OBJECTIVES

- To understand the importance of disability awareness

- To understand the importance of accessibility in community presentations

- To create and utilize an accessible PowerPoint presentation

WHY IS DISABILITY IMPORTANT?

For more information, visit the Center for Disease Control
[Disability and Health Impact page](#)

DIVERSE ABILITIES AND BARRIERS

- Vision Deficiencies
- Hearing/Auditory Impairments
- Speech Disability
- Cognitive, Learning, and Neurological
- Physical Disability
- Attitudinal ("Ableism")

ACCESSIBILITY STANDARDS AND REGULATIONS

- [The Americans with Disabilities Act (ADA)](#)

- [Section 508 of the Rehabilitation Act (29 U.S.C. 794d)](#): Federal law requiring agencies to provide individuals with disabilities equal access to electronic information and data

- The [Web Content Accessibility Guidelines](#) (ISO/IEC 40500:2012): Accessibility guidelines accepted worldwide that cover a broad range of requirements

KEYS TO CREATING AN ACCESSIBLE POWERPOINT

1. Slide Layout and Design

2. Visual Content and Alternate (Alt) Text

3. Hyperlinks

4. Outline View and Notes Panel

5. Reading Order

6. Checking for Accessibility

7. Save Format: Portable Document Format (PDF)

1. SLIDE LAYOUT AND DESIGN (1 OF 2)

- Use pre-set slide layout and built-in design styles

- Avoid adding text boxes

  - Screen readers will not read text in text box

- Give each slide a unique title

- Content that requires more than one (1) slide needs secondary title:

  - Example: "Accessibility (1 of 3)," or "Accessibility continued"

- Add date to first slide

- Add contact info to last slide

- Avoid automatic transitions and animations

- Use 5-7 lines of text per slide

- Use appropriate color contrast (example: black and white)
  - For emphasis: **bold** or <u>underline</u> text

COLOR CONTRAST

1   2   3   4   5

FONT AND TEXT SIZE

- Use only sans serif fonts (example: Verdana, Calibri, or Arial)

  - Sans Serif (Calibri) vs. Serif (Times New Roman)

- Use the same font throughout the entire PowerPoint

- Avoid animated text, and text shadow or glow effects

- Minimum font size is 24 pt.

- No more than three (3) text sizes per slide

- Avoid using acronyms/abbreviations

2. VISUAL CONTENT AND ALTERNATE (ALT) TEXT

- All meaningful visual content must be given alt text

  - For images, **right-click** the image, select **Edit Alt Text,** and type in a brief description of the image
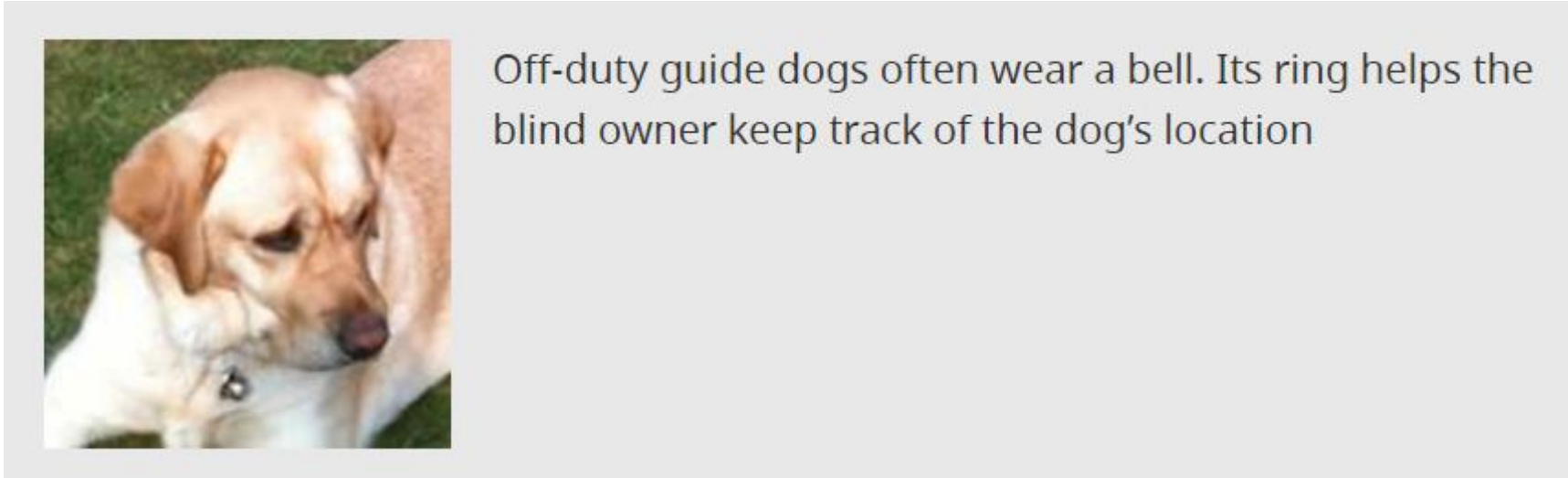
    OR

  - For items such as graphs or tables, **right-click** the item and select **Properties**; click **Alt Text** and type in a brief description of the visual

ALT TEXT: GENERAL GUIDELINES

- **Context is key!**
  - What does the image convey?
  - Is the information found somewhere else?
  - Is the image purely decorative? If so, use **alt=""**

- **Be accurate and concise!**
  - Limit description to a few words (140 characters)

- Never use **"Image of..."** or **"Picture of..."**

ALT TEXT: EXAMPLE 1

- What would be the appropriate alt text to use for the image below?

Off-duty guide dogs often wear a bell. Its ring helps the blind owner keