options dialog opens, press Q for Quick Access Toolbar.
3. Press Tab to move into the list of types of commands.
4. Press Alt + Down Arrow to open the list of categories of commands.
5. Choose All Commands.
6. Press Tab to move into the list of all available commands and press R for Reading Order Pane (Display the Reading Order Pane).
7. Once the Reading Order Pane (Display Reading Order Pane) is selected press Alt + A to add it to the Quick Access Toolbar.

8. It is added to the Quick Access Toolbar in the next available position.

While in the Options dialog, Quick Access Toolbar category, you might have to turn on the Quick Access Toolbar. You can then choose to have the Quick Access Toolbar shown above or below the Ribbons.

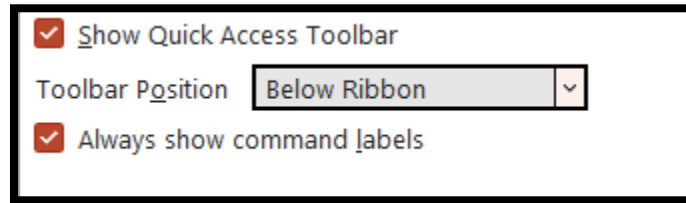


Figure 249 Check box to turn on the Quick Access Toolbar in PowerPoint and choose to have it above or below the Ribbons.

In my desktop version of PowerPoint, the keyboard command to launch the Reading Order Pane from the Quick Access Toolbar is Alt followed by 2. The number you type after pressing the Alt key will depend on how many things are on your Quick Access Toolbar and how they are arranged.



Figure 250 Reading Order Pane on my Quick Access Toolbar.

The Reading Order Pane opens to the right of the current slide. It lets you check not only the logical reading order of the content on the slide, but also whether images have Alt Text or not. The following image shows a sample slide in the Eyedropper Two template that has an image with no Alt Text.

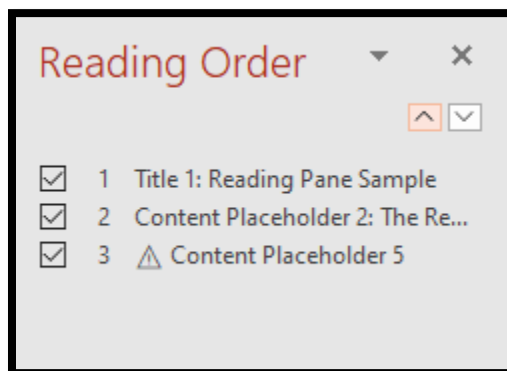


Figure 251 Reading Order Pane showing an image with no Alt Text.

You can add the Alt Text in the Reading Order Pane by clicking on the object or by pressing F2 to go into Edit mode. Type your Alt Text and press Enter to close the edit area.

Note: If you find a graphic without Alt Text while in the Accessibility Pane, you have some options. You can add Alt Text, Mark as Decorative, or get suggestions for Alt Text.

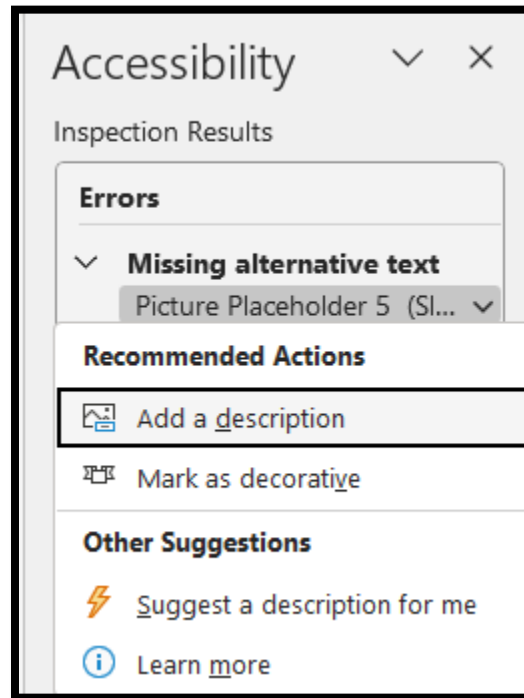


Figure 252 Accessibility Pane showing the options for a graphic without Alt Text.

To see the options for a graphic without Alt Text in the Accessibility Pane, put focus on the graphic in the Accessibility Pane and press Alt + Down Arrow. Then use the Up and Down Arrows to find the option you want and press Enter. Pressing F2 on a graphic without Alt Text in the Accessibility Pane will not put you in Edit mode.

Accessibility Checker and Reading Pane Integration.

You can fix the logical reading order of placeholders and objects on a slide using the Accessibility Checker and then launching the Reding Order Pane from the Accessibility Checker

With the Accessibility Checker you might see that there is a warning about logical reading order.

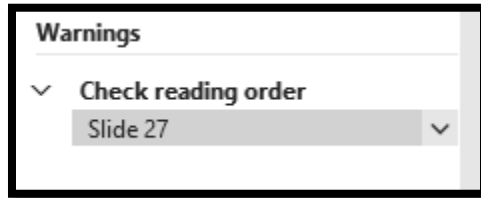


Figure 253 Accessibility Checker Pane showing a slide that needs the logical reading order checked.

Press **Alt + Down Arrow** or click on the small arrow to the right of the slide number that needs checking.

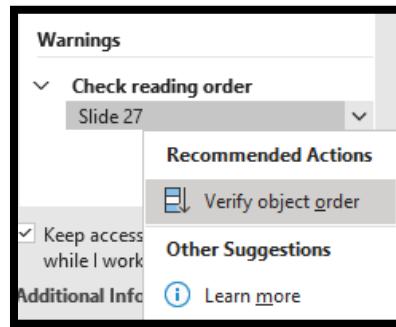


Figure 254 Context menu for a slide in the Accessibility Checker needing its logical reading order checked.

Choose **Verify Object Order** (letter O or Down Arrow) or click on flagged slides in the Reading Order Pane. You can't remove this warning unless you move things around on the slide that is flagged. Even if the logical reading order is correct in the Reading Order Pane, you must move something to remove this warning. This is a bug that has been reported. We need a way to check the logical reading order and say "its OK as is".

Accessibility Checker & Accessibility Reminders

Office 365 subscription, Word, Outlook, PowerPoint, and Excel include a built-in accessibility checker. This helps document authors optimise the accessibility of their digital content. The rules do keep changing although some are standard. You can find the complete list of [Rules for the Accessibility Checker](#)⁸ on the Microsoft website.

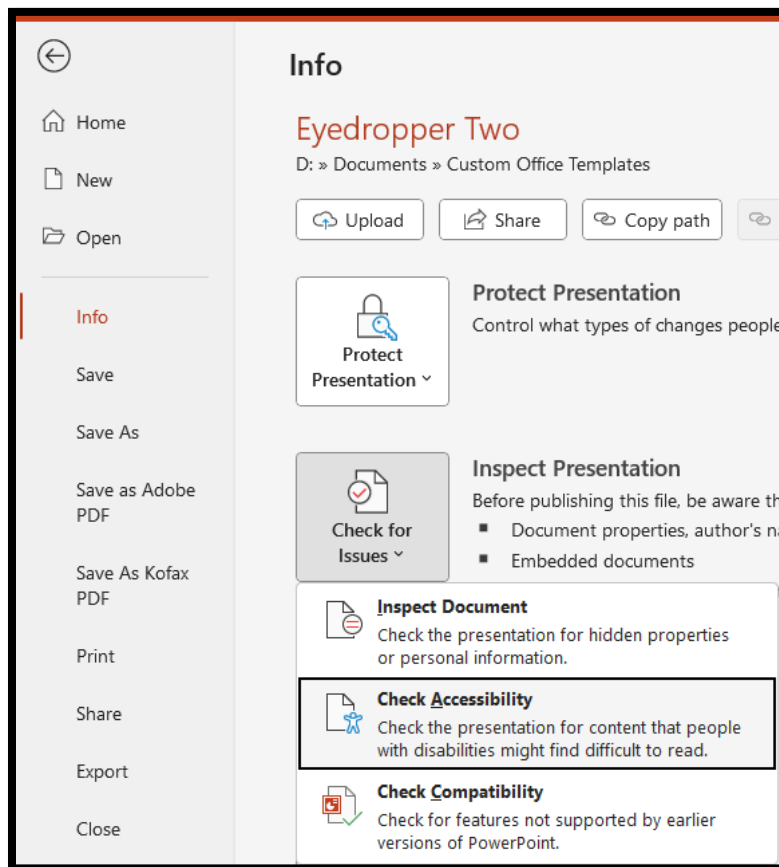


Figure 255 File/Backstage area, Info tab, Check for Issues, Check Accessibility.

⁸ Rules for the Accessibility Checkers, Microsoft: <https://support.microsoft.com/en-us/office/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1?ui=en-us&rs=en-us&ad=us>

In PowerPoint press Alt + F, letter I, letter I for File/Backstage area, Info, Check for Issues. This button has three options, one of which is to check the accessibility of the PowerPoint presentation. Use the Down Arrow to select Check Accessibility and press Enter.

There are two other ways to launch the Accessibility Checker. You can press Alt + R, A, number 1, A for the Review Ribbon, Check Accessibility, Check Accessibility.

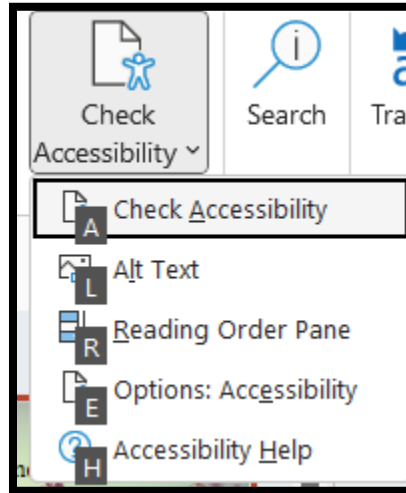


Figure 256 Review Ribbon, Check Accessibility, Check Accessibility selected.

In Office 365 subscription, the Accessibility Checker is constantly running in the Status Bar. This is a setting turned on by default. You can find the setting in the PowerPoint Options, Accessibility category. The keyboard command is Alt + F, T, E, A for File/Backstage area, Options, Accessibility. Tab once to move into the Accessibility settings. “Keeping the Accessibility Checker running while I work” is the first setting you land on, and it should be checked.

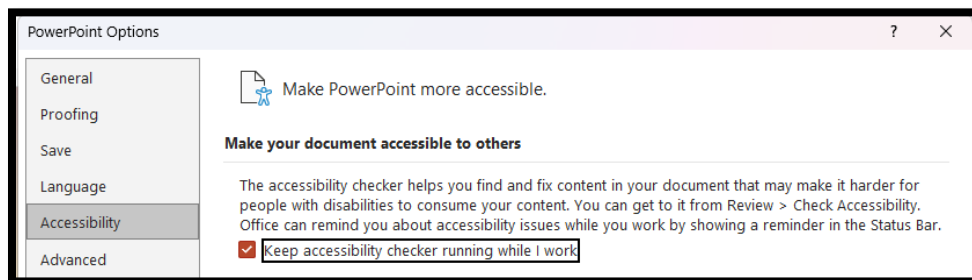


Figure 257 Keep the Accessibility Checker running while I work checkbox checked in PowerPoint Accessibility options dialog.

There is also an opportunity to turn this on in the Accessibility Pane. The Accessibility Pane has a check box that shows the status of the Accessibility Checker.

Logical Reading Order on Slides

The Accessibility Pane opens to the right of the current slide. If you have more than one Pane open, for example, the Reading Order Pane and the Accessibility Pane, they will be placed on top of each other.

There is a keyboard command to move among open panes in Microsoft 365 applications. With focus on the current open pane, for example, the Reading Order Pane, press F6 one more time to move into the list of open “tabs”. These are the panes that are currently open. Once focus is on a pane, use the Up or Down Arrow to locate the pane you want. Press Shift + F6 to move back into that pane and work with it.

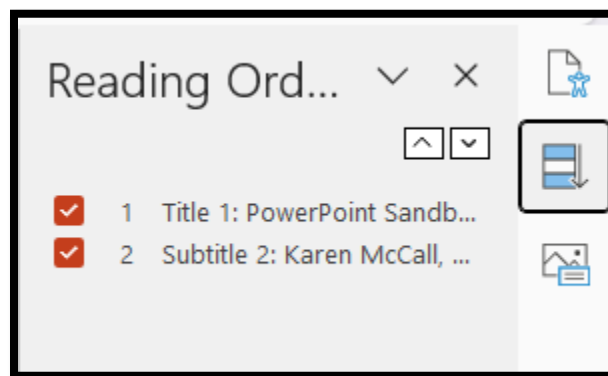


Figure 258 Three "tabs" or panes open with focus on one of them.

If you are using a screen reader, you can verify your location. As you move through the tabs, you should hear: “Accessibility tab expanded”, “Alt Text tab expanded” and so forth.

As soon as you land on a “tab”, that pane has focus. Press Shift + F6 to move to the first tool in that pane and work with it. Tab and Shift + Tab work to move among the tools in a pane.

Once you are in the Accessibility Pane, use Tab to move from the Up and Down Arrows to the list of categories of Errors, Warnings and Tips and the Left and Right Arrows to expand or collapse any category of found items.

In the following image, pictures were added to the Eyedropper Two template and were then rearranged so that they are “out of the order in which they were added”. This flags the Accessibility Checker and the Warning about logical reading order is present.

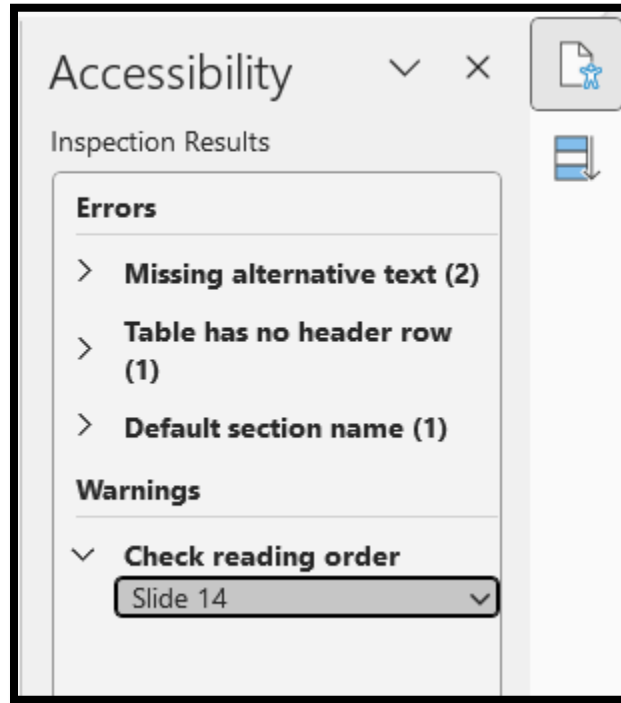


Figure 259 Accessibility Check showing warning for logical reading Order.

Select the item you want to examine, in this case the logical reading order, press Alt + down Arrow and choose Verify Reading Order. This launches the Reading Order Pane.

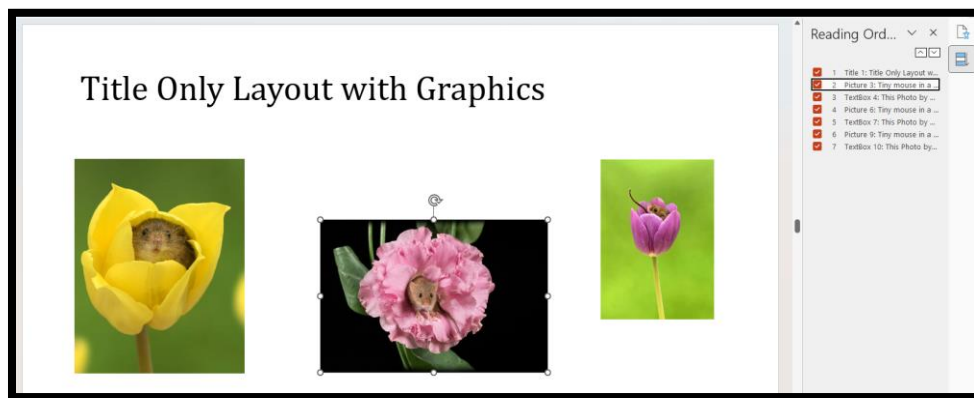


Figure 260 Slide with a flag to check the logical reading order in the Accessibility Pane.

Note: On the preceding image of a slide, the image in the centre was in the logical reading order as per how I wanted the images accessed, however, the Reading Order Pane, made me order the images so that the picture in the centre was read after the picture to its left. Only

then could I get a green check mark in the Accessibility Pane. I left it “broken” in the sample file so you can explore

Tables with no Table Headers

There have been some changes in the Accessibility Checker for Word and PowerPoint regarding tables and Alt Text. The Accessibility Checker no longer checks tables for Alt Text. What is checked for are table headers. For correctly inserted tables, this means that on the Table Tools, Design Ribbon the check box for Header Row and First Column are checked. This identifies the column and row titles.

The correctly inserted table in the Eyedropper Two template is not flagged by the Accessibility Checker because I made sure both check boxes (First Column and Header Row) were checked when I inserted it on the slide.

Table Inserted in Slide

Salesperson	2014	2015
Barnaby	575	800
Olivia	550	875
Zoie	500	825
Emily	685	850
Liam	675	725
Jessica	625	864
Kyle	600	565
Kayla	572	850
Simon	568	845
Gina	545	855

Figure 261 Table on a slide correctly inserted with header row identified does not show up in Accessibility Checker.

However, if you have tables where the PowerPoint Designer tool was used to give them a unique look and feel, you will need to do some remediation.

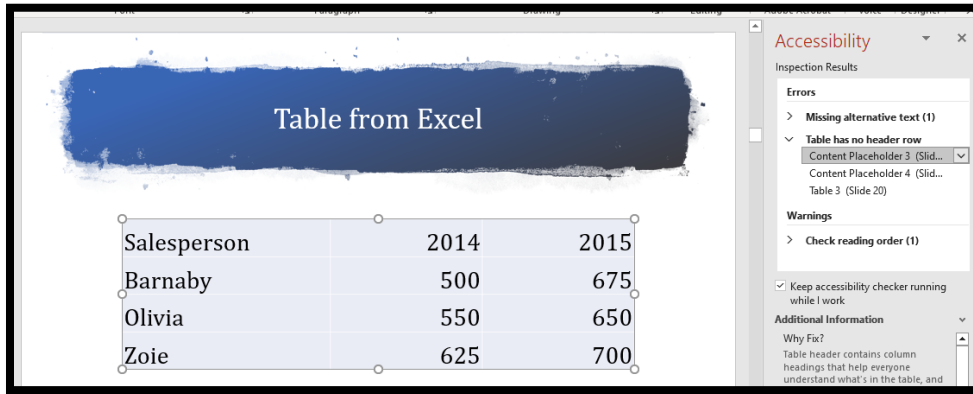


Figure 262 Table from Excel added to a slide with no Table Headers.

If we select the table and go to the Table Tools, Design Ribbon then check both the First Column and Header Row, the styling of tables changes as shown in the following graphic.

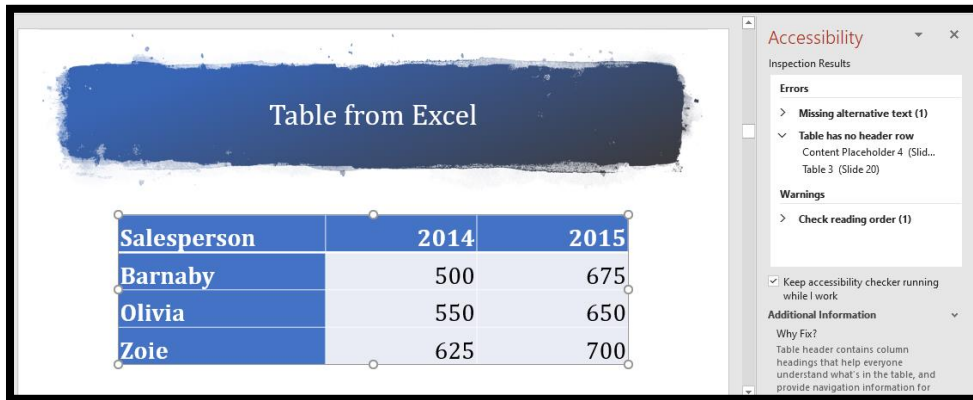


Figure 263 Slide with the table Header issue fixed but design issue created.

You can change the style of the table to better reflect the PowerPoint Designer choice which I sort of did in the following image although the blues don't quite match. Some of the Office Accessibility Checkers will flag a table if a Table Style isn't used.

Table from Excel

Salesperson	2014	2015
Barnaby	500	675
Olivia	550	650
Zoie	625	700

Figure 264 Slide with table restyled after adding Table Headers.

The Accessibility Checker may flag colour if used for text. You will need to manually check the colour contrast with a third-party colour analyzer. I recommend the [Colour Contrast Analyzer](#)⁹ from the Paciello Group. There is a PC and Mac version. There are other colour contrast tools out there so you can use the one that works for you.

You will be flagged if you have two slides with the same slide title. Therefore, I recommended earlier that you find a way to distinguish slides with the same topic.

In the Eyedropper Two template, I added two sections for each of the two topic changes. However, I didn't add a section for the first part of the presentation which includes the Title Slide.

This is not a failure to use Section Headers to change topics in the presentation. This is an error related to the Thumbnail Pane to the left of the slide canvas. I provided section names for the two topic changes, but didn't for the Title Slide and all slides up to the Section One section.

⁹ Colour Contrast Analyzer , the Paciello Group:
<https://developer.paciellgroup.com/resources/contrastanalyser/>

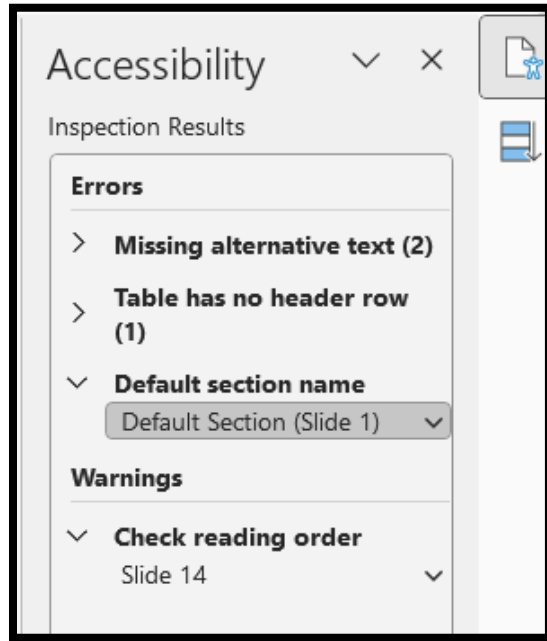


Figure 265 Missing section in Thumbnail Pane for Slide 1.

The recommended remediation is to Rename the Section. This is the option from the drop-down in the Accessibility Pane.

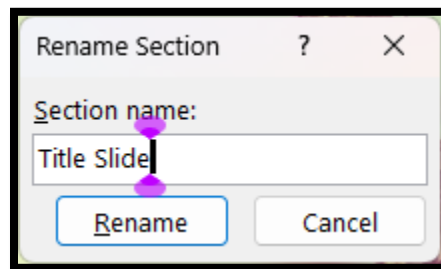


Figure 266 Rename Section dialog.

I renamed the section Title Slide and the error disappeared from the Accessibility Check.

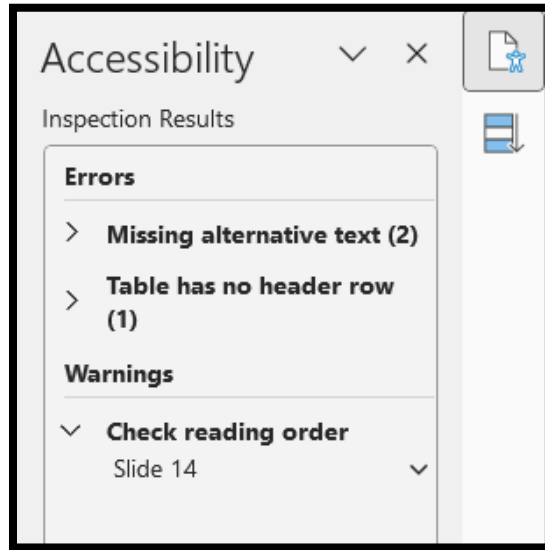


Figure 267 Default Section Name removed after remediation.

The section name is visible in the Thumbnail Pane to the left of the slide canvas.



Figure 268 First set of slides with the section name.

As previously mentioned in this book, when you automatically generate Alt Text, a disclaimer is added to the Alt Text saying that the Alt Text was automatically generated. You need to manually check the Alt Text to make sure it is accurate.

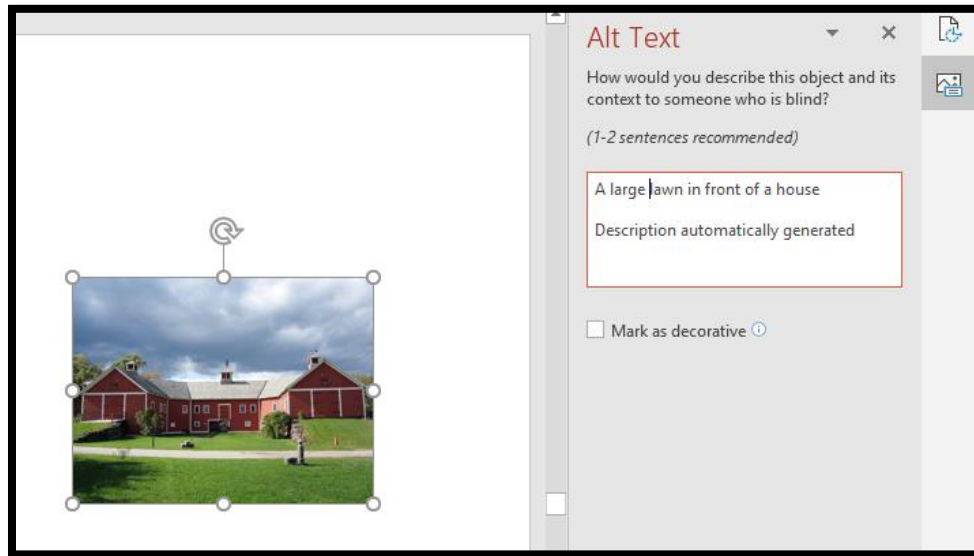


Figure 269 Picture on a slide with Alt Text Pane showing automatically generated Alt Text.

In the preceding image, I searched for barns because I wanted to do a presentation on farms and agriculture in my county. The Alt Text that was automatically generated was a lawn in front of a house. Close, but not quite what the image represents. I can change only a bit of the Alt Text: “Barn with a large front lawn” or I can provide a bit more detail by saying “a large barn with two entrances on a sprawling landscape under a dark autumn sky”. The Alt Text will depend on what I want the reader to know about the image. I can change a little of the automated Alt Text or choose to completely rewrite it. I do need to There is now a check box in the Alt Text Pane to “Approve Alt Text”. This will remove the disclaimer and pass the Accessibility Check.

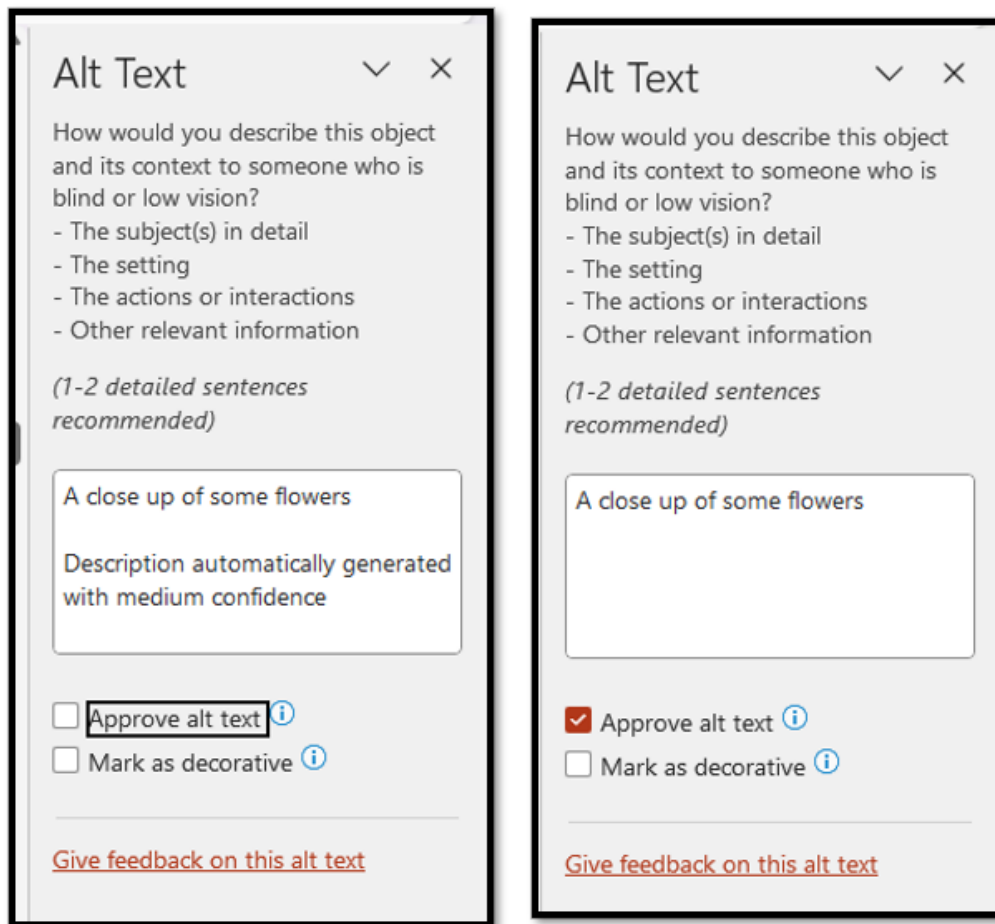


Figure 270 Alt Text Pane with generated Alt Text (Left) and Alt Text Pane with generated Alt Text approved (right).

Alternate Format for Braille and Large Print

This topic assumes you do not have ANY Text Boxes on your slides!

There is a sample presentation as well as the resulting alternate format in DOCX format and tagged PDF attached to this book. The presentation is on the need for a Global Inclusive Education Standard.

If you have Text Boxes on slides, you will need to copy and paste ALL content in Text Boxes over to the Word document.

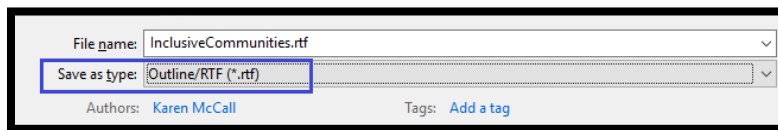


Figure 271 Save as Outline or RTF options in Save As dialog.

1. Switch to Outline View (Alt +W, P, letter O) from the view Ribbon to examine your slides to see how much of your content is going to be saved as an RTF or Rich Text Format file.
 - a. You can use Outline View to create your presentations the same way you would use the Navigation Pane in Word, but in PowerPoint, you can see the most accessible content.
 - i. Graphics are not included in Outline view and are not saved when saving as an outline. They will need to be copied and pasted into the Word document. This feature is something we've requested for several years.
 - b. Pressing Alt + W, L will return you to Normal Layout where you can see the slide Thumbnails again or click View, Normal.
2. Choose File, Save As, keep the same name of the document but choose Outline RTF as your file type.

- a. You can also press F12 to launch the Save As dialog and choose Outline/RTF from the list of file types. This is the method I use because it is faster.
 - b. The RTF or Rich Text Format file will be saved in the same folder as your presentation.
 - c. Make sure it has the same name.
3. Open the RTF document and select the entire text of the document (Ctrl +A).
 - a. Notice that when we created the presentation from Word sample, we started with three levels of Headings. Now we have the three levels of Headings when we return to Word as RTF.
4. Press Alt + H, E or click the eraser in the Fonts Group of the Home Ribbon to Remove Formatting.
 - a. You now have a document with no formatting or structure.
5. Copy the entire text of the RTF document into a clean Word document. Use either a template or the Normal template from Word.
 - a. This gives you the standard formatting you are used to when working with specific documents. While you will have access to Styles in the RTF version of the document and the subsequent Word version once you copy content over, it may not be styled the way you want it. I find it just saves time if I copy the unformatted text into a fresh/new Word document.
6. Begin adding the structure and formatting to the DOCX version of your PowerPoint presentation.
 - a. Save it with the same name as your presentation. Save it to the same folder, which should be done as the default but check it when saving it.
 - b. A fast way to ensure that the filenames are the same is to find the PPTX file, select it and press F2 to go into Edit mode. Copy the filename using Ctrl + C then press Escape to cancel the edit. Switch to the Word document, press F12 and paste the filename in the Filename edit box. Make sure you are saving the document as a Word/DOCX file and then activate the Save button/Alt + S.
7. Copy the first slide text and place it just above itself in the document. You should have two iterations of the first slide content.
8. For the first iteration of the Title Slide, use the Title Style for the title of the presentation.
9. Keep the other information from the Title slide as plain paragraph text.

10. If there is an image from that Title Slide that you want in this alternate format version, copy it from the Title Slide in PowerPoint.
11. If there is a repeating logo on each slide, I usually copy it into the page header for the first page. This image does not require a Caption.
12. Just below the “Title Slide” information add “Table of Contents” or “Contents” and use the Subtitle Style on it.
13. Press Enter once to land on a blank line and press Alt + S, T, C for the References Ribbon, Tables of Content, Custom Table of Content.
 - a. Do not use any of the Tables of Content from the Tables of Content Gallery! They are created using Content Controls.
14. Move to the repeated information from the Title Slide and format the slide title as a Heading 1 and place the slide number after it in parentheses. For Example, “Global Inclusive Education Standard (Slide 1)”.
15. Keep the formatting for the rest of the Title Slide Contents as paragraph text.
16. If there is an image on the Title Slide that you want in the alternate format, copy, and paste it just under the content for the Title Slide and this time, use the Alt Text to provide a Caption or create a new Caption.
17. All slides will use Heading 2 for the slide title except for the Title Slide for the presentation and Section breaks or Section Header slides. They will use Heading 1 as they act as “chapter headings” or major topic changes in the PowerPoint presentation.
 - a. Any slide that comes after a Section Header slide and before the next Section Header Slide will use Heading 2 as the Style for the slide title.
18. If your presentation has images or tables on the slide layer of the presentation, you’ll need to copy and paste them into the Word document.
 - a. Resize them as needed.
 - b. For tables, make sure That the Header Rows Repeat so that if the table spans more than one page the Header Rows will be at the top of the next page. Also make sure that Header Row and First Column are checked in the Table Tools, Design Ribbon.
19. the Alt Text from the images, copy it and create captions for the images.
 - a. Each image that was in the presentation layer or slide layer of the presentation, should have Alt Text and a Caption.

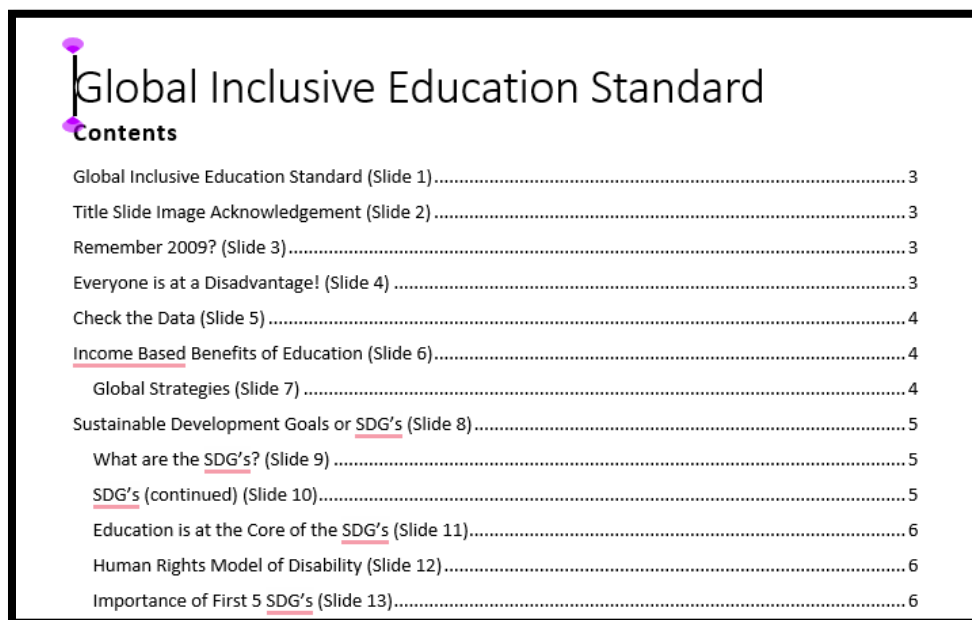
b. You can create new Caption text for the images, I tend to reuse the Alt Text.

20. Do not add images to the Word document.

a. An exception might be a company logo in the Slide Master but that you want available to validate branding. You can put the logo in the page header because the name of the organisation will also be on the title slide for optimal accessibility.

21. Any long web addresses in the presentation should be contextual links with Footnotes or Endnotes in the Word document.

In the alternate format version of the presentation, you can have a linked Table of Contents.



The image shows a screenshot of a Table of Contents for a PowerPoint presentation. The title is 'Global Inclusive Education Standard' with a logo consisting of a vertical line and two purple dots. Below the title is the word 'Contents'. The table lists 13 items with their corresponding slide numbers and page numbers in the alternate format.

Item	Slide	Page
Global Inclusive Education Standard	Slide 1	3
Title Slide Image Acknowledgement	Slide 2	3
Remember 2009?	Slide 3	3
Everyone is at a Disadvantage!	Slide 4	3
Check the Data	Slide 5	4
Income Based Benefits of Education	Slide 6	4
Global Strategies	Slide 7	4
Sustainable Development Goals or SDG's	Slide 8	5
What are the SDG's?	Slide 9	5
SDG's (continued)	Slide 10	5
Education is at the Core of the SDG's	Slide 11	6
Human Rights Model of Disability	Slide 12	6
Importance of First 5 SDG's	Slide 13	6

Figure 272 Table of Content in an alternate format of a PowerPoint presentation.

You'll need to ensure that any graphics in the alternate format have a caption. The reason you add Captions to images is that Braille does not convert images. You need tactile embossers/printers for this and special software. In adding the Caption, at least those getting a Braille copy of the presentation know that there is an image on the page and what the image is. If your presentation is composed of mainly slide titles with images, include those as per the images with Alt Text so that someone reading the Braille can follow along the presentation and have access to the context of the images.

If there is a slide that only has a title with a decorative graphic, a brief explanation of this should be in the alternate format. It is the remediator's decision whether to include the decorative image or not. Of course, if the decorative image is added to the alternate format,

it will need Alt Text. Otherwise there is no point to adding it for those who use Braille. Remediator's must be consistent in how they remediate content.

The development by persons with disabilities of their personality, talents and creativity, as well as their mental and physical abilities, to their fullest potential;

Enabling persons with disabilities to participate effectively in a free society.

In realizing this right, States Parties shall ensure that:

Persons with disabilities can access an inclusive, quality and free primary education and secondary education on an equal basis with others in the communities in which they [live](#);

Achieving Inclusive Education (Slide 15)
How can someone with a disability think of themselves as anything BUT “disabled” when throughout their academic career they are “accommodated for” and integrated into” and “mainstreamed into” what [is considered to be](#) a “normal” or “regular” learning environment.

The language we use precludes inclusion and promotes “segregated inclusion” of those of us with disabilities.

We cannot help but think of ourselves as being “disabled” first and a person second.

The Legacy of Mainstreaming (Slide 16)
The language we use around disability and “mainstreaming” is important to those of us with disabilities. “Inclusion” must be the result.

Is Ratification of the CRPD Reforming Education? (Slide 17)
Even in countries that have ratified the UN Convention on the Rights of People with Disabilities (CRPD) (UN Enable, 2015), the model of education for those of us with disabilities is one of being accommodated for, integrated into and mainstreamed into what is usually described as a regular or normal classroom (Harman, n.d.).

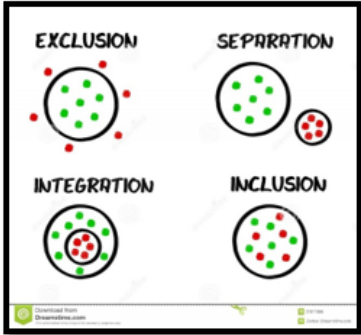


Figure 3 Integration Inclusion Exclusion Separation Royalty Free Stock Image ...

Figure 273 Sample of a page in the attached alternate format version of a PowerPoint presentation.

If you have slides with notes, they can be copied and added to the alternate format. The structure of the alternate format would add a Heading level 3 for any notes. The text would be “Notes for Slide X” so that if someone was looking through the headings or linked Table of Contents, they could use first character navigation to quickly find the notes they want. For example, pressing N in a list of headings would take them to the “notes for Slide 1” and pressing N again would take them to the “Notes for Slide 2”.

Check the Data (Slide 5)

Modest estimates of 1 Billion people with disabilities in the world.

Estimates are anywhere from 1 in 7 to 1 in 4 people have disabilities.

Estimates of seniors age 55-64 are 2 in 5 have disabilities.

For seniors 65+ the estimates are 1 in 2 have a disability.

In the US, 79 BILLION \$\$\$\$\$ are spent on ICT per YEAR!

Access Board presentation to the Zero Project Conference 2016.

This does not include the billions of \$\$\$ spent on textbooks and course packs.

We have the purchasing power.

What are we waiting for?

Notes for Slide 5

Copy and paste any notes for the slide here.

Figure 274 Alternate format of a PowerPoint presentation with a note topic for slide 5.

Once this alternate version of a presentation is finished and saved, you can convert it to tagged PDF, Braille, Large Print or EPUB as necessary.

Make sure you add the Document Properties including keywords! Go to File, Info tab, Document Properties, Advanced Properties. Adding the document properties in the Info tab area itself will not always convert to other formats. The keyboard command is Alt + F, letter I, Q, S then press Enter on Advanced Properties.

Converting PowerPoint to Tagged PDF

One of the formats often used to distribute content in a secure manner is tagged PDF. If a presentation is going to be converted to tagged PDF, this needs to be decided before you begin adding content.

The reason for this is that some of the objects that would be accessible if someone were in Normal slide view are not accessible once the document is converted to tagged PDF. The type of tagged PDF also needs to be considered. For example, if you want to convert speaker notes, the Microsoft ability to save as PDF is the only conversion tool that lets you create an accessible version of the speaker notes.

Note: Do not use the Print > Adobe PDF tool! It creates an untagged, inaccessible PDF! It basically destroys all your work in making an accessible PDF.

Avoid converting transitions. The person who is trying to read the tagged PDF may not be able to read fast enough or may become confused by the transitions. Another accessibility issue is that the transitions might interfere with someone's adaptive technology such as screen magnification. Even within Adobe Acrobat or Adobe Reader someone can turn off transitions for general PDF documents if they are annoying or make the content unreadable. PowerPoint itself has transitions so make sure that these are not carried over to the tagged PDF document by un-checking this check box.

Video needs to be captioned and/or video described. A transcript would be acceptable for this type of media as well. Attach the Word or text file to the PDF document so it is right

there, ready to use when the content is accessed. While media content may be accessible while in Normal view, it is not accessible when the presentation is converted to tagged PDF. It will be converted as a graphic.

The accessibility of SmartArt when converted to tagged PDF depends on what is done in PowerPoint (or Word or Excel). If Alt Text is not added to the entire SmartArt graphic, each element of the SmartArt graphic will be tagged incorrectly using the tag as shown in the following graphic.

As a digital content author you need to know how the presentation will be used. If you are looking at a template and organizational deployment of PowerPoint documents, you may need to develop policies and guidelines about the conversion of PowerPoint documents and how to optimize their accessibility. Tagged PDF is tempting because of its ability to impose security but there are a considerable number of tools you can use that are accessible while in Normal slide view that create inaccessible content when in Slide Show view or when converted to tagged PDF.

Knowledge and understanding of these issues and barriers is key to how you use PowerPoint.

Save as Tagged PDF using the Microsoft Conversion Tool

Press F12, type in the filename, then Tab to the Files of type list and choose PDF. How easy is that?! Once the PDF file type is chosen press Alt + Letter O to open the Options dialog for PDF documents.

You can also go through the File Backstage area by pressing Alt + F, A then Y,3 which will put you in the File backstage area, Save As, Filename edit area. Type a name for the PDF. Typically, I use the same name as the file I started with and keep all versions in the same folder. It just makes life easier! Once you have the Filename, press Tab to move to the Files of Type and choose PDF. Tab to the Save button and activate it. You'll need to activate the More Options link to review the options for the tagged PDF.

If you Tab to the More Options link, you'll bypass this area and launch the Save As dialog. It is the same dialog you'd get to by pressing F12.

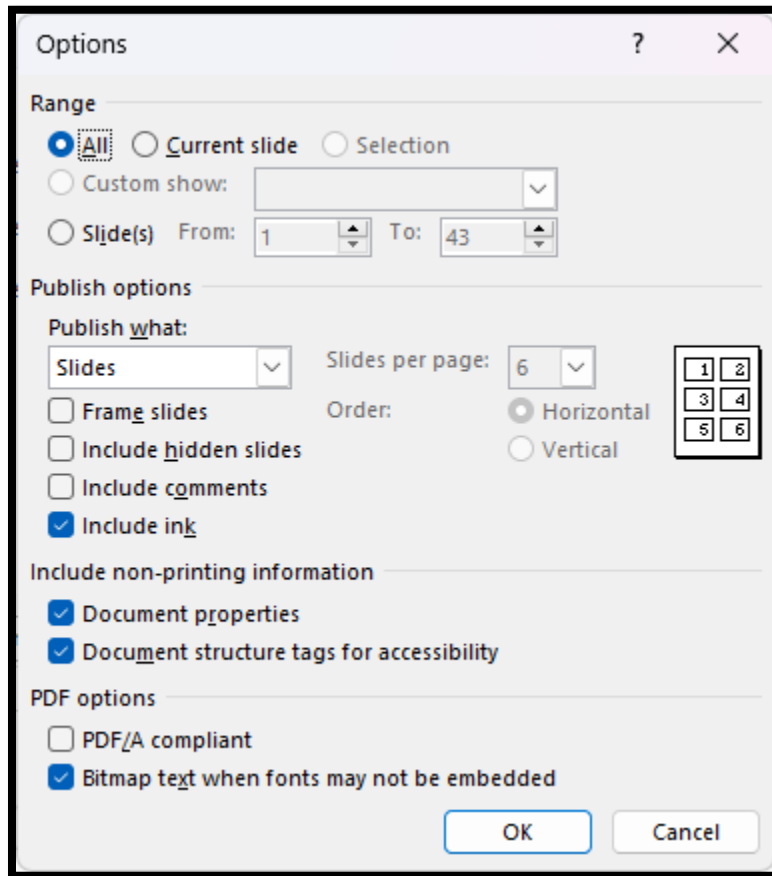


Figure 275 Options dialog from the Microsoft Save as PDF choice in PowerPoint.

You will need to make sure that the check box to add the “Document structure tags for accessibility” check box is checked. You should only have to do this once unless you reinstall Office.

Unlike the Acrobat add-in, slide titles may not convert to Bookmarks. If there are no Bookmarks in the resulting PDF, you will need to add them manually.

Repairing the Tagged PDF

All the conversion tools are adding unnecessary tags and mistagging elements. This creates both accessibility barriers and wastes time for those of us who remediate PDFs for accessibility. As each company creating conversion tools attempts to add “access” for a moving target, those of us with disabilities and those of us who remediate digital content to be accessible will encounter barriers, inaccessible content and deep frustration.

The current standard is ISO 14289: 2014 which uses the PDF 1.7 tag set. I do not recommend using the upcoming ISO 14289 – 2 as the basis for accessibility testing. The

focus has shifted from “accessibility” to “access”. ISO 32000 – 2 and its errata’s is the current standard for PDF. ISO 14289 is supposed to then provide specifications on implementing chapter 14 of ISO 32000 which is the chapter that identified Tags and how they are to be used. Currently, any Tag can be nested under any other Tag. As one can imagine, this creates chaos with the adaptive technology and with our ability to remediate PDFs to be accessible.

I recommend using EU 301 549 as the standard for accessibility. It goes beyond WCAG and is being adopted and modified by several countries. While it may not address everything in PDFs (for example Page Labels), it looks to be a better foundation than the upcoming PDF/UA standard.

At the time of publication, Microsoft had cleaned up the Tags Tree considerably. This is illustrated in the following graphic.

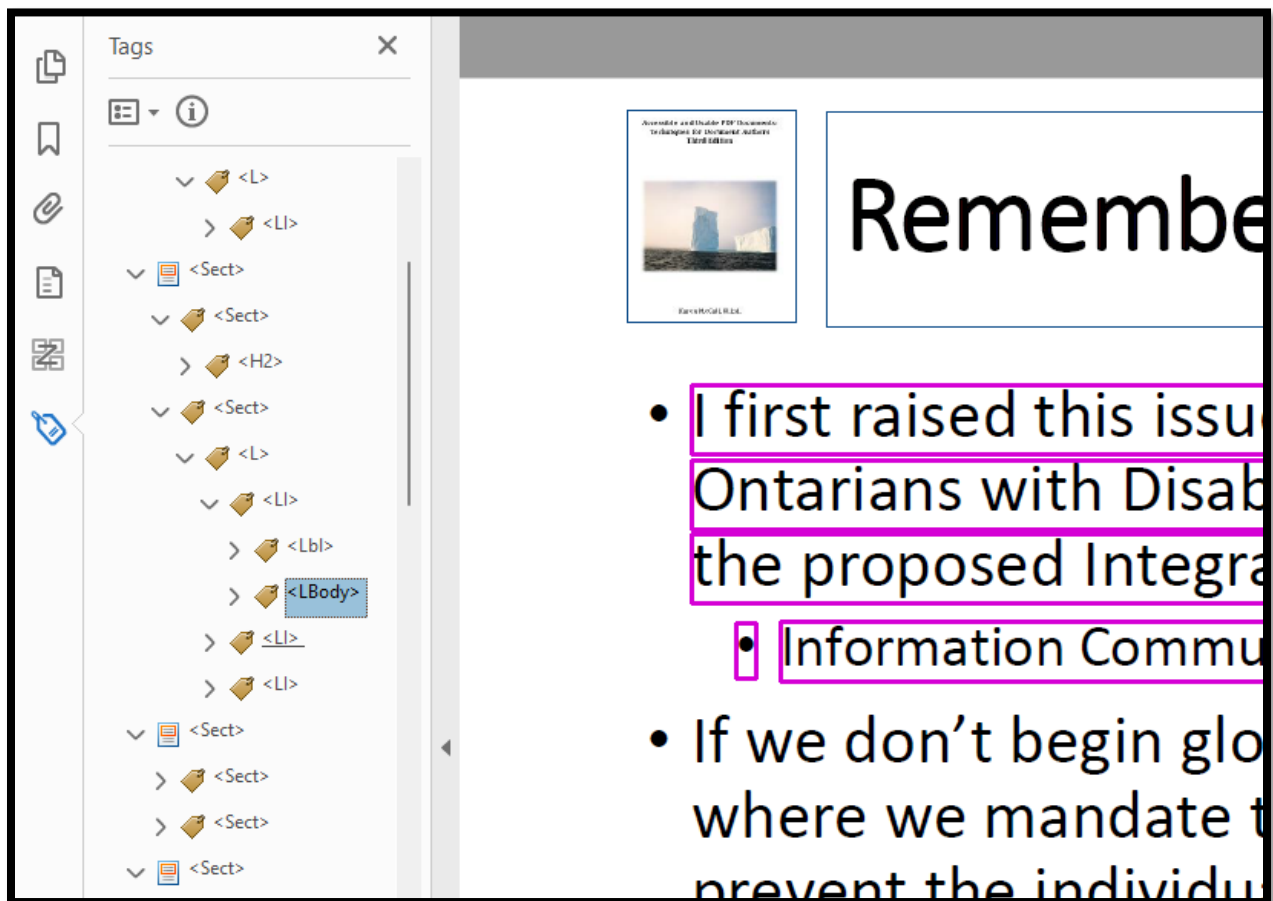


Figure 276 Slide converted as tagged PDF showing the Tags Tree.

A review of the Tags Tree is essential to any quality assurance process alongside automatic accessibility checking. The automated tools each check for different things despite claims that they test for WCAG or PDF/UA. This is why I recommend choosing one automated tool and sticking with it instead of checking content against all tools. Each one has its quirks. For example, both PAC 3 and PAC 2021 flag links in a Table of Contents as needing Alt Text. However, if Alt Text is added to the links in a TOC, the TOC doesn't function correctly. It doesn't provide the page numbers. This is NOT a PDF/UA: 2014 specification! The developers of PAC have known this is wrong since at least 2015 and haven't fixed it in either version of the automated tool. Another example is telling remediators that each table cell needs a unique ID. This is what the "machines" should have done automatically during the conversion process. If the machines or conversion tools aren't doing their job, those of us remediating PDFs to be accessible cannot be expected to become programmers and fix switches and dictionaries well under the hood of PDFs. Our focus is on the "accessibility" of the PDF which is making sure the Tags are correct for the type of content in the PDF. The unreliable nature of automated tools plus the shift from accessibility to access means that those of us remediating PDFs must know when something is an accessibility barrier, something is not to any specifications, or something is simply a failure of the conversion tool and not our responsibility as it has nothing to do with accessibility.

To say that I'm hugely and deeply disappointed in the direction PDF standards have taken is to put it mildly.

Adobe Acrobat Pro DC Save as PDF

I'm not going to work through the File, Save As Adobe PDF process with Adobe Acrobat Pro DC. It is faster to use the Acrobat Ribbon to convert PowerPoint presentations to tagged PDF. Either method will give you a tagged PDF. Do not use the Print, Adobe PDF! That process results in an untagged, inaccessible PDF document!

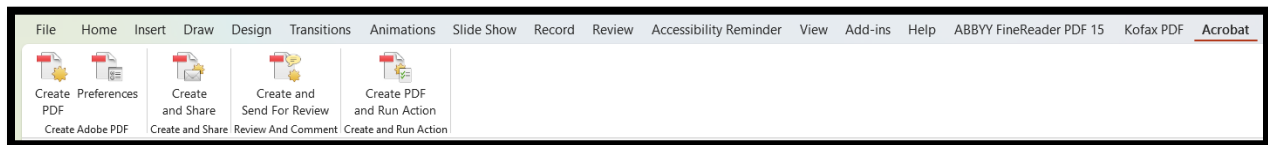


Figure 277 Acrobat Ribbon in PowerPoint.

The keyboard command used to access the Acrobat Ribbon will depend on how many other add-ins are installed for PowerPoint. I have Foxit PDF Editor, Kofax PowerPDF and ABBYY FineReader installed. Acrobat is mixed in among them.

On my computer, Alt + Y, 5 puts focus on the Acrobat Ribbon.

The PDFMaker settings are found under the Preferences button (Alt + Y, 5, S on my computer) in the Acrobat Ribbon.

Several settings are checked. You can leave most of them checked. They are:

- View Adobe PDF result.
- Prompt for Adobe PDF filename.
- Convert Document Information (Document Properties).
- Create Bookmarks.
- Add Links.
- Enable Accessibility and Reflow with tagged Adobe PDF.

I would uncheck Convert media as this can be tricky to add to PDFs.

Never Preserve Slide Transitions!

Never choose to Convert Speaker Notes to Comments! The result is inaccessible Comments in PDFs.

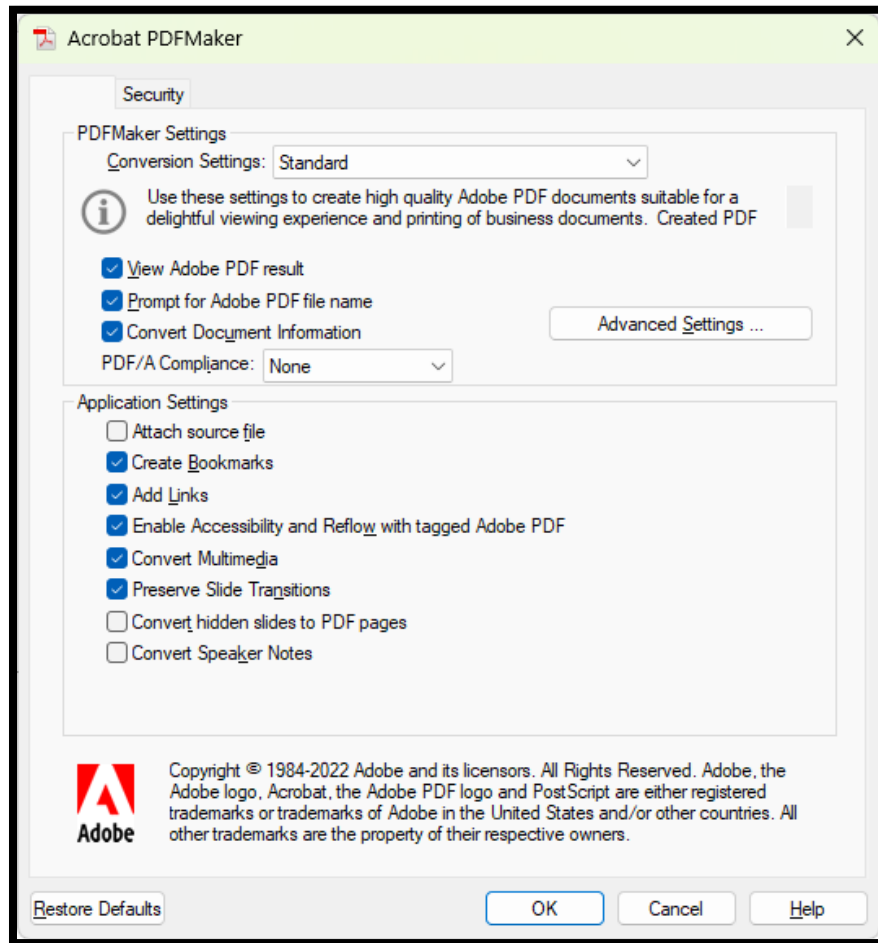


Figure 278 PDFMaker Settings dialog for Acrobat Ribbon in PowerPoint.

Once the settings are confirmed, you should only have to take a look at them if you need to reinstall Acrobat.

To create a tagged PDF using the Acrobat Ribbon I'm going to use the keyboard command from my version of PowerPoint.

The keyboard command is Alt + Y, 5, C.

Depending on where the Acrobat Ribbon is in your list of Ribbon tabs, the first few keyboard commands might be different. However, one focus is on the Acrobat Ribbon, press C to Convert PDF. This will launch the Save As dialog.

I always keep the same name for the PDF as the content I'm working on. I also keep all versions of a document, presentation or workbook in the same folder. This avoids hunting for various versions when I need them.

There is an Options button that will confirm the PDFMaker settings. You don't need to go into that dialog because the settings were confirmed by going to the PDFMaker Settings dialog through the Preferences button in the Acrobat Ribbon.

Pres Alt + S to save the presentation as a tagged PDF.

Summary

At the time of publication, Microsoft was creating the better Tags Tree. Adobe was throwing more unnecessary Tags into the Tags Tree.

One thing to look for is the Adobe tools putting <Artifact> Tags in the Tags tree. There are no such Tags. This puts elements that should be invisible to adaptive technology in the Tags Tree in a Tag that does not exist. To complicate matters, it is often impossible to go into the Content Panel and remove these elements from the Tags Tree because they are already "tagged" as Artifacts.

Basically, at the time of publication, Adobe Acrobat Pro DC, Foxit PDF Editor and Kofax PowerPDF were creating horrid Tag Trees requiring hours of remediation.

Of the three conversion tools, Kofax PowerPDF is the worse. It only converts to <P> Tags or <figure> tags. Every other type of content is ignored. This happens even with an accessible Word or PowerPoint document!

We can't send all PDFs to remediation houses. It just isn't cost effective. We need the tools to respect the accessible content we create and not to bloat the Tags Tree with "filler" Tags. We need to be able to do the quick touch-ups and publish PDFs quickly or stop using PDF as an "accessible" file format.

Quality Assurance for Accessibility

In this book we've looked at the individual parts of a slide that are and are not accessible. I've talked a lot about making decisions about how presentations are going to be distributed before you begin adding slide elements so that there isn't a lot of repairs that need to be done to slides for the distribution method you've chosen.

This chapter looks at how you can perform QA or Quality Assurance "testing" for your presentations.

There is a discussion in the field of accessibility testing about how much mechanical testing versus human testing should be done. One of the newer ideas is the reluctance to use a checklist of accessible elements in favour of using people who use the adaptive technology as the primary gauge of what accessibility is.

Although people who use adaptive technology should be part of the QA process, it is my position that they need something to look for and quantify for you. Basically, they need a checklist for the basics. They can provide insight into other issues and help identify other issues, but they need a place to start.

We all have different levels of experience and expertise with digital content and our adaptive technology. This is where our insights into how we work with the slide content and our technology are valuable in a QA process. But what you really want and need to know is if the presentation is compliant with the legislation or organizational policy on accessibility. To do this we need to have a checklist of what that legislation or organizational policy is.

The standards for accessibility whether they are related to legislation or organizational policy need to be posted somewhere for everyone to see so that anyone accessing presentation content knows what to expect and what accessibility features there are in the presentations.

Staff need education on how to create accessible content and what to look for when evaluating digital content for accessibility. I make the distinction between training, which

just shows staff how to do something or where to find the tools they might need; and teaching them why they are doing what they are doing and the impact it has on those of us with disabilities. Educating staff facilitates critical thinking when looking at digital content and will drive the level of accessibility higher as new techniques based on understanding emerge within an organization. This won't take a lot of time. Once you have the mind set of an accessibility professional, it is just how you do things and look at the digital world and beyond.

Differently Accessible Versions

There is a movement from consumers who have had problems accessing content [any content] in the past to have several versions of documents available to them preferably on a "on demand" basis. This approach, while understandable, negates the efforts to make a document accessible in the first place.

If a document is accessible by the legislative or organizational standards, the organization is not responsible for creating differently accessible versions of the accessible content. We move then from accessible content to "preferred content." If we are providing preferred content, then it should be available to everyone and not just people with disabilities. In providing differently accessible content based on personal preference there are budgetary and resource issues that are overwhelming.

Just as we need to teach staff on how to create accessible digital content, we need to teach people how to use their adaptive technology and the tools within an application to create a different version of digital content based on preference rather than accessibility. For example, when I open a PDF I either export it to Word or open it in ABBYY FineReader and then save it as a Word document. Typically, the only PDFs I work with in a PDF reader are forms. Most PDFs aren't tagged or aren't tagged correctly, and I need to be able to access the content quickly. Having this process saves me time trying to figure out how much of the PDF I can read. I learned how to do this to meet my preferences/needs. We all have to learn this. It is part of living in the digital content ecosystem.

In PowerPoint, a different Theme can be applied to a presentation if the current one is unreadable. Theme Fonts and Theme Colours can be customized by the end-user...but we need to teach them where these tools are and how to use them.

PowerPoint Presenter

PowerPoint Presenter is a tool that adds subtitles or captions to your presentation while you are in Slide Show mode. This does work with video conferencing tools like Zoom and Microsoft Teams.

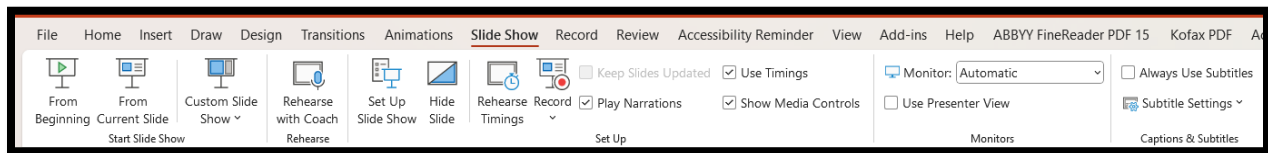


Figure 279 Slide Show Ribbon with Subtitles and Captions tool at the right of the Ribbon.

There are two items in the Subtitles and Captions Group in the Slide Show Ribbon:

- Always use Subtitles.
- Subtitle Settings.

PowerPoint Presenter lets you have captioning in English on your computer while audience members can choose a language for the captioning/subtitles on their own computers using a QR code or web address assigned to each presentation.

I recommend that you have the captions/subtitles appear below the presentation so that they don't interfere with the slide content itself. This choice would be "Below Slide" setting rather than the "Bottom Overlay" setting. You can experiment with the positioning of the subtitles/captions to see which one gives you the best result for your presentation.

If you check the check box to always use subtitles/captions, the text will appear as soon as you launch Slide Show mode.

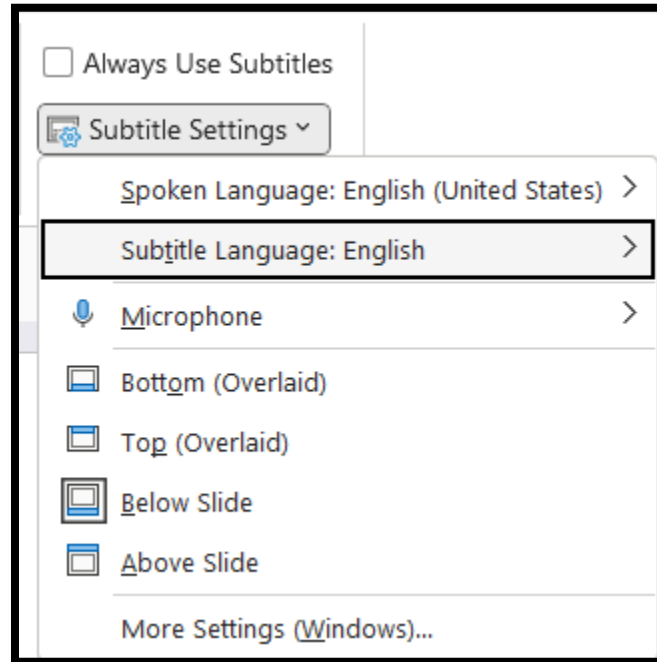


Figure 280 Subtitle Settings sub-menu.

The following graphic demonstrates a PowerPoint presentation with Subtitles/Captions turned on showing below the slide.

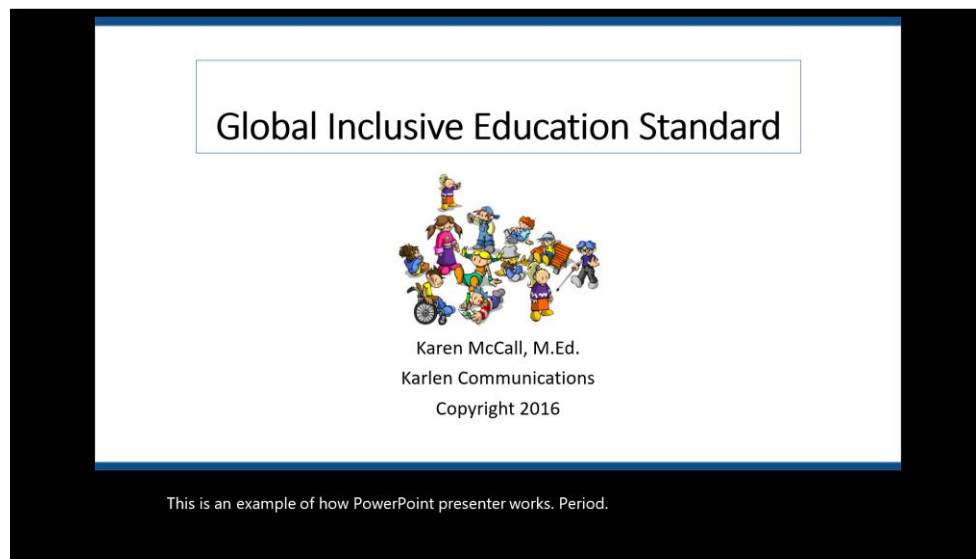


Figure 281 Presentation with spoken word is English, and the Subtitle/Caption is English.

The following graphic illustrates a presentation where the speaker is speaking English/one language and the Subtitles/Captions are in French/another language.



Figure 282 Presentation where the spoken word is English, and the Caption or the Subtitle is French.

[Present with real-time, automatic captions or subtitles in PowerPoint](https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f#:~:text=1%20On%20the%20Slide%20Show%C2%A0ribbon%20tab%2C%20select%20Subtitle,you%20will%20be%20speaking%20while%20...%20See%20More)¹⁰.

¹⁰ Present with real-time, automatic captions or subtitles in PowerPoint, Microsoft Support: <https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f#:~:text=1%20On%20the%20Slide%20Show%C2%A0ribbon%20tab%2C%20select%20Subtitle,you%20will%20be%20speaking%20while%20...%20See%20More>

PowerPoint Coach

PowerPoint Coach is a relatively new tool at the time this book was finished. It lets you go through a presentation as you normally would, then provides automated feedback on areas where you can improve your delivery.

You don't need your camera turned on to use PowerPoint Coach, but it does provide feedback on movement during the run-through of the presentation. This might be valuable if you are nervous or have the habit of turning your head a lot.

PowerPoint Coach is found in the Slide Show Ribbon. The keyboard command is Alt + S, K. It is the only item in the "Rehearse" Group.

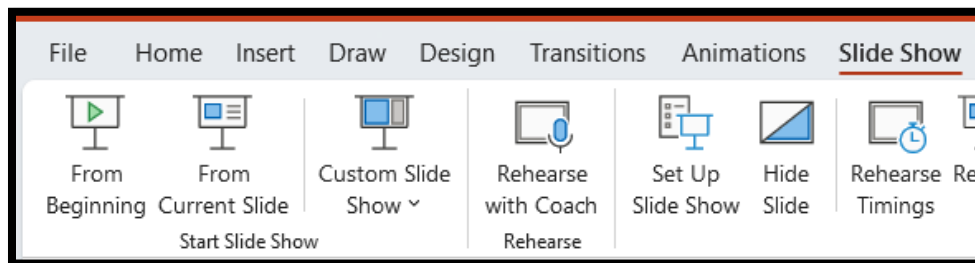


Figure 283 Rehearse with Coach in the Slide Show Ribbon.

Press Alt + S, R for Slide Show, Rehearse with Coach.

If you are starting PowerPoint Coach for the first time, you'll see a welcome message. Press Enter to continue to launch the PowerPoint Coach.

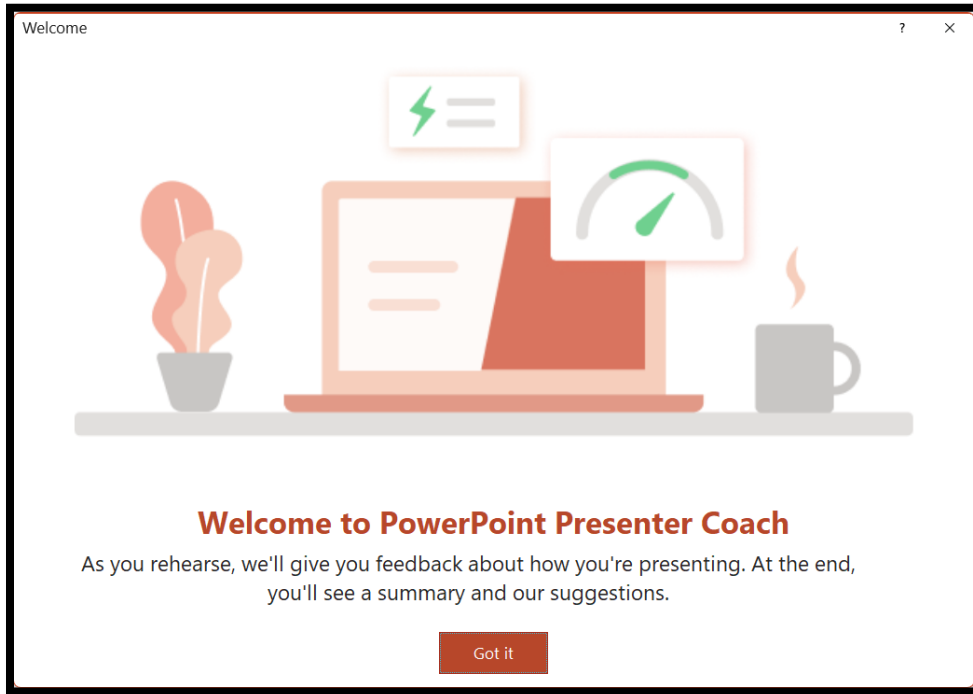


Figure 284 PowerPoint Coach welcome message.

The PowerPoint Coach pop-up opens in the lower right of the screen.

Press Tab until it gains focus. Once it has focus, the focus should be on the Stat Rehearsing button. Press Spacebar to start rehearsing the presentation.

Use the regular keyboard commands to go through the presentation at the pace you would typically present the material.

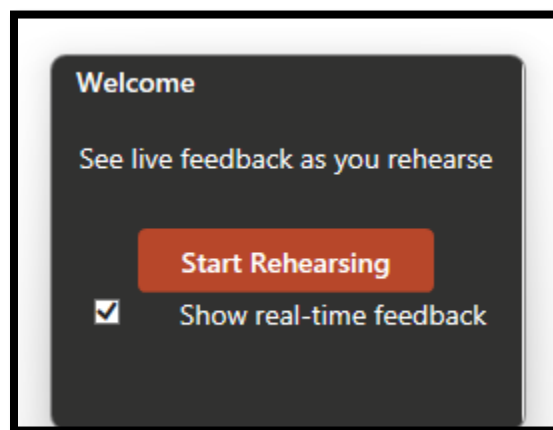


Figure 285 PowerPoint Coach Start Rehearsing pop-up.

The “Show real-time Feedback” check box is checked by default. This will provide icons of encouragement as you go through the rehearsal. It can be tabbed to if you want to turn it off. Sometimes, depending on your familiarity with the topic you are presenting, these real-time message can be useful. They can be useful to keep you adjusting the pace, fillers or other elements of your presentation technique.

When you have completed the rehearsal, or at any time during the rehearsal, press the Escape key to exit Slide Show mode and the PowerPoint Coach.

A pop-up opens with the statistics for the presentation or part of the presentation you’ve worked thought.

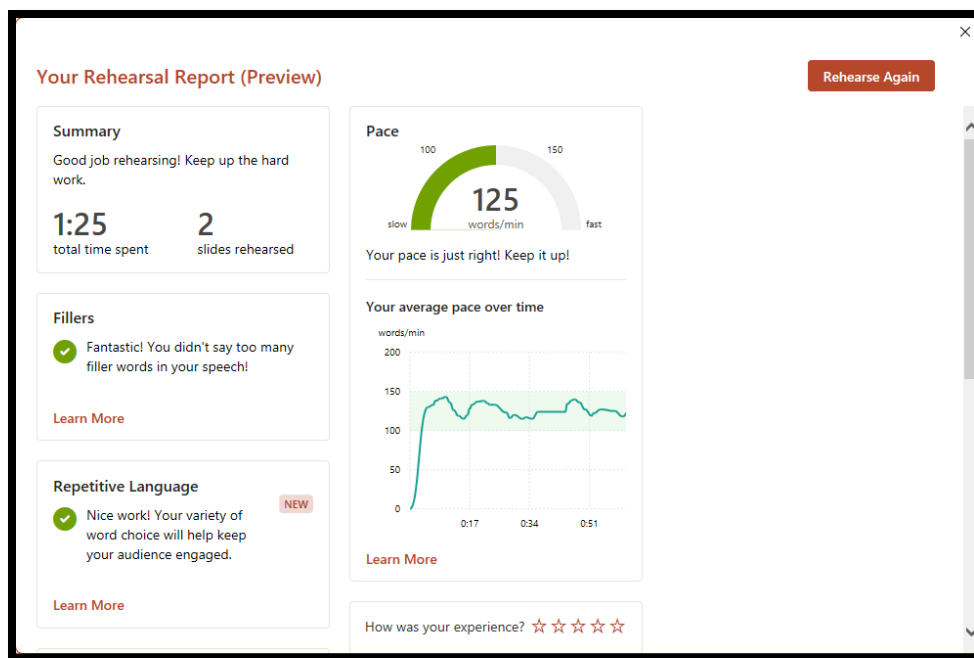


Figure 286 Results of the PowerPoint Coach rehearsal.

The site on your rehearsal includes information oh fillers used during speech, pace of the presentation, slides covered, and a button to Rehearse Again.

[Rehearse your slide show with speaker coach](#)¹¹.

¹¹ Rehearse your slide show with speaker coach, Microsoft Support: <https://support.microsoft.com/en-us/office/rehearse-your-slide-show-with-speaker-coach-cd7fc941-5c3b-498c-a225-83ef3f64f07b>

Appendix A: Create More Accessible Images

Whether you are working with students or professionals with or without disabilities it is important to include some images of computer or screen-based activities in the training material you develop.

Adding Alt Text and captions to images is key to the accessibility of your training material as is the use of contextual links and footnotes or endnotes to show the entire web addresses. This level of accessibility is documented in my books on logical document structure and general document accessibility.

The purpose of this document is to provide an overview of the tools you have on the Windows based computer system that let you create images from the computer screen for your training material and to then make those images accessible in your Word documents.

These tools include:

- The Print Screen button on your keyboard.
- The Windows Snipping Tool aka Snip and Sketch.
- The Screen Clipping Tool in Microsoft OneNote.
- The Paint program to save your images in PNG format.

Keep in mind that copying images directly into documents increases the file size. It also means that you don't have an archive of images to work with. Trying to remember what document you copied an image into gets tiring. 😊

Creating Pictures with Print Screen

A tool that has been around since we've had keyboards is the Print Screen key on the keyboard. Typically, it is located with the Scroll Lock and Pause buttons and this group of three keys is usually set aside from other groups of keys on the keyboard.

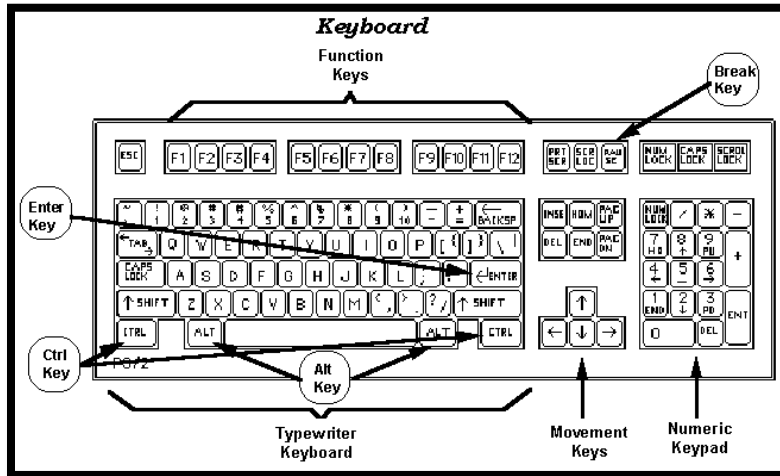


Figure 287 Diagram of a standard keyboard.

The preceding image is from the Web by Design Introduction to Windows 95 web page which is no longer available. It is a good representation of a standard keyboard, so I continue to use it.

In figure 1 the Print Screen key is in the group of three keys just above the "six pack" that has the Insert, Delete, Home, End, Page Up and Page Down keys. It is the key on the left of the group of three.

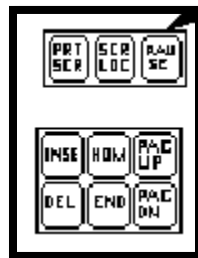


Figure 288 Close up of the Print Screen key.

The preceding image was taken from the diagram of the keyboard on the Web by Design Introduction to Windows 95 web page.

If you press the Print Screen key on its own, you will put an image of the application that is open on the Windows Clipboard. You can then copy it to other places such as a Word document or Paint.

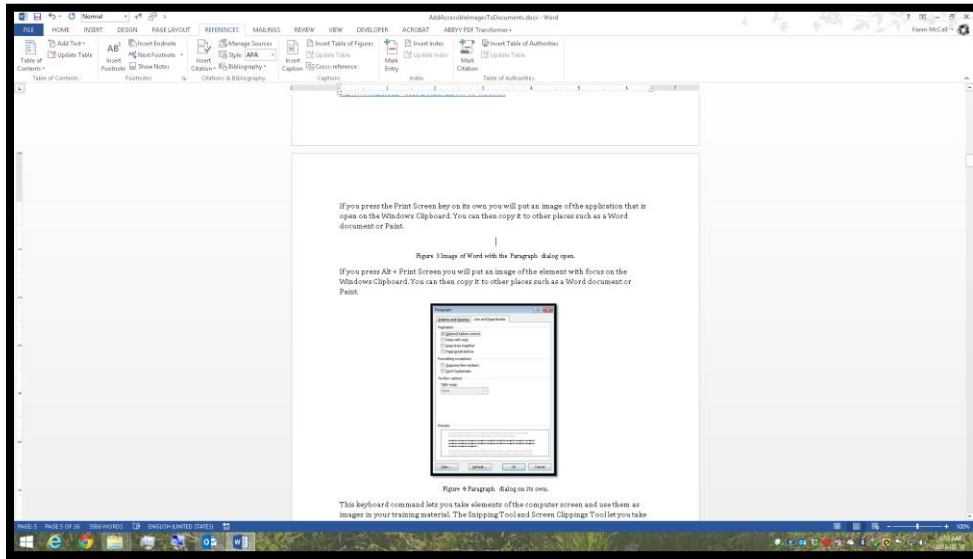


Figure 289 Image of this document in Word.

If you press Alt + Print Screen you will put an image of the specific element with focus on the Windows Clipboard. This can be a dialog showing more granular information. You can then copy it to other places such as a Word document or Paint.

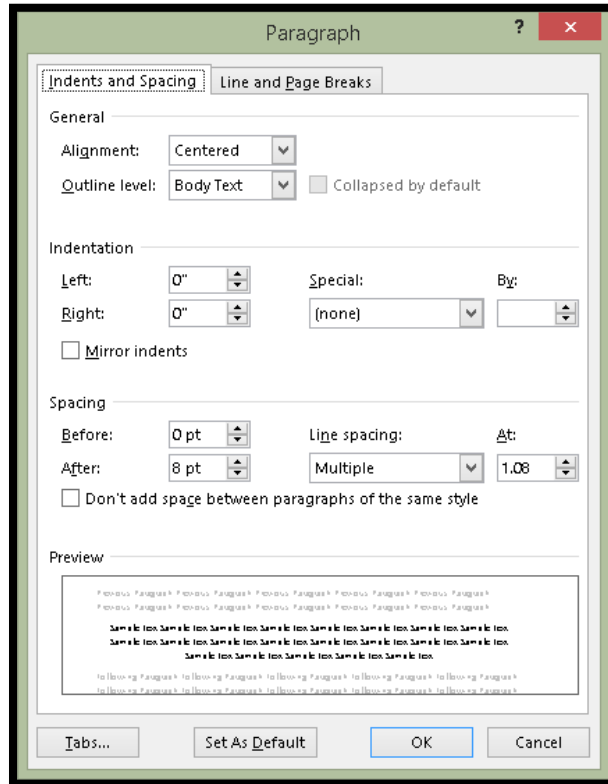


Figure 290 Image of Paragraph dialog in Word.

This keyboard command lets you take elements of the computer screen and use them as images in your training material. The Snipping Tool and Screen Clippings Tool let you take pieces of the computer screen to create close-up views of elements of the screen or application.

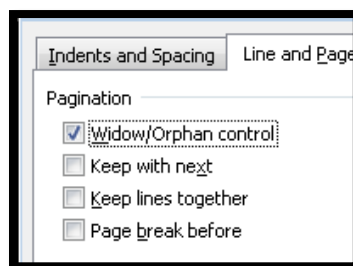


Figure 291 Close-up of the first options in the Line and Page Break tab of the Paragraph dialog.

Let's look at how to do this. Once we understand how to get the images, we will look at creating image files in Paint.

Creating Pictures with Snipping Tool and Screen Clippings

There are two “built-in” tools that can be used to create a single image from a group of objects or images. One is found in the Windows 8 operating system, and the other is found in Microsoft OneNote (all versions).

This topic provides the steps for using both. Both tools are mouse dependent activities.

Windows Snipping Tool (Windows 10 and Earlier)

In 2019, the Windows Snipping Tool was renamed “Snip and Sketch” and has more features. If you have an older version of Windows 10 or have not updated your Windows 10, you may still See Snipping Tool.

This is a great tool for taking parts or "snips" of what is on the screen.

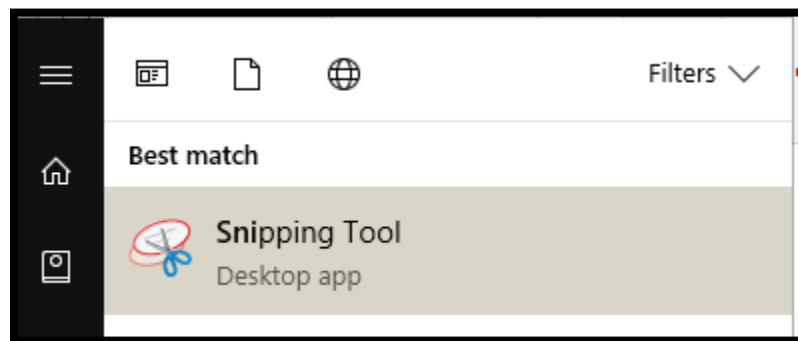


Figure 292 Snipping Tool app from the Windows Start Screen.

You might want to put this item in the Taskbar, Start Screen or on the Desktop as an icon so it is easy to find.

To launch the Windows Snipping Tool:

1. Press Windows key to Show the Start Screen.
2. Start typing Snipping Tool in the Search edit area.
3. The Snipping Tool should be the first item found.
4. Press Enter on it to launch it.
5. When the Snipping Tool launches, the desktop screen “dims” and you are ready to use the mouse to outline the part of the screen you want to use as an image.

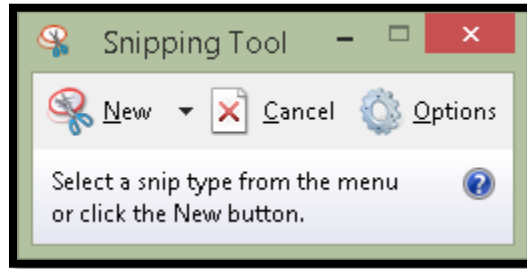


Figure 293 Snipping Tool dialog.

There are some options in the Snipping Tool dialog, and they are accessible using the keyboard.

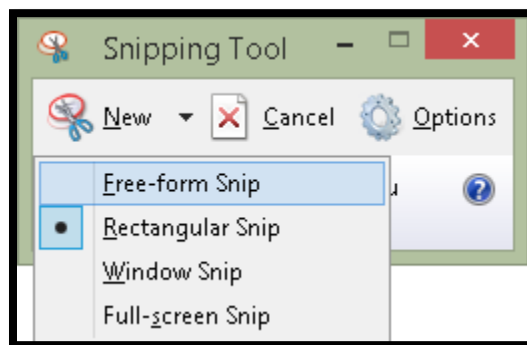


Figure 294 Options for a new screen snipping.

If you choose "Freeform Snip" you had better have steady hands. This turns your cursor into a pair of scissors, and you can literally draw a freeform snipping.

The first thing you'll notice when using the Snipping Tool is that any choice you make dims the screen, so you can then select what part you want to snip.

AS you click the left mouse button and make your selection, the dimness goes away.

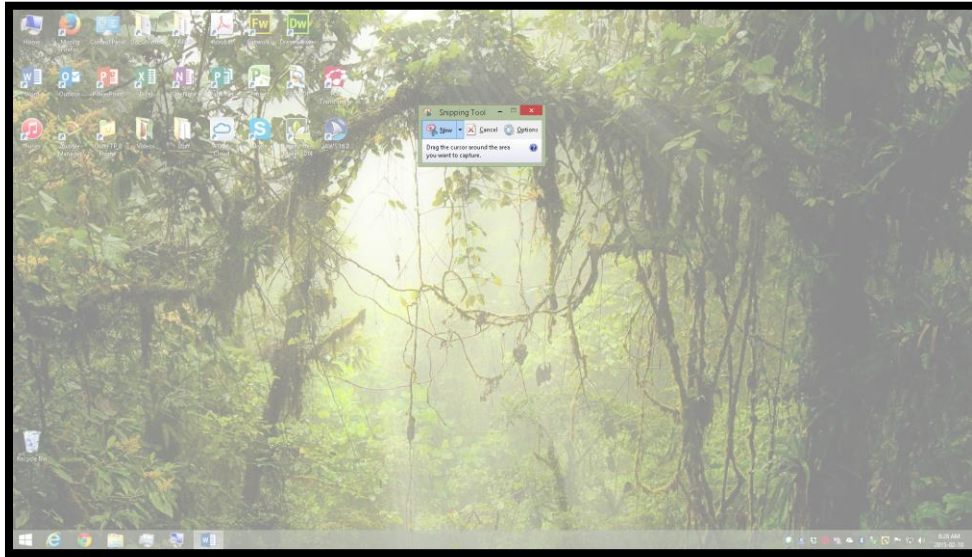


Figure 295 Snipping Tool ready to snip a piece of the desktop.

When you begin drawing the boundary around the content you want, the Snipping Tool dialog disappears, and you can snip whatever you want. If the Snipping Tool is blocking what you want to snip, simply move it out of your way and snag the snip.

Once you draw the boundary around the content on the screen you want to snip, a larger dialog opens in the Snipping Tool, and you have some options. In the main area is the snipping you snagged.

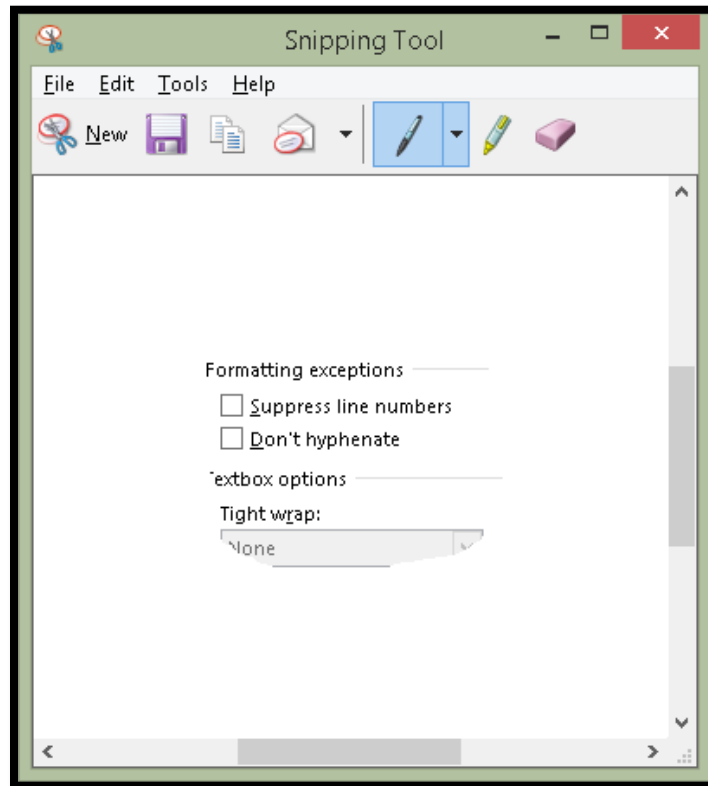


Figure 296 Freeform snipping of part of the Paragraph dialog.

You can save the snipping, send it to someone by e-mail (both of which can be done through the File Menu) or use the Pen, Highlight and Eraser tools.

The following image shows the tools in the Toolbar accessed through the File Menu.

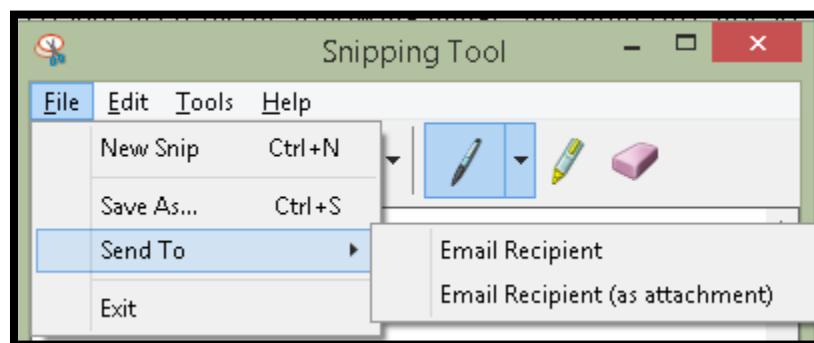


Figure 297 File Menu options in the Snipping Tool once you have a snipping.

To snag a screen Snipping:

1. Use either the Toolbar or the File Menu to choose the type of snipping you want.
2. Your mouse pointer turns into scissors.
3. If you choose “Rectangle” drag the scissors diagonally from upper left to lower right to create the rectangular snipping.
 - a. If you chose Freeform Snipping, you could just draw the boundary around whatever you want to snag on the screen.
 - b. If you choose “Window Screen” you will be able to snip a dialog separate from its background application by clicking on it.
 - c. If you choose Full Screen, you will snip the entire screen. This is like using the Print Screen button on the keyboard.
4. Once you select the area of the screen you want to create the image from and let go of the mouse button, the Snipping Tool window opens, and the “snip” is displayed.

The Snipping Tool uses the Windows Clipboard to display and copy the content to.

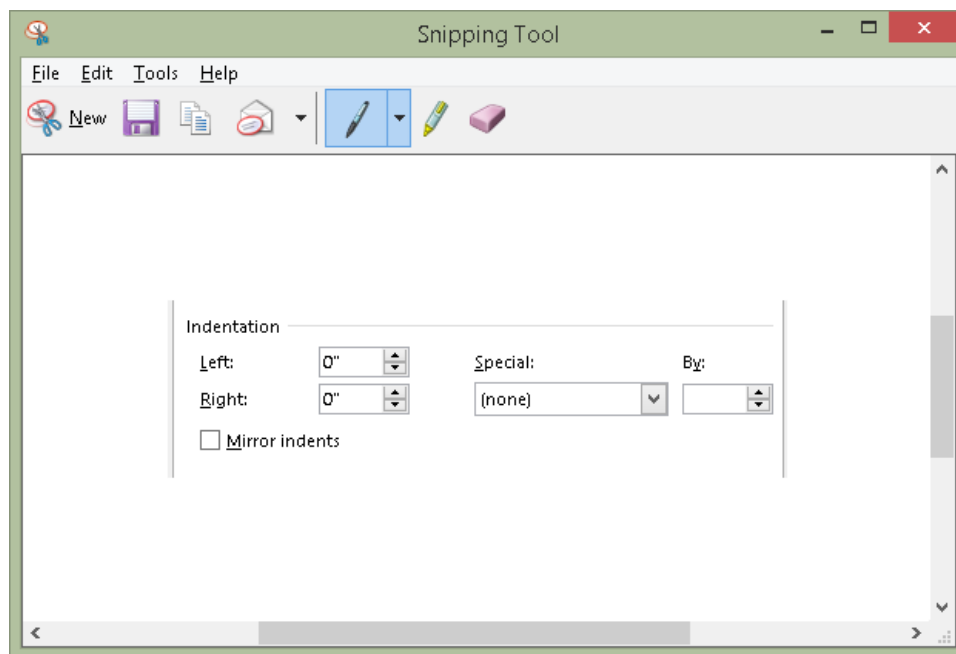


Figure 298 Rectangular snipping of the Word Paragraph dialog in the Snipping Tool.

Whatever choice you make regarding a screen snipping will remain checked in the Snipping Tool until you change it.

While the image is in the Snipping Tool window, you can add information to it. Unlike laying arrows or circles on images as other objects or layers, when the modified image is copied to an application such as Adobe Fireworks, Adobe Photoshop or Paint, the additional information is there too. This is also true if you copy the image from the Snipping Tool into a Word document.

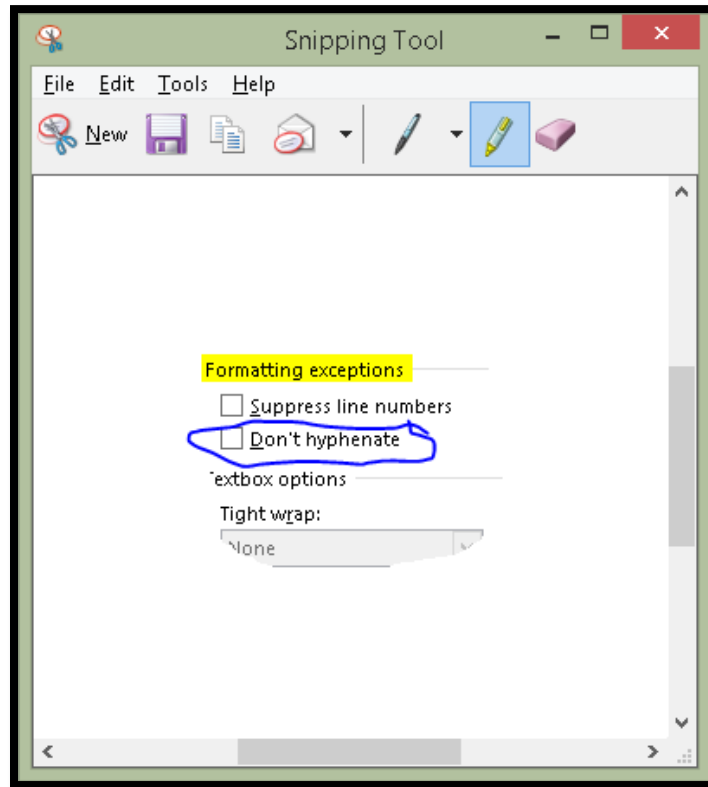


Figure 299 Screen snipping with Office Button circled.

The preceding image shows part of the Word Paragraph dialog with one line Highlighted in yellow and one item circled in blue. With practice, these types of additions will be less awkward looking. You can also do this on a tablet computer with a pen instead of on a desktop computer with a mouse...or add a tablet-style pen to your desktop computer for working with images.

There are options for the Snipping Tool. Almost all of them are selected by default. The exception is to hide the text instructions for the Snipping Tool.

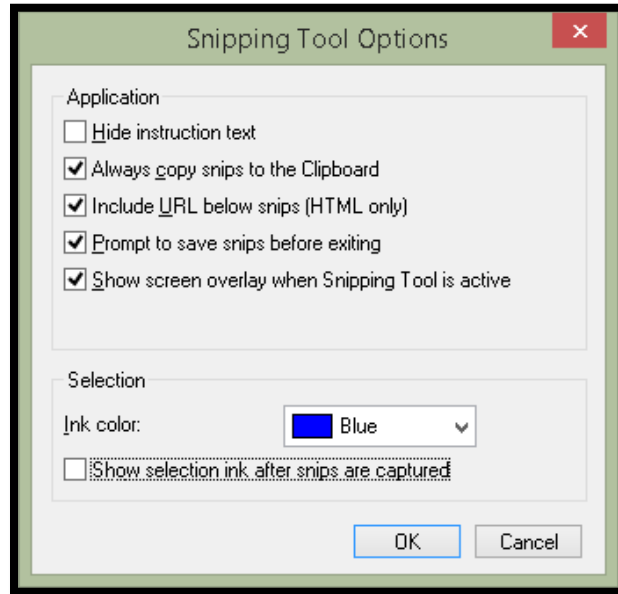


Figure 300 Snipping Tool Options dialog.

The colour of the outline of the “snip” can also be changed from red to one of the other colours in the palette. I’ve chosen to have my snips outlined in blue. You can choose to have the snipping outline show with the snip in the Snipping Tool dialog and to “move with the image.”

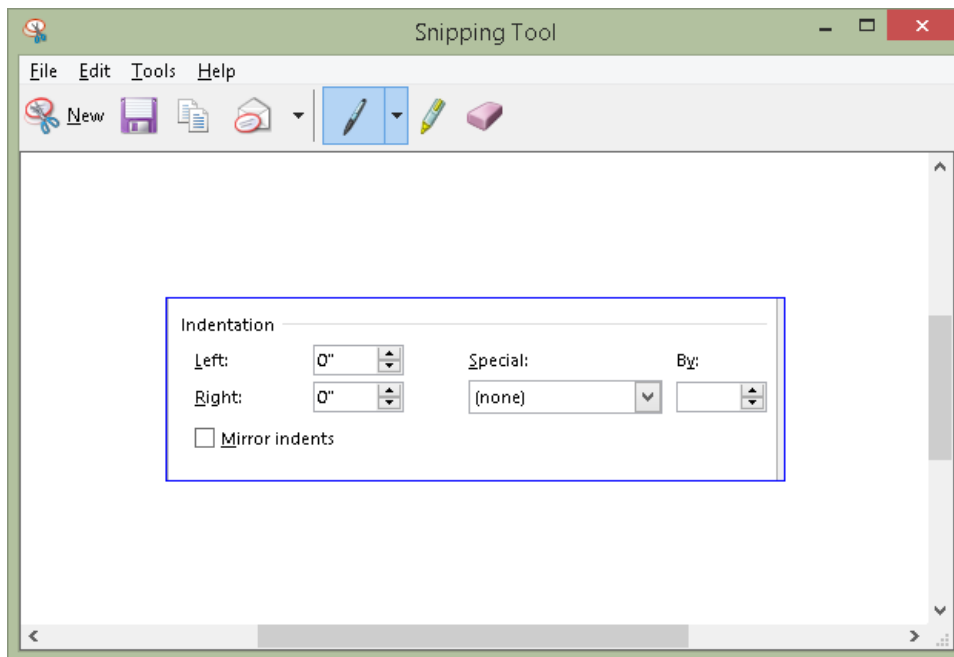


Figure 301 Snipping of the screen shown in Snipping tool.

Before I do anything with the snipping in the Snipping Tool dialog, while the image is still on the Windows Clipboard, I can copy it into my Word document, and the blue outline comes with it if I've chosen to show the outline once the snipping is snagged. I use the Picture Styles in Word for my documents, but if you don't and want to be able to distinguish the image of a low contrast snipping and the document itself, this is an excellent way to do it. There are other colour choices in the Snipping Tool Options dialog.

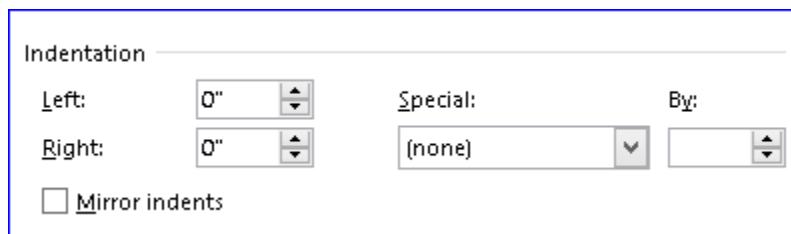


Figure 302 Border of Snipping Tool snip changed to blue for a segment of Paragraph dialog.

The snipping can be saved directly from the Snipping Tool by choosing File, Save as.

By using the Snipping Tool to create a single image from grouped objects, the individual pieces of the grouped object will not be identified as images with no Alt Text when the document is converted to tagged PDF or when someone using a screen reader comes across them in your document, and you will not have to add Alt Text to every piece of the set of grouped objects. Nor will you have to arrange the grouped objects into a logical Tab Order. You will have to add one piece of Alt Text to the single image.

Add Snipping Tool to the Start Screen

You can add the Snipping tool to the Windows Start menu or the Taskbar by right-clicking on it while you are in the search results and choosing either of those options. You can also use AppKey to perform this function.

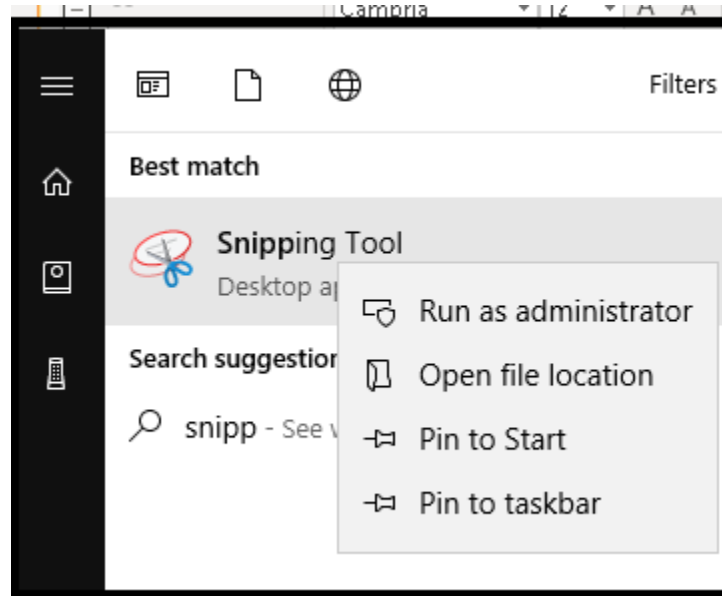


Figure 303 Options from the Search Results context menu to put the Snipping Tool on the Start Screen or Taskbar.

Windows Snip & Sketch (Windows 10)

As mentioned at the start of this topic, in 2019, with one of the Windows updates, the Snipping Tool was renamed Snip and Sketch and had new features. Some of the limitations of the Snipping Tool such as being able to get a screen image of the Snip & sketch Window can now be done with the Snip & Sketch tool where this previously wasn't possible...or easy to do.

If you are using Windows 10 and press the Windows Key, then search for "Snip" you may see the old Snipping Tool. Apparently, it is still there.

The Snip & Sketch app can be downloaded for free from the Microsoft Store. This is the same trend we see with Paint and OneNote Universal App. The "old Paint" may still be on your computer/comes with windows, but the newer iteration of Paint can be downloaded for free from the Microsoft Store.

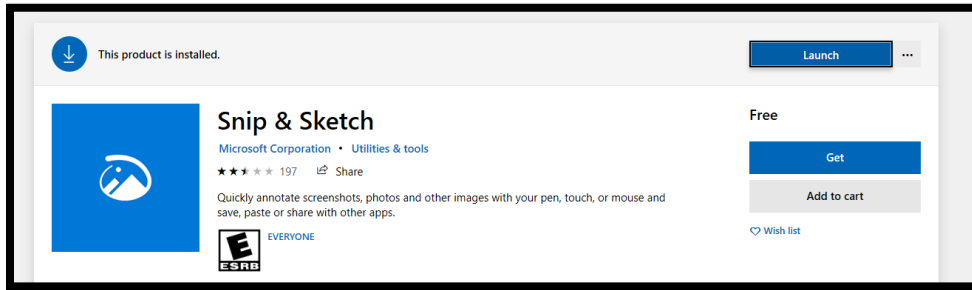


Figure 304 Snip & Sketch from the Microsoft Store.

Once installed, I had to type “Snip & Sketch” a few times before I saw it in my Start Menu.

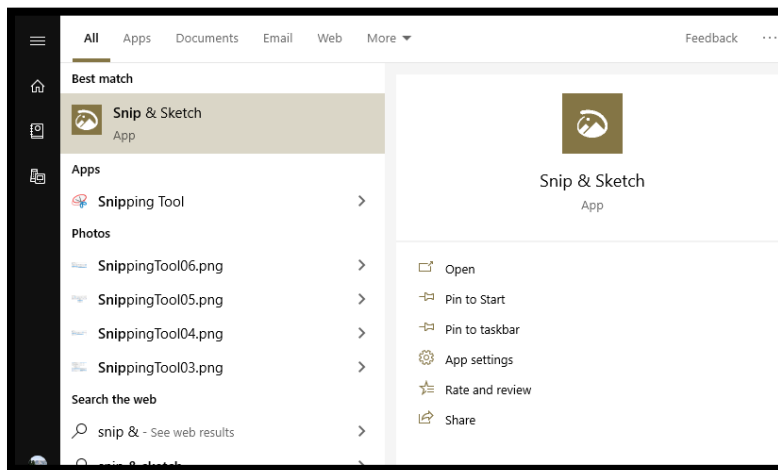


Figure 305 Snip & Sketch from the Start Menu.

I suggest that you add it to your Start Menu and/or the desktop for easy access.

To add it to the Start Menu:

1. Right click on the Snip & Sketch item in the search results in the Start Menu or press the AppKey.
2. Choose Pin to Start.
3. From the Start Menu, you can drag it to your desktop.

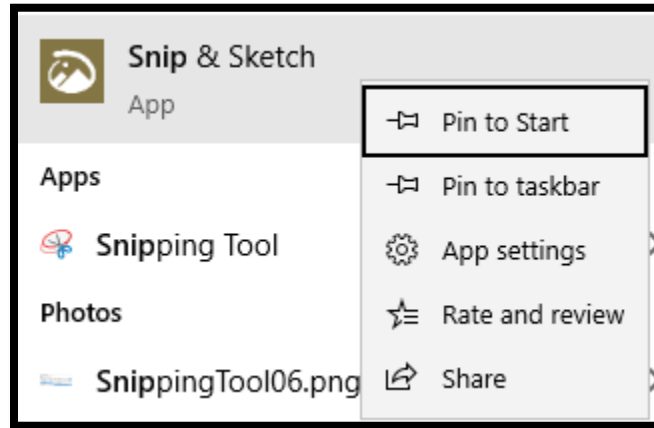


Figure 306 Context menu for Snip & Sketch in the Start Menu search results.

Once Snip & Sketch is added to the Start menu, you can use the mouse to drag it to the desktop.

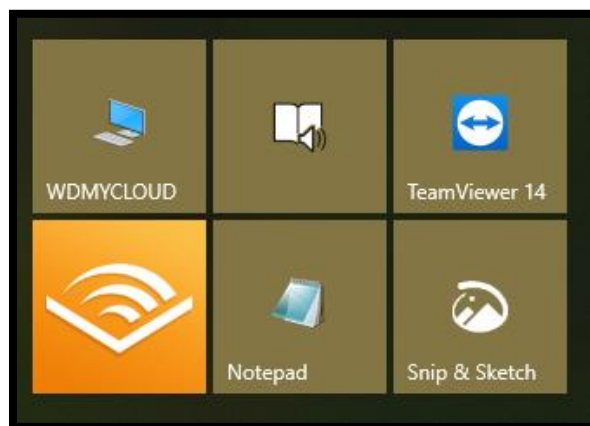


Figure 307 Snip & Sketch on the Windows Start Menu.

The keyboard commands are a bit more daunting and scary at this point if you want to add a Microsoft Store app to your desktop.

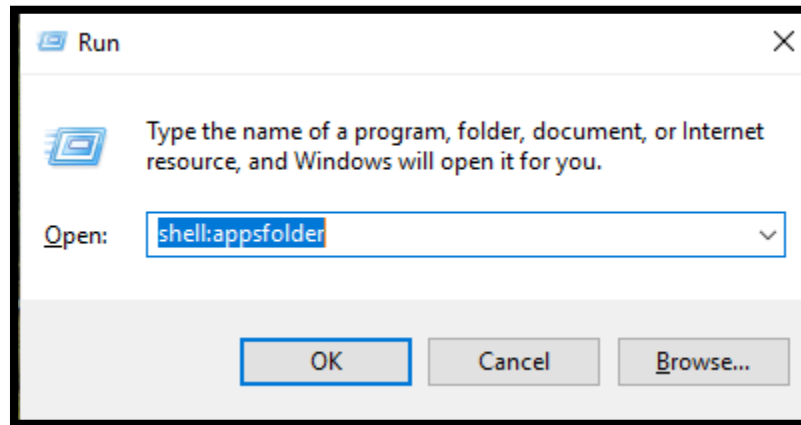


Figure 308 Run dialog with the “shell:appfolder” text typed into it.

To use the keyboard to add a Microsoft Store app to the desktop:

1. Press Windows key + R to open the Run dialog.
2. In the Run dialog, type shell:appfolder and press Enter.
3. A hidden folder on your computer opens with both regular and Microsoft Store apps.
 - a. You can use first character navigation to find the Microsoft Store app you want on your desktop.
4. Select the Microsoft Store app you want on your desktop, in this case it is Snip & Sketch.
5. Press the AppKey and choose Create Shortcut.
6. You will get a dialog saying that a shortcut cannot be created in this location but asking if you want to put a shortcut to the app on your desktop instead.
7. Say Yes.
8. Press Alt + F4 to exit the Applications Window.
9. The Snip & Sketch app is now on your desktop.
10. Press F2 to edit the name of it and remove the words “Shortcut to” so that the name is just Snip & Sketch.

I know this is scary for those of us who seldom go into the Run dialog and change things or examine things on our computers that we have no idea are there. If you feel more comfortable having someone drag the app to the desktop, please do that. I present this

method of adding the app to the desktop for those who may be used to using the Run dialog and exploring their computers.

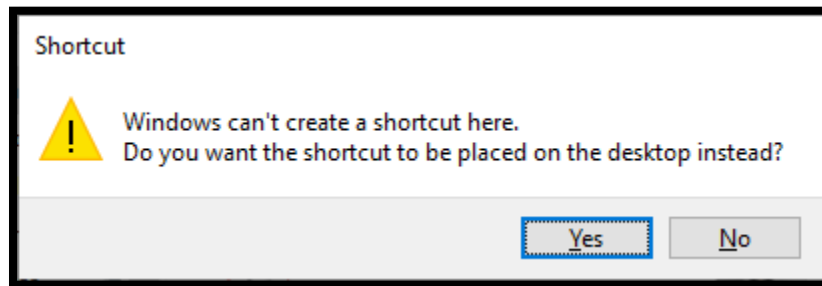


Figure 309 Message stating that the shortcut can't be added to the current location, asking if you want it on the desktop.

Once you have Snip & Sketch installed, use Windows key + Shift + S to launch it. This is the old keyboard command used by OneNote to take a screen clipping. In recent versions of Windows and OneNote Universal App, the ability to take an image of the screen or parts of the screen has been delegated to either the Snipping Tool or Snip & Sketch. If only the Snipping tool is installed, it will use Windows key + Shift + S but if Snip & Sketch is installed, it will use that keyboard command.

When you launch Snip & Sketch, a Window opens ready to use.

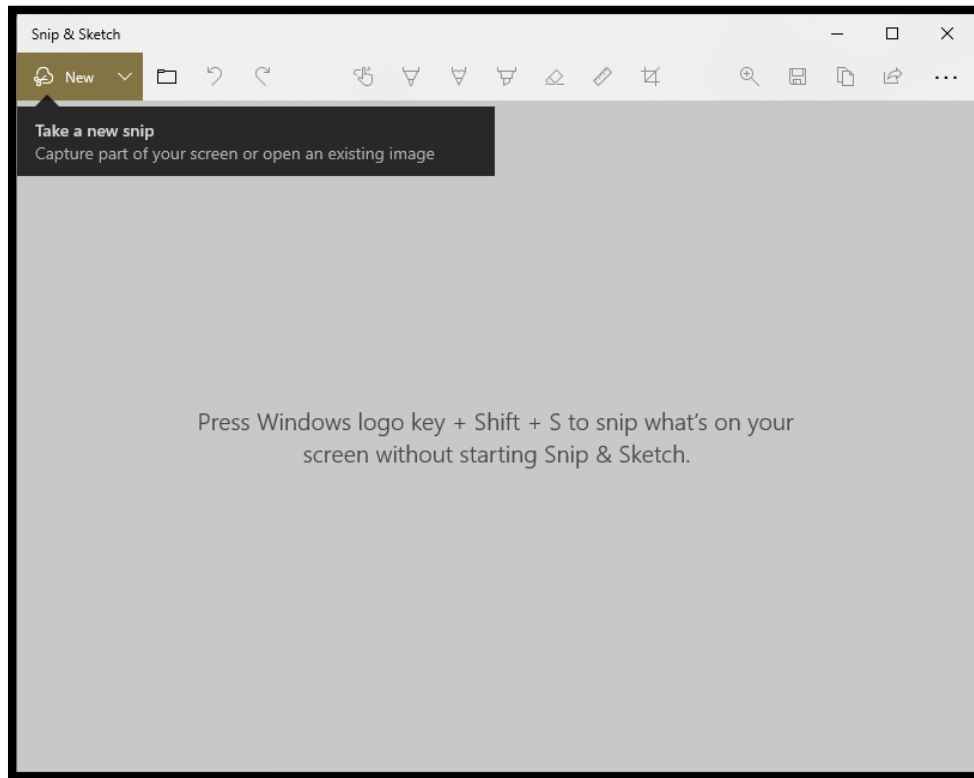


Figure 310 Snip & Sketch app Window.

The “Snip Now” button has focus. If you are using a screen reader, you’ll hear that this is a “Split Button” which means that it has some options.

If you use the Snip Now Split Button, you have the options of waiting 3 seconds or 10 seconds which will give you time to get the image you want.

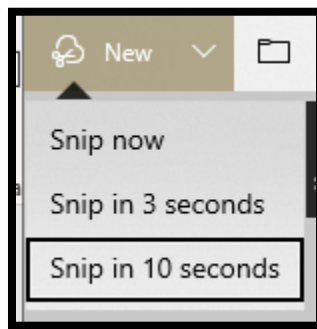


Figure 311 Snip Now options.

If you Snip Now, the screen dims and a small Toolbar appears at the top centre of the screen. You can then use the mouse to select any area of the screen.

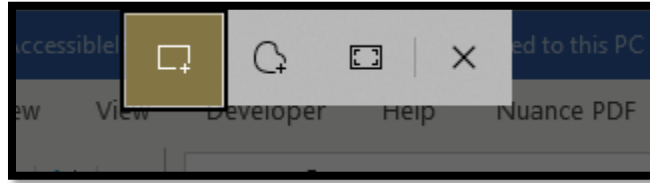


Figure 312 Snip & Sketch Toolbar on screen.

The choices for an image are the default Rectangle, Freeform, Full Screen which just adds a full screen image to Snip & Sketch and Close. Full screen gives you the same image as using the Print Screen button but with more immediate options for editing. Print Screen simply copies an image of the screen to the Windows Clipboard, while the Snip & Sketch app shows an editing Toolbar. The editing Toolbar is available for any image snagged by the Snip & Sketch app itself/not using the keyboard command Windows key + Shift + S.



Figure 313 Snip & Sketch Toolbar.

The tools on the Snip & Sketch Toolbar are, from left to right (press Tab to move to the toolbar.):

- Snip Now. Press Right Arrow to move across the tools and hear them if you are using a screen reader or Text-to-Speech tool.
- Open File.
- Undo.
- Redo.
- Touch Writing.
- Ballpoint Pen.
- Pencil.
- Highlighter.
- Eraser.
- Ruler.
- Image Crop. Then press Tab to move to the last few tools.
- Zoom.
- Save As.
- Copy.
- Share.
- More App.

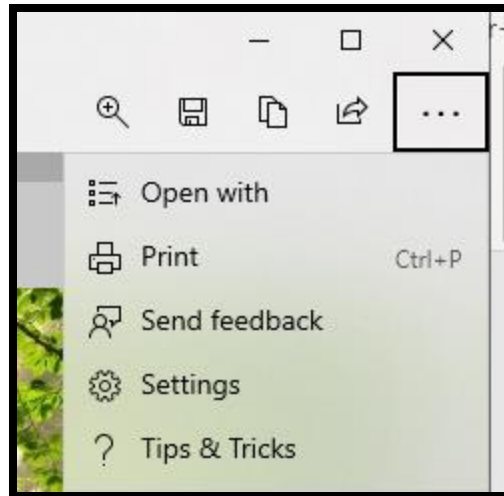


Figure 314 The More Edits sub-menu open in Snip & Sketch.

The additional tools under the More button are:

- Open With (The default program is Photos.).
- Print (Ctrl + P).
- Send Feedback.
- “Settings” which opens a Windows app settings dialog.
- Tips & Tricks which opens a web page with more information about Snip & Sketch.

The Tips and Tricks website opens in your default browser and has a pop-up tip or trick to use Snip & Sketch. As someone who uses a screen reader, I have no idea what is going on for this page and if I press Escape or dismiss the “tip” I’m faced with a lot of choices of different types of information. I find this very confusing and closed my browser right away!

On my new computer/months old, both the Snipping Tool and Snip & Sketch are installed so you can choose the one you want to edit in.

As I said previously, Windows key + Shift + S now automatically uses Snip & Sketch if it is installed.

[20 Shortcut Keys for Snip & Sketch](#)¹²

¹² 20 Shortcut Keys for Snip & Sketch: <https://www.intowindows.com/21-screen-sketch-keyboard-shortcuts-in-windows-10/>

Creating One Image out of Many

One of the advantages of using the Snipping Tool or Snip & Sketch is that we can create a single image composed of many shapes or pictures. This is an important technique, especially for grouped objects, shapes, and SmartArt graphics.

The following image is an example of how three pictures can be placed on a blank background, then using the Snipping Tool or Snip & Sketch to snag them. By using this technique, I only add one piece of Alt Text to a single image instead of adding individual Alt Text to each image.

In this case the images are decorative, used for demonstration purposes and being able to have all the decorative images gathered with one piece of Alt Text makes it easier to read the document. The document author doesn't have to figure out how to place the pictures and the person using a screen reader or Text-to-Speech tool hears "decorative image" once.

Note: In newer versions of Office 2016 desktop, we can designate an image as decorative in the Alt Text Pane BUT this is NOT backward compatible with previous versions of Office.



Figure 315 Series of pictures of Karen's cats.

For the samples I've created I used a blank PowerPoint slide. If you want to add colour to the collage, use a complimentary background for the images.



Figure 316 Series of images of Karen's cats with a background colour.

The same technique can be used to make one image out of grouped objects, shapes, or SmartArt, making them more accessible. The following is an example of this technique.

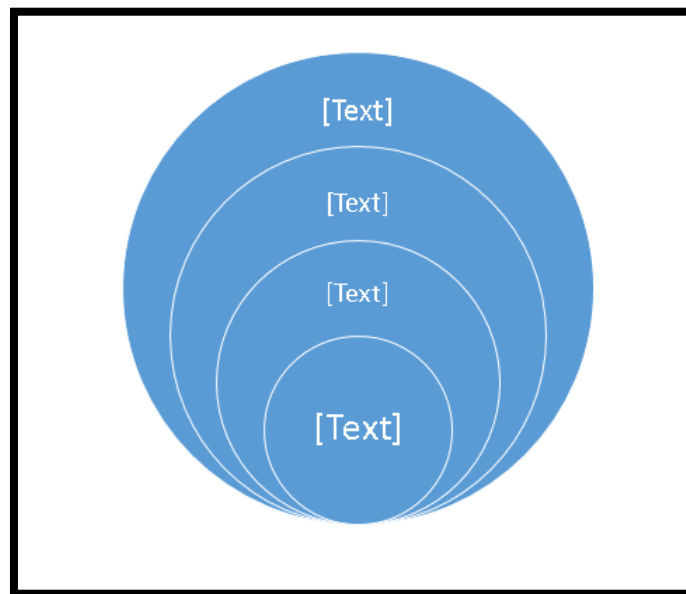


Figure 317 Sample SmartArt graphic as image.

For complex grouped objects or shapes, there is often not an Alt Text tool for things like the "arrow connector" or lines between shapes or objects. Even within SmartArt there are

components of a SmartArt graphic that cannot have Alt Text applied to them. In many cases being able to understand the relationship between the shapes and grouped objects is key to understanding why they are in a document or on a slide.

While you can add Alt Text to the global SmartArt or Grouped object container, pressing the tab key moves you through those objects piece by piece. The Alt Text for the larger pieces is read but since the smaller pieces can't have Alt Text, it is easy to get lost in the details of the grouped objects or SmartArt.

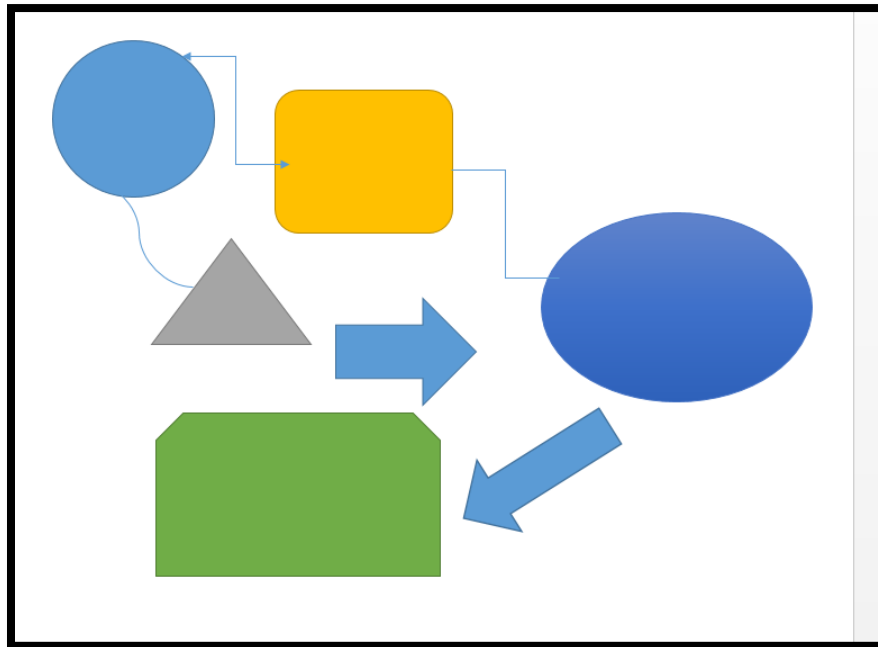


Figure 318 Grouped objects/shapes saved as single image.

While the preceding image appears to be a dog's breakfast of shapes and connectors, it is possible that for someone "designing" it, it has meaning. Given that the connectors cannot have Alt Text that is read to adaptive technology, the most accessible solution to these types of "charts" and diagrams is to create a single image and add the Alt Text. This is what I've done for the preceding image.

Dealing with Complex Images

One strategy I use for either Word or PDF documents where there are complex images is to create either an attachment to the PDF document with the longer more detailed description of the diagram or, in the case of word, I add the longer, more detailed description as an Appendix at the end of the document. For PowerPoint, if it is the Normal slide layout that I'm distributing, I add the detailed description in the Notes Pane.

In recent months, converting a completely accessible PowerPoint presentation to tagged accessible PDF is a horrid experience for those of us trying to read the PDF. Extra Tags are added requiring Alt Text on things that shouldn't have Alt Text, <Figure> Tags are nested under <P> Tags which is illegal according to PDF/UA 1, On some slides the reading order is jumbled despite it being correct on the slide...the list is endless. Word too has its tagging problems with similar bloated Tags, Tags on things that should be Artifacts, illegal nesting of Tags...the state of tagged accessible PDF as of this date, October 2019, is horrid!

If there is a complex image needing Alt Text in a PDF document, the Alt Text for the image then becomes something like "A detailed description of this diagram is attached to this PDF document as "filename."

I could have put this topic under Alt Text and Captions but since we are looking at a diagram created out of shapes and connectors, it seems appropriate to add it here.

A good example of this is the how-to tutorial on using tables for design layout where I've attached sample documents for people to explore.

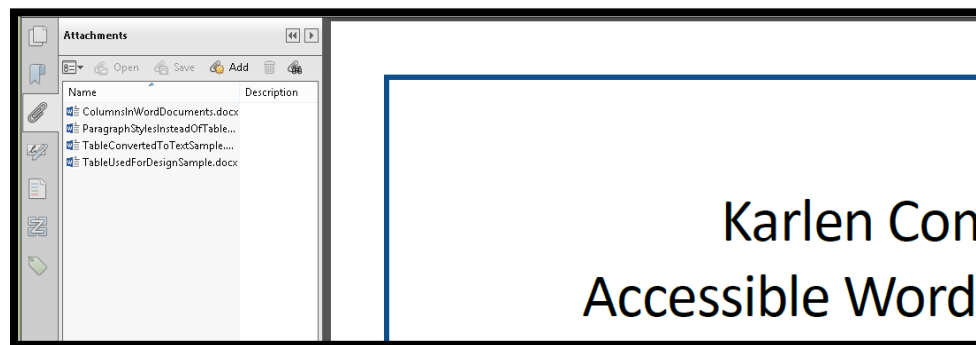


Figure 319 Sample showing files attached to a PDF document.

In the main document, under each corresponding topic, I let people know that there is a sample document attached,

I was once asked if sending people to a website with the documents was a better solution.

First, if I can't find what I need when I need or want it, I am not going to go looking on a complex website for it. Odds are that the links won't be contextual or meaningful...or the site won't be accessible. It's faster for me to just find what I need attached to the PDF that I'm reading.

Second, I may not have access to the Internet and therefore can't access the documents when I need or want to use them.

Having everything in one place, one file, let's me have optimal access to the content of the main document. It also prompts any revisions of the PDF to include the additional documents.

The attachments can be accessed using the keyboard, opened and either closed again or saved to someplace else if security permissions allow.

Attaching the documents is the last thing I do before applying security.

Using the attach documents feature in Acrobat Pro DC, the ability to create an appendix in Word, or the Notes Pane in PowerPoint provides optimal access and accessibility for everyone.

Here is a sample case of what I mean. I worked on a Visio organizational chart with lots of acronyms. The acronyms began to all sound the same and I soon lost track of where I was in the process of applying and appealing something. I took the description of the Visio document and expanded all the acronyms in the document. I attached the file to the PDF document. Even people without disabilities accessed that Word document with the detailed description and I heard comments such as "I never realized what the process was until I was able to read all the acronyms. This makes more sense than the diagram."

It is an example of how optimizing content for access and accessibility helps everyone understand the content of your documents better.

In this example, any additional information travels with the document and people don't have to spend time searching for it or depending on an Internet connection to be able to read it.

Using Paint to save Images

Whether you are using Print Screen, the Snipping Tool, or the Screen Clippings Tool, you can paste the image into Paint and save it as a PNG file and add circles or arrows or other symbols to it.

The original Paint still comes with the Windows operating system.

To launch Paint:

1. Press the Windows key.
2. In the Search edit box type Paint.
3. It should be the first item found.
4. Press Enter to open the Paint Application.

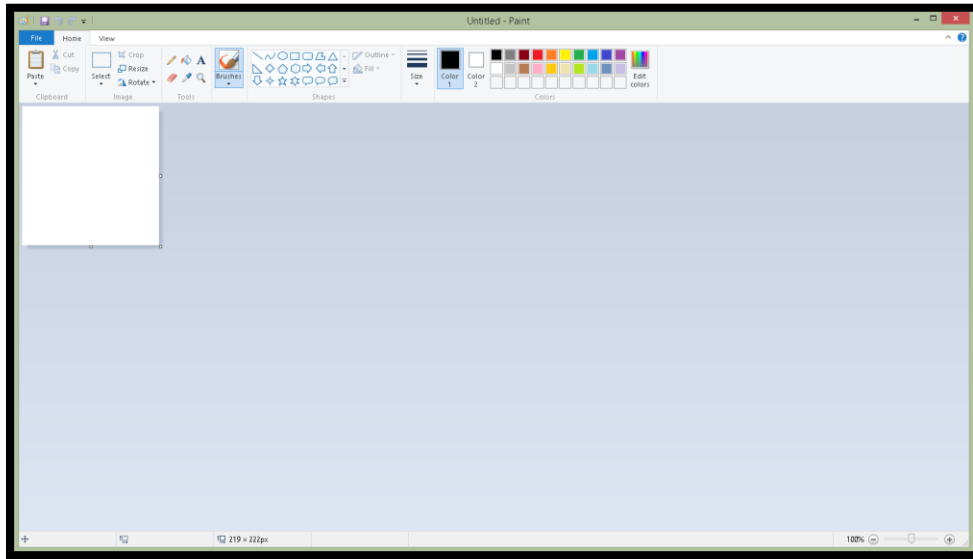


Figure 320 Paint app with new Paint project canvas.

The white area is the canvas, and the canvas can extend to the entire document area of the application Window. You will need to keep an eye on the size of the canvas relative to the size of your image. We'll work through this to demonstrate.

If we look at the image of the Word application Window used earlier in this document, we can walk through the process of creating a PNG image. You can create a JPG or GIF, but PNG is now the standard for creating images that can be used in both documents and on web pages.

The first thing I will do is press Print Screen to snag the PowerPoint application Window. I have a blank presentation using the Expedition Theme on the screen.

I used the Print Screen key to snag the image.

I then switch to Paint and paste the image into the Paint "document."

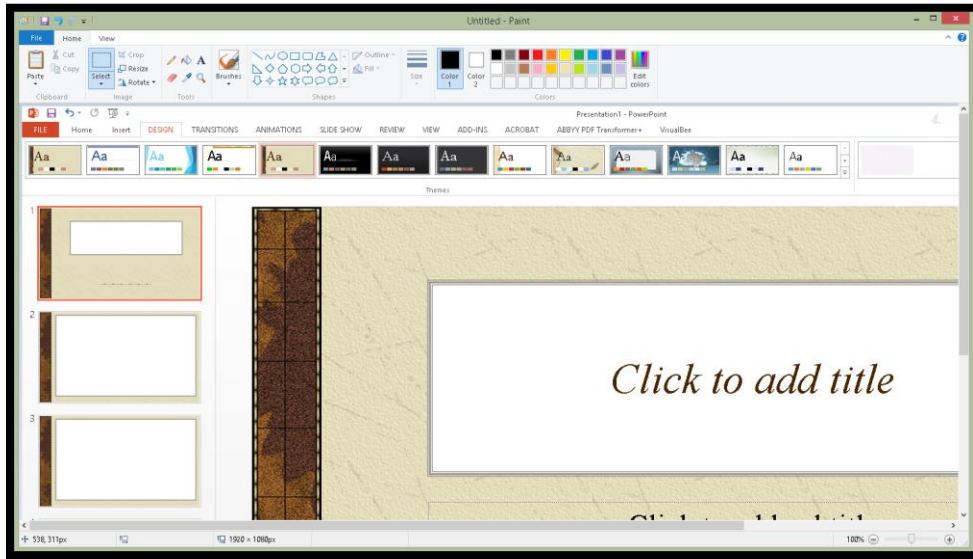


Figure 321 PowerPoint user interface in Paint.

The image appears quite large, so I chose View and Zoom Out to see the entire image.

The keyboard commands to do this are:

- Alt + V, the letter I for Zoom In.
- Alt + V, letter O for Zoom Out.
- Alt + V, M for 100%.

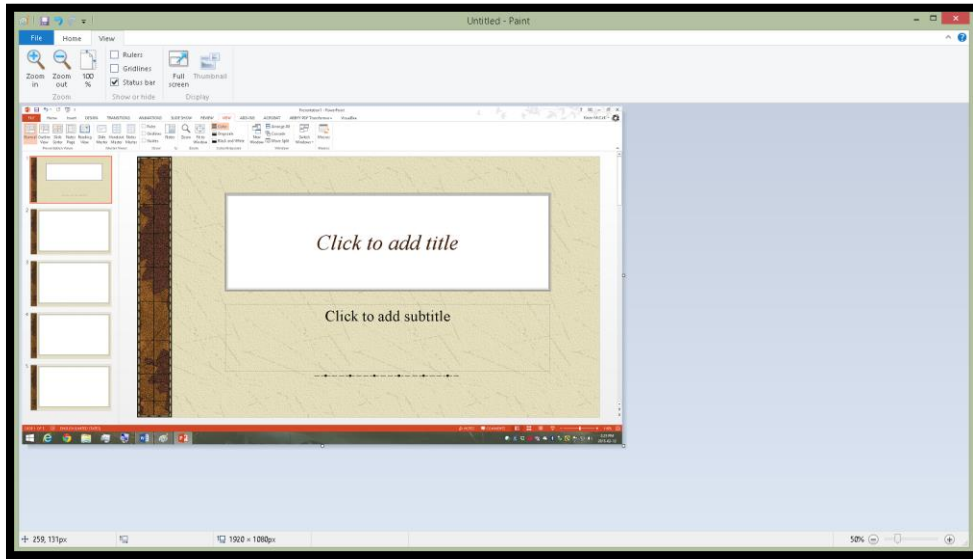


Figure 322 Zoom reduced the size of the image on Paint canvas.

I need to see the entire image so that if I need to remove any surrounding white pieces of the canvas, I can use the mouse to do so. If you have white portions of the canvas showing, it will be saved as part of the image. This creates unbalanced images or images that you can't size effectively in a document.

Choose File, Save As and expand the Save As menu to show the ability to save the picture as a PNG file.

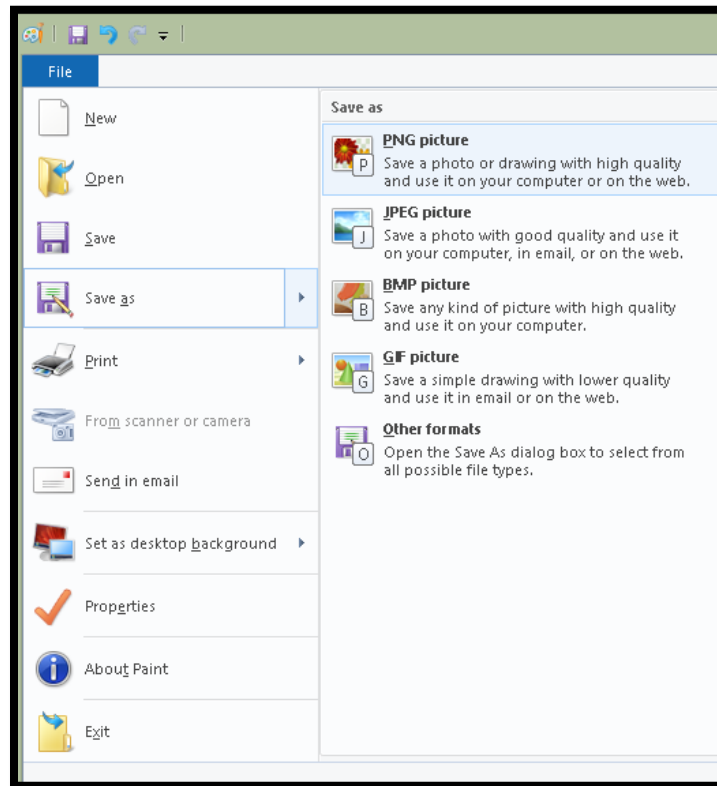


Figure 323 Save as PNG option from the Paint File menu.

The keyboard command is Alt + F, A, P for File, Save as, PNG. The Save As dialog opens.

I usually create a file folder in My Pictures or Pictures for the project I am working on. For example, I created a Create Images folder to put the images in. For this document and in the future, if I need images related to creating images, they are all there, ready to use.

Now I need to isolate the Paragraph dialog and create an image. In this case, the Lines and Page breaks part of the dialog I am teaching. This is not the tab that opens by default so if you are following along, don't panic.

I use Alt + Print Screen to get this image.

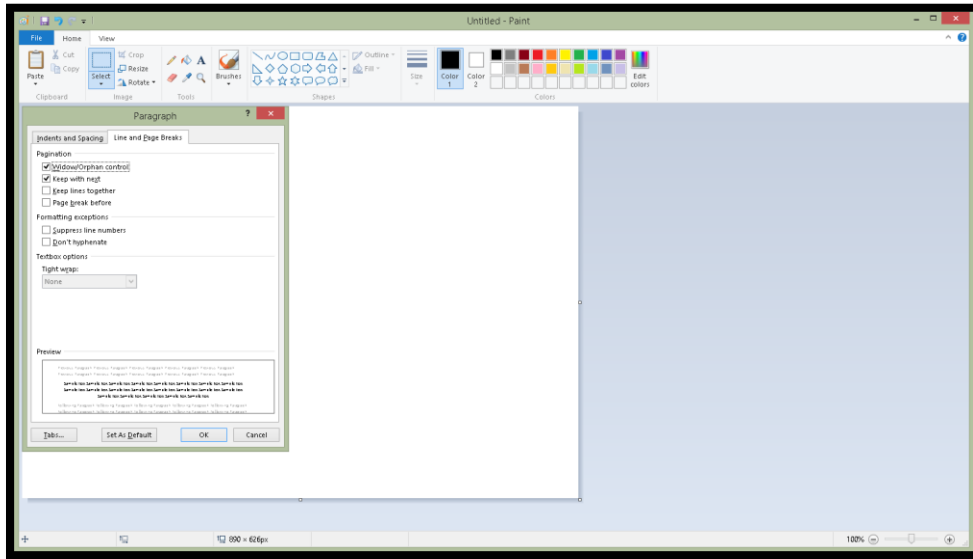


Figure 324 Paragraph dialog in Paint program.

In this case the image is smaller than the canvas. If I were to save this image now and had to resize it in a document, the Paragraph dialog would not be visible in a way that it could be seen.

So, I need to remove some of the canvas.

To remove some of the canvas from an image in Paint:

1. Click on one of the edges of the white canvas.
2. You will see small handles that change to a double arrow when you hover the mouse over them.
3. Click on one of the handles while you have the double arrow and drag it toward the image.
4. Stop when you are at the edge of the image.

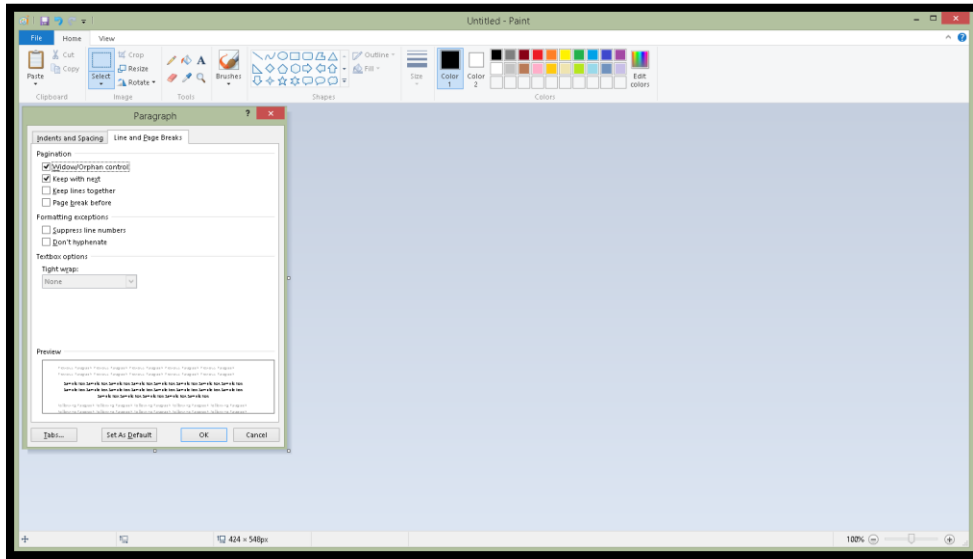


Figure 325 Word dialog in Paint.

5. You can now go to View and Zoom in to see the image clearly.
6. You may have to zoom out again to adjust the bottom edge of the canvas.

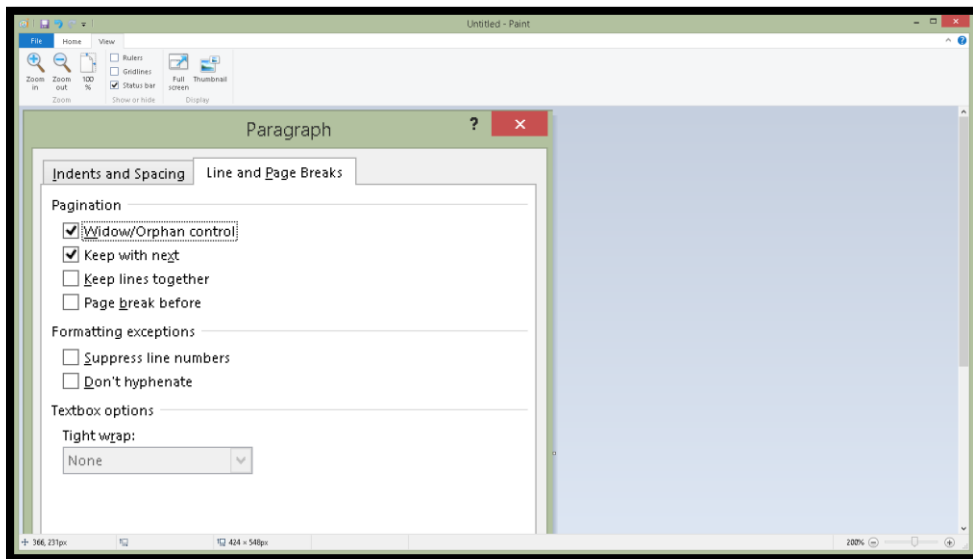


Figure 326 Zoomed in view of Word Paragraph dialog in Paint.

You can now save the image and when it is inserted into a document, you will only have the Paragraph dialog [in this case] as the image.

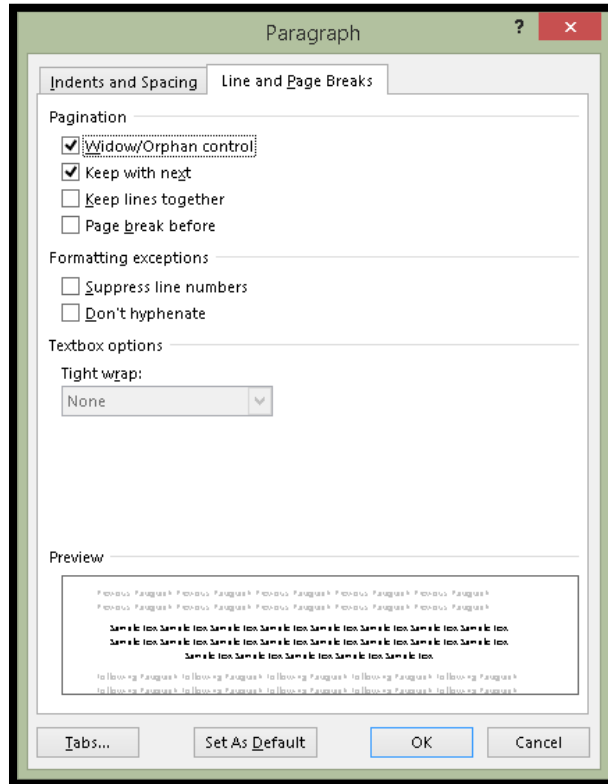


Figure 327 Paragraph dialog in Word.

So far, we've shown someone where the Paragraph dialog appears on the screen and what it looks like up close. Now we can create images that focus on specific parts of the dialog.

Note: When we resized the canvas, it will stay at that size when you create a new “document” until you resize it again.

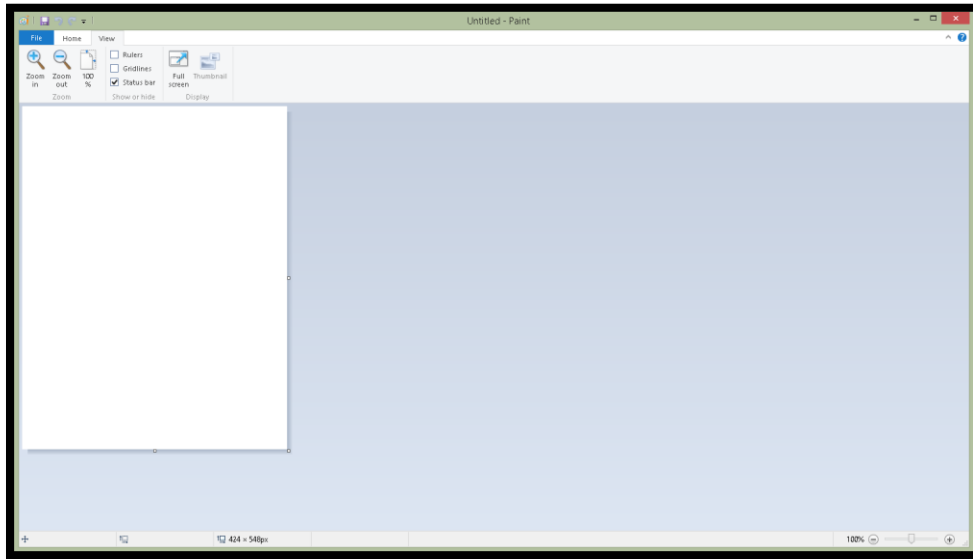


Figure 328 Resized canvas in new Paint document.

To create the new image of a piece of the Paragraph dialog you can use two methods:

1. Use the Snipping Tool or the Screen Clippings Tool when you aren't going to have an image of the larger dialog or application Window.
2. Use the ability in Paint to cut a piece of the image out and make a new image of it if you don't have access to the Snipping Tool or the Screen Clipping Tool.

To create an image from the Snipping Tool or the Screen Clipping Tool:

1. Snag the piece of the screen you want. In this example it is the first set of options in the Paragraph Line and Page Breaks dialog.
2. Switch to Paint and paste the image.
3. Resize the canvas as necessary.
4. Save the image as a PNG file.

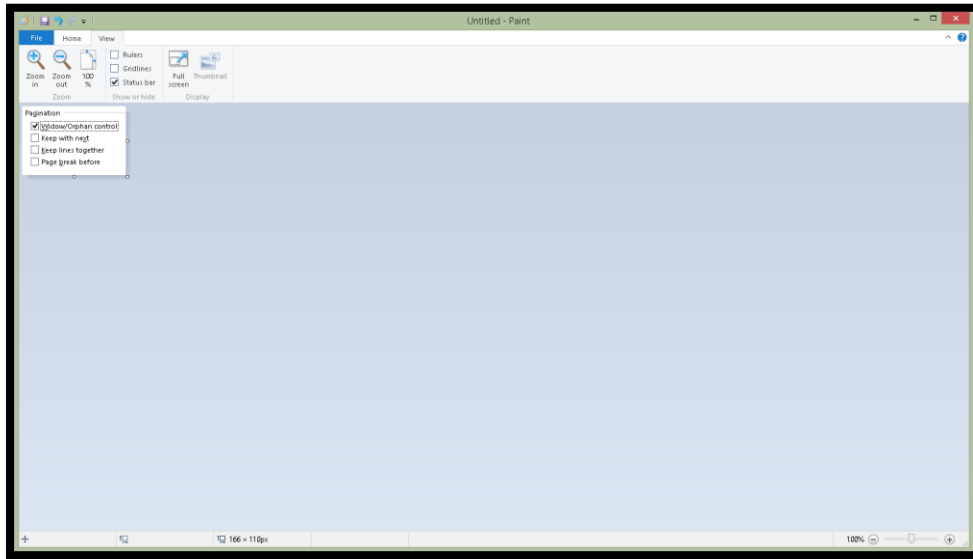


Figure 329 Part of the Word Paragraph dialog in Paint.

You can now insert the image into a document.

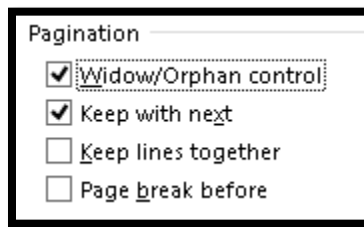


Figure 330 Same image of piece of Word Paragraph dialog in this document.

To create an image of a piece of an existing image in Paint:

1. Open the image you want to take the piece from. In this case it is the Paragraph dialog image. I've also zoomed in to make it larger.
2. From the Home Ribbon choose Select and then Rectangular Selection.

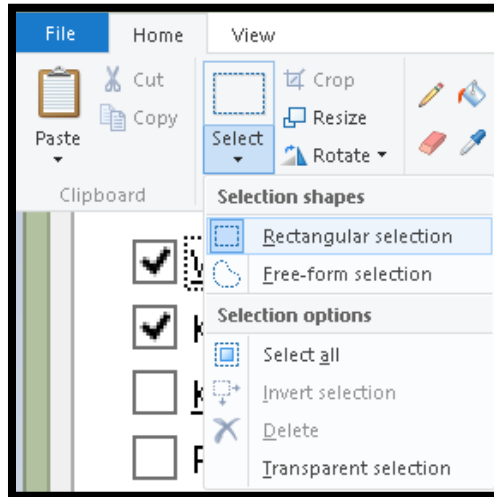


Figure 331 Rectangular Selection option from Selection button.

3. Use the mouse to drag diagonally across the image to choose what you need. In this case I'm going to select different options from the previous example.

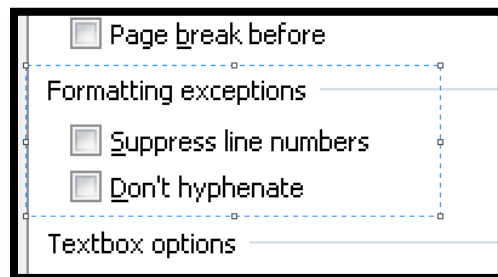


Figure 332 Section of Paragraph dialog identified to be removed from image.

4. Press Ctrl + X to cut the piece of the image out of the larger image.
5. Press Ctrl + N to create a new image.
6. Do not save the changes to the image when you close it. We want to keep the entire Paragraph dialog image for use later if we need it.

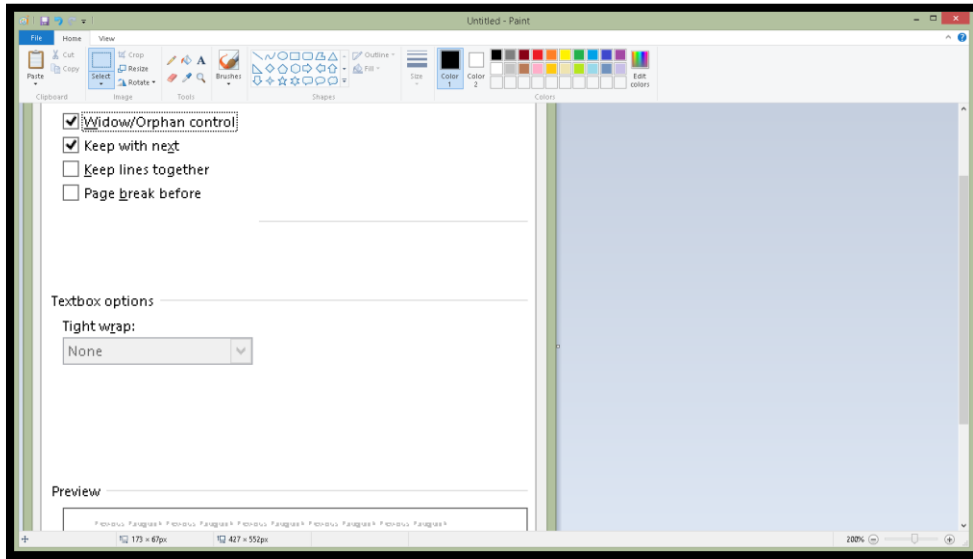


Figure 333 Paragraph dialog image with piece cut out of it.

7. Once the new canvas opens, press Ctrl + V to paste the piece of the image into the new image document.
8. Make any adjustments to the canvas as needed.
9. Save the new image as a PNG.

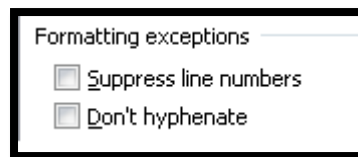


Figure 334 New image cut from Paragraph dialog.

That's it!

You now have several different ways to create images for your training material. When working with Word, use Insert, Picture. Locate the folder you put the picture into and then insert it into your document at the cursor point. The keyboard command is Alt + N, P then Shift + Tab twice to get to the list of folders and files.

Another method is to use the ability in paint to put a box around a specific area of an image. If you do this, the box or any other elements you add are saved as part of the image. This improves the accessibility of an image as everything you do to isolate parts of an image are part of the image and don't require individual pieces of Alt Text.

The following image is part of the context menu you get when you either use the AppKey or right mouse click on an image. The specific option I want people to know about is the ability to “edit Alt Text.” I’ve changed the default colour for the line in Paint to blue and changed its thickness to be thinner so that it doesn’t overwhelm the smaller image. In this case, I’ve added the image to a blank Word document and then used a Picture Style to the image. With the Picture Style added, I copied the image into Paint and then added the blue box around the “Edit Alt Text.” I then saved the image to a Word Document Book folder where I can easily find it.

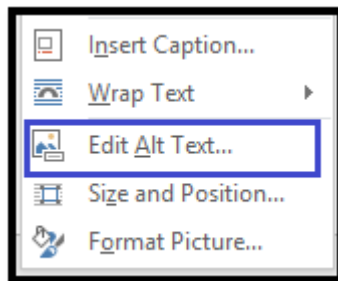


Figure 335 Edit Alt Text option in the context menu for an image.

I use the Picture Styles because most application user interfaces are so stark and white these days that images of parts of an application can’t be differentiated from the white page I rite on. I try to add the Picture Style before bringing the image into Paint so that, in the case of tagged PDF documents, every instance of a Picture Style doesn’t get flagged as an image with no Alt Text or a Bounding Box issue separate from that of the image itself. Either one of these problems can result in hours of remediation in Acrobat Pro DC.

Picture Styles and Bounding Boxes in PDF Documents

If you notice, my images have a black shadow border around them. I use the Picture Styles in Word to do this. I find that it makes the user interface images stand out from the white page of the document. There is less confusion about where the image is and where the document content/text is.

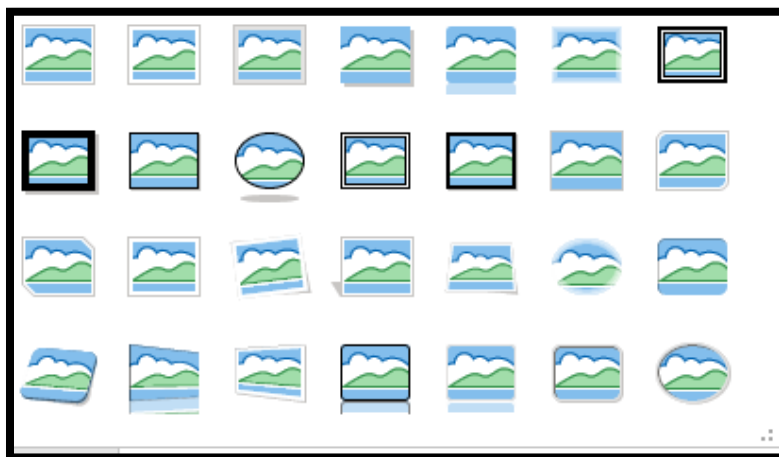


Figure 336 Picture Styles Gallery in Office applications.

By adding the Picture Style before I take an image into Paint and save it, I avoid having several Bounding Box or “Box” errors flagged by PAC 3 in a tagged PDF document.

With an image selected, press Alt + J, K in Word. You can then move around the Picture Styles Gallery using the keyboard and hear a description of the Picture Style if you are using a screen reader or Text-to-Speech tool. As you move over one of the selections, or put focus on it, your image in the document will give you an idea of what it is going to look like with that Picture Style applied to it.

Once the Picture Style is applied to an image, Cut or Copy it into Paint. Once it is in Paint, save it as a PNG!

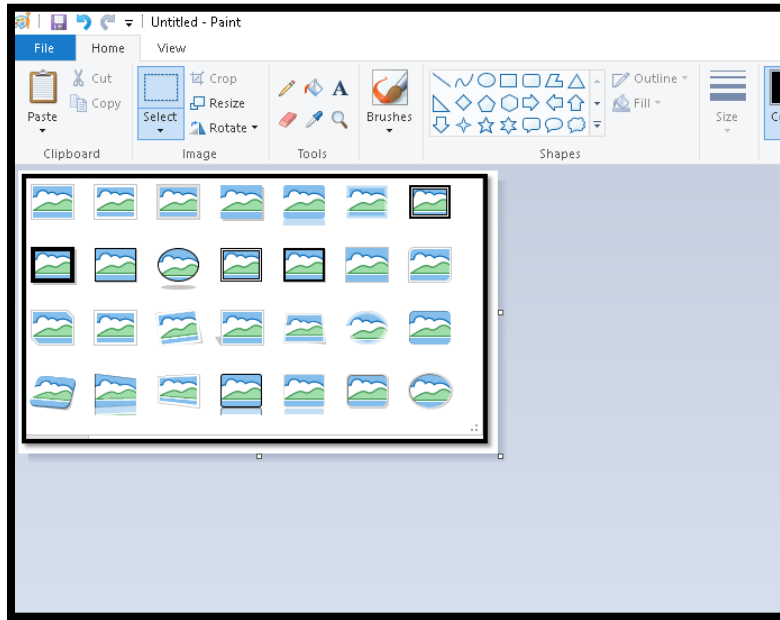


Figure 337 Image with a Picture Style applied in the Paint application.

PAC stands for PDF Accessibility Checker. You will also get the Bounding Box errors using the CommonLook Global Access tool. One caution about the CommonLook Global Access tool is that I don't recommend that you use the ability to "fix all similar" if you are remediating a PowerPoint to tagged PDF using CommonLook. If you say "fix all similar" it can remove some of your bulleted or numbered items from slides, not just the bullets, the text too! When using automated tools, be aware of some of the bugs they may have.

If you create an image using an application like Paint, the border will be around every image and you won't get the Bounding Box error when you convert the document to tagged PDF.

In Word, having the Picture Style on an image does not affect the accessibility of the image. It becomes part of the image. You only have to give the image Alt Text, not the Picture Style.

Design Services in PowerPoint

In Office 365 subscription, PowerPoint 2016 has a feature that gives you some visual options when adding images to slides.

PowerPoint Designer is a service available either through the PowerPoint settings or the Design Ribbon in PowerPoint.

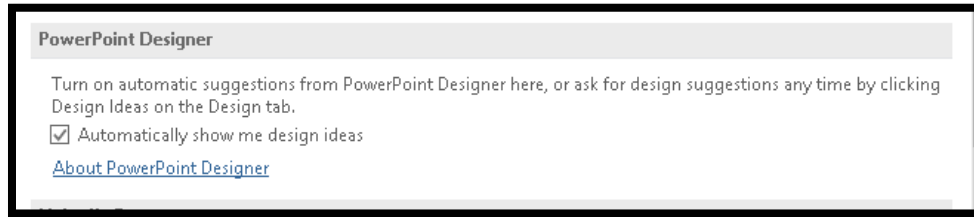


Figure 338 PowerPoint Options, General tab showing PowerPoint Designer checked.

If you have the service turned on, when you add a single image to a slide, you will have a Pane open to the right of the slide showing you some positioning and layout options.

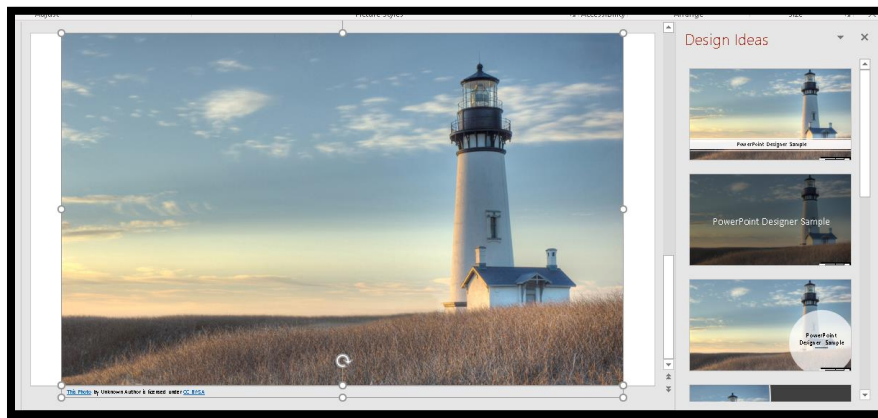


Figure 339 Design Ideas Pane in PowerPoint once an image has been added to a slide.

If you don't see an idea you like, you can scroll down the ideas.

If you don't want to use a design idea for a specific slide, you can close the Design Ideas pane and continue working.

One of the caveats I have in working with Design Ideas or the PowerPoint Designer, is that it doesn't really make an effort to match your slide Theme or design. It very much acts like a stand-alone tool.

Another caveat is that the suggested designs are not always accessible suggestions in terms of good contrast.

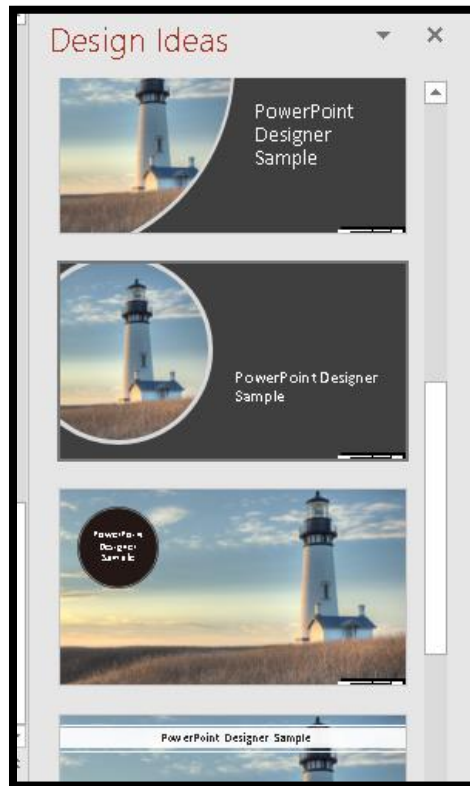


Figure 340 Additional design ideas using PowerPoint Designer.

If you add more than one image to a slide, the PowerPoint Designer can help with organizing the images in a way that those of us who are not good at graphic design can appreciate...and use.



Figure 341 PowerPoint slide with 3 pictures showing the Design Ideas Pane to the right of the slide.

For the preceding image, I added three images, which came onto the slide on top of each other, and then looked to the right to see what the Design Ideas Pane suggested.

If I don't see anything, I like in the Design Ideas Pane, I can move and size the images in the way that I want and then give them Alt Text. However, if I see a Design Idea that I do like, I can use it on my slide by pressing Enter on it or by clicking on it.



Figure 342 Sample of a slide using ideas from Design Ideas Pane.

In the preceding image, not only has the design been applied to my slide, but the information in my Title Placeholder has been incorporated, and each image has a black band reminding me to add Alt Text.

As I said, this is not the presentation design colour Theme I'm using in the presentation, however, using PowerPoint Designer is a useful tool for those of us who want a bit more variety in how images are displayed on our slides.

As with everything else, just because you can do this, doesn't mean you have to use this tool on EVERY slide!

If you don't want to have PowerPoint Designer turned on so that it offers ideas for every slide you add images to, you can access the tool from the Design Ribbon in PowerPoint.

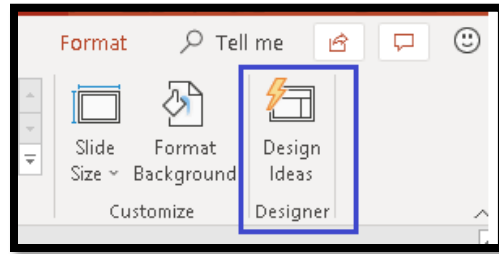


Figure 343 Design Ideas button on the Design Ribbon in PowerPoint.

The keyboard command is Alt + D, G to show the Design Ideas Pane once you add images to a slide.

Adding Alt Text to Images

Now that we have images in our Word document, we need to ensure that people with disabilities who are using screen readers or TTS/Text-to-Speech software can identify them. Imagine being able to read the text but not know what an image is other than by hearing "graphic" followed by the dimensions of the image or "slash" followed by the dimensions of the image (which is what you hear sometimes in Microsoft Word when you come across an image using a screen reader).

By adding Alt Text and captions you optimize the accessibility of your training material.

It is OK to have the Alt Text and caption be the same text. The reason I have both is again to optimize the accessibility of the document. Accessibility is not only related to accessing the content digitally. If an any document is printed on paper, will people with learning, cognitive or visual disabilities have access to a "description" of images?

I don't know of any paper that lets me hover my finger over an image and show the Alt Text. If someone has low toner in their printer or has a learning, cognitive or visual disability or the image is complex, providing a Caption with the image increases the level of accessibility of the content.

Alt Text in Word and PowerPoint

It is easy to add Alt Text to images and objects in Word, PowerPoint or Excel and a good habit to get into. Alt Text should be brief and meaningful. What do you need to know about this picture if you can't see it? Images in general should only be used to support content and not to decorate pages.

Starting in Office 2016 with the Office 365 subscription, when you add an image to a document, there is a shaded band at the bottom of the image reminding you to add the Alt Text.

If you click on the shaded area, it will open the Alt Text Pane where you can review and edit automatically generated Alt Text or type in new Alt Text.

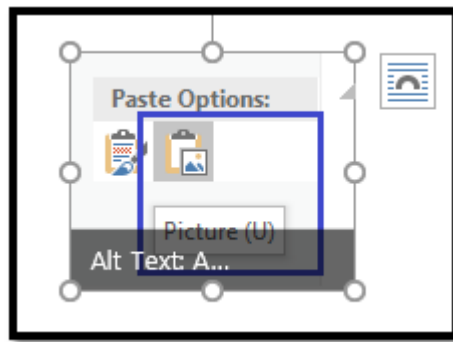


Figure 344 Reminder to add Alt Text to images.

To add Alt Text to an image in Word without clicking the shaded band on images:

1. Select the image.
2. Press the AppKey to open the context menu.
3. Choose Edit Alt Text and press Enter. The keyboard command is AppKey for the context menu followed by A. This is for Word and PowerPoint 2016.
4. The Alt Text Pane opens to the right of the document.
5. Your focus is in the edit field where you can start typing your Alt Text.
 - a. You can select the text and use Ctrl + C to copy it and use it for the caption if you want.
6. Close the Alt Text Pane by pressing Ctrl + Spacebar, C for the context menu, Close.

If you lose focus from the Alt Text Pane, press F6 until you land in it again. You can also press Shift + F6 to cycle in the other direction if you think that going “backward” through the elements of the Word user interface will get you back to the Alt Text Pane faster.

If you are using the mouse, you can click back in the Alt Text Pane.

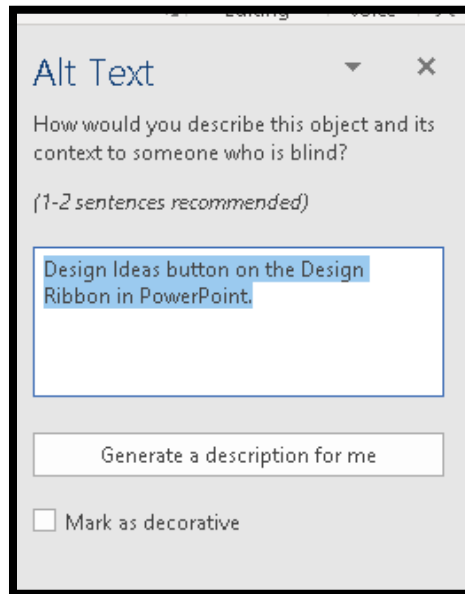


Figure 345 Alt Text Pane in Word.

As someone who uses the keyboard instead of the mouse, and someone who uses a screen reader, I always close the Alt Text Pane when I've finished working on one image. This is because it likes to steal focus from my adaptive technology, and I can inadvertently end up back in the Alt Text Pane when I didn't want to be there.

For those using the mouse, if you are not using multiple monitors, your screen can quickly become cluttered with open panes either on top of each other or beside each other, making it difficult to both find them when you want and use them effectively with the open document.

This is a suggested technique, and you will find your way of working with the Panes in Office applications.

If you add images using the Insert from File tool on the Insert Ribbon (Alt + N, F), you will get a Text Box just under the image when inserted into your document. This information may be source or copyright information.

I usually copy that information to use in the Alt Text Pane. I delete the Text Box because they are still not fully accessible (and not accessible at all using versions of Office prior to Office 2016/Office 365 with all updates installed).

I then select the image, use the AppKey or right click and choose Edit Alt Text or press the letter A. After I write the Alt Text, I copy the information from that Text Box into the Alt Text Pane so that it will be heard with the Alt Text.

The only information I copy from the Alt Text field to use for the Caption in that case is the Alt Text that directly describes the image, not the source or copyright information.



Figure 346 Image added to document after using Insert Ribbon, Insert from File, showing the source/copyright information added.

Spell Checking your Alt Text

Office 2016 with Office 365 subscription now lets you spell check your Alt Text!

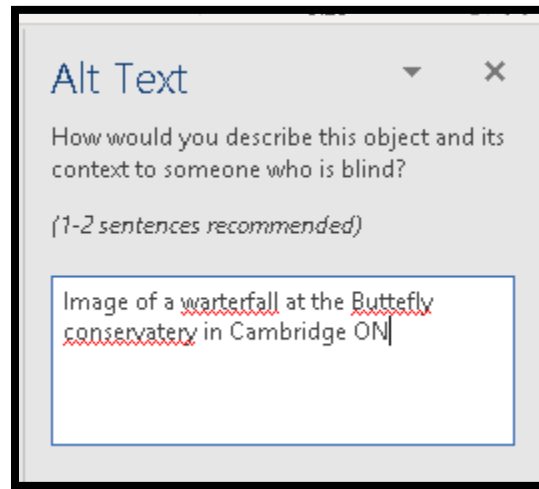


Figure 347 Alt Text with spelling mistakes underlined.

You can use the AppKey or right click to see the spelling suggestions while in the Alt Text Pane. Make any corrections before you copy the text to use for a Caption.

Automatically Generate Alt Text

In Office 365 subscription, Word 2016 and later, there is a tool turned on by checking a Check Box in the Word Options General tab to automatically generate Alt Text for images.



Figure 348 The Automatic Alt Text check box in the Options, Ease of Use category for Word, PowerPoint or Excel.

Office will automatically generate Alt Text for images whether you use the Insert > Picture, Insert > Picture from File. Sometimes it will generate Alt Text if you copy an image into your document or slide (PowerPoint). I find that Alt Text consistently says “image of a cell phone with text” even though it is not.

For example, when I inserted the image of the Alt Text Pane for an image in this document, the result was “Image of a cell phone” as shown in the next image. Word and PowerPoint have been using this “placeholder text” since the feature was introduced over a year from the writing of this tutorial.

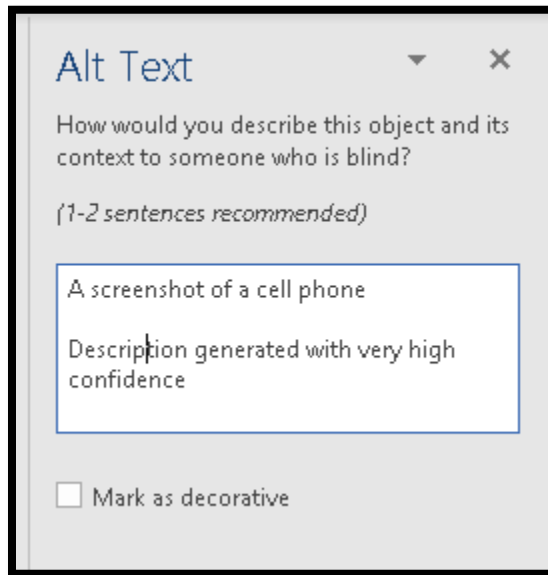


Figure 349 Alt Text Pane showing generated Alt Text.

The good thing about this is that you are notified in the Alt Text Pane that the Alt Text has been generated and you need to go back and check it.

This is also flagged when you do an Accessibility Check. You are reminded to go back to any Alt Text automatically generated and check it for accuracy.

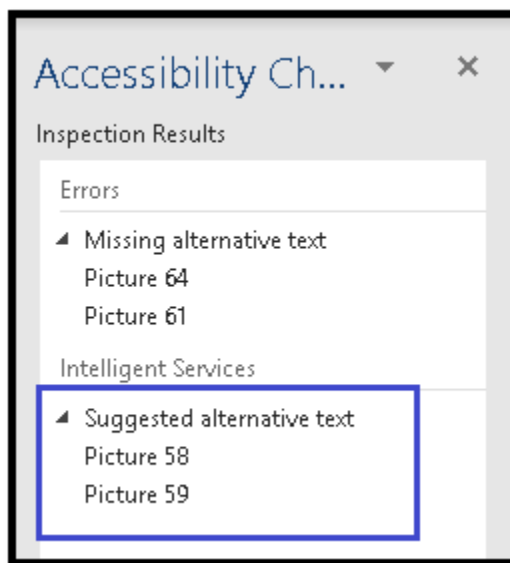


Figure 350 Office Accessibility Check flagging automatically generated Alt Text as needing human review.

Once you turn on the ability to automatically generate Alt Text, there will be a button in the Alt Text Pane to allow you to generate Alt Text if you don't see it there or if you want to try some other Alt Text.

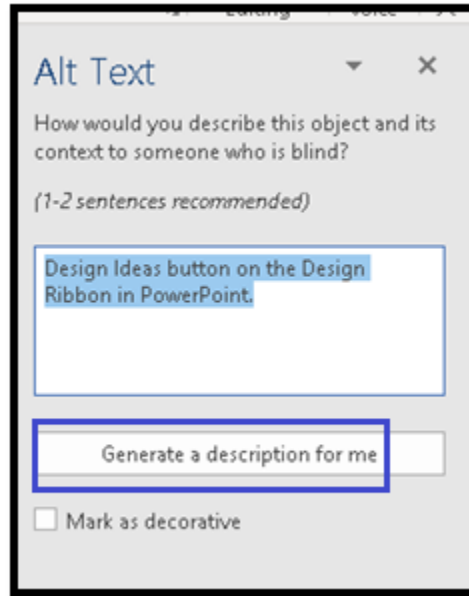


Figure 351 Automatically generate Alt Text button in the Alt Text Pane.

The following image of a shallow creek running into a larger pond/river shows the level of accuracy in the ability to automatically generate Alt Text for photos. I've found the accuracy level higher for photos than for images of an application interface used for my tutorials.

The automatically generated Alt Text is "A river running through a body of water." For those of us with disabilities who might be choosing images based on hearing a description, the ability to add Alt Text automatically gives us a place to start. We can then edit the Alt Text so that it is more meaningful to the content of our documents and for the image we added.

It is "machine learning" so keep that in mind. Sometimes it learns faster as in the case of photos, sometimes it thinks everything is an image of a cell phone.



Figure 352 Alt Text Pane (right) showing suggested Alt Text and image in the document (left).

Decorative Images or Artifacts in Word

In Office 365 subscription applications, Microsoft has added the ability to identify images in Word as decorative images. In HTML decorative images are not announced to those of us using adaptive technology such as screen readers or Text-to-Speech tools. We don't really need to know that images are simply there as fillers on the page.

In PDF documents, "decorative images" are known as Artifacts. They serve the same purpose. They are images that have no connection to the content of the document and are not important to the understanding of the content.

As a new feature, there are a couple of things to be aware of. These should not prevent you from using the Check Box to designate an image as decorative or Artifact.

4. Someone using a screen reader will still be able to get a list of graphics and hear the dimensions of the graphic/image with no Alt Text. Hopefully as the ability to designate an image as Alt Text is recognized by screen reader and text-to-Speech developers, they will be ignored as they are in HTML and PDF documents.
5. This capability is NOT backward compatible. Someone using Word 2013 will not have the capability of not hearing an image unless the developer makes the capability backward compatible. Given that developers are always focusing on the current, this seems unlikely. You may get e-mail saying your documents aren't accessible and will need to explain what you are doing.
6. Currently, when a Word document is converted to tagged PDF, you will be flagged that the images have no Alt Text. You will need to use the tools in Adobe Acrobat Pro

DC to make the decorative images Artifacts. Hopefully, as awareness of this feature in Office rises, there will be full integration and we won't have to do this.

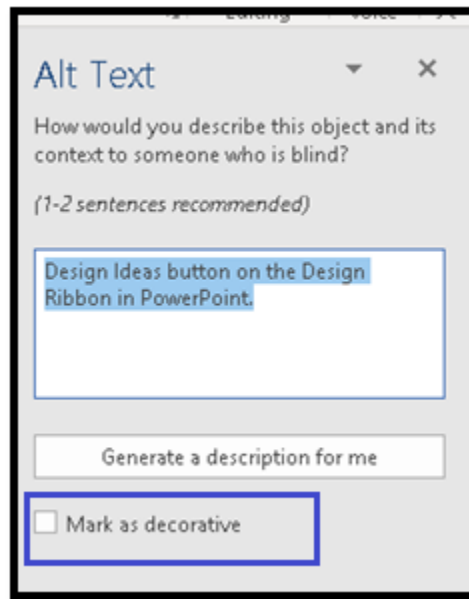


Figure 353 Alt Text Pane showing the Check Box to identify an image as "decorative" or as an Artifact.

The HTML 'Null' Attribute

Using the HTML based technique for identifying decorative images does not work in word documents. Period. When you add the "" or "" these quotes are read to the person using adaptive technology.

When you convert the document to tagged PDF, this is the Alt Text that will be heard by people using adaptive technology. In Acrobat the decorative images will have to be made Artifacts. Word also has no concept of Artifact. Neither does PowerPoint or Excel.

Adopting the use of this technique in an environment that has no concept of a "null attribute" creates a barrier to accessibility.

The attribute is rendered as "graphic, quote quote." This is meaningless and expecting someone using adaptive technology to include an understanding of a null attribute whenever they read a Word document is not reasonable and is not inclusive or universal design.

Avoid using techniques from other document format guidelines in programs and authoring tools where they simply don't have an equivalent and therefore don't work and create accessibility barriers.

Adding a Caption to an image

If someone's printer creates a poor copy of an image or if the image is complex and confusing to someone with a visual, learning or cognitive disability, having images captioned comes in handy and optimizes the accessibility of your documents.

Once you've added the Alt Text, copy it and close the Alt Text Pane if you are using adaptive technology. I do this because sometimes the adaptive technology keeps going back to the Panes instead of staying in my document.

If you add the Alt Text first, the image will be selected, and you will save a step when you add the Caption. If you add the Caption first, you will need to select the image again to add the Alt Text.

1. With the image selected, right click or press the AppKey and choose Insert Caption or press N.
2. The Insert Caption dialog opens. Focus is placed just after "Figure #."
3. I always press Spacebar to give a space between the figure number and the text of the Caption. I think it just looks more readable, but you can decide for yourself.
4. If you've copied the Alt Text from the Alt Text Pane, you can press Ctrl + V to Paste it as the Caption. Those of us using adaptive technology have keyboard commands to skip over redundant information, so don't worry about the duplicate information.
5. Press Enter if the information in the Insert Caption dialog is OK. The Caption is added just under the image.

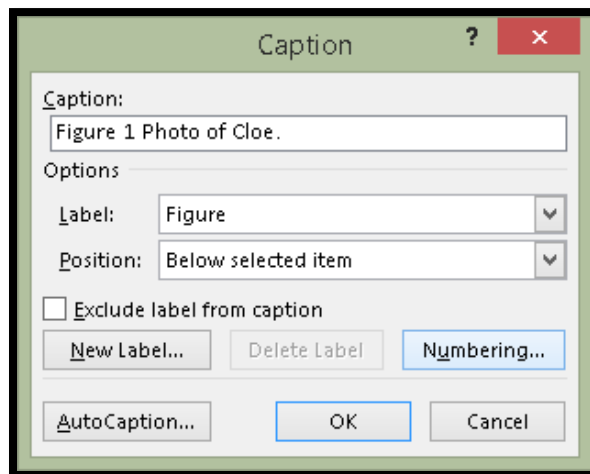


Figure 354 Insert Caption dialog with text for Caption.

By default, the Caption is placed below the image. If you are adding a Caption to a table, it should go above the table to let people know what they can expect when they enter the table. Of course, as a document author, you can choose to have Captions for images show above the image for the same reason.

Tables and equations should also be captioned. You should be able to use the knowledge from this document to provide captions for tables and equations. Be sure to change the caption label to either Table or Equation.

By using the ability to insert a Caption, you can easily create a Table of figures for your documents. You can also create a Table of Tables. Both tools are found under the References Ribbon in Word.

Have fun creating images, adding them to your documents and making them accessible for people with disabilities who are using adaptive technology!

Other Snipping Tool Options

The following two images show the two options for the Snipping Tool: one is Windows Screen, and the other is Full Screen.

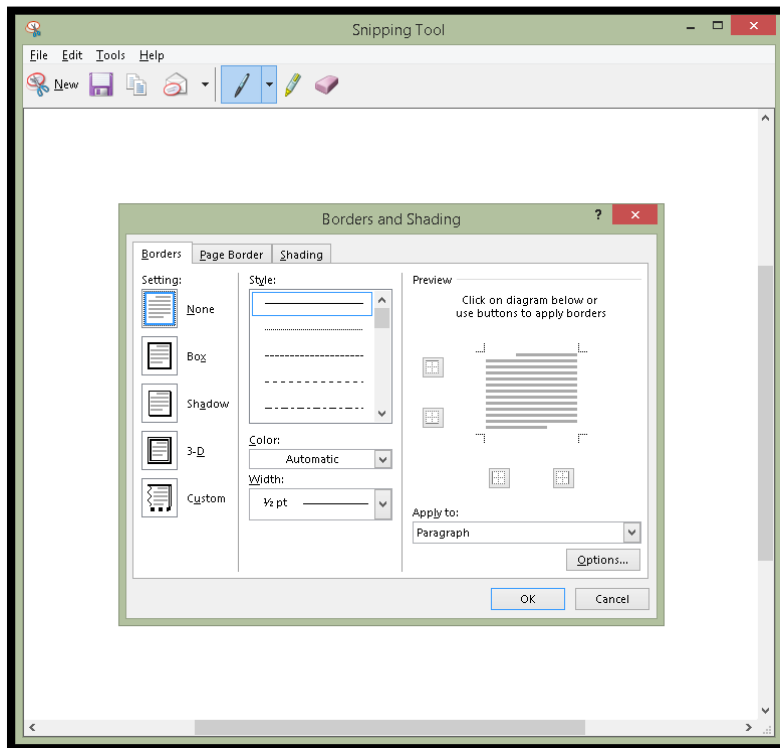


Figure 355 Window snipping sample from Snipping Tool

The difference between the two options is that the Windows Snipping lets you snip a dialog while the Full Screen snipping snags the entire screen.

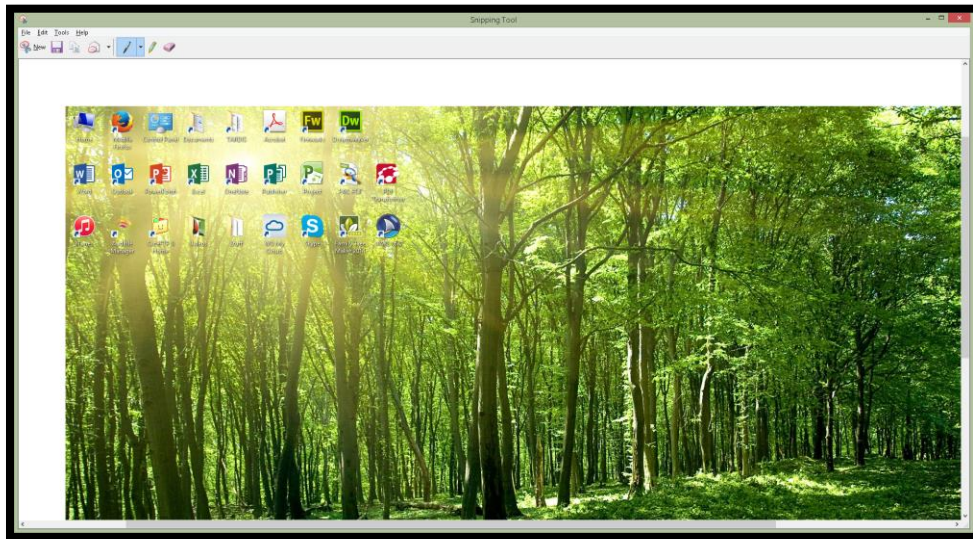


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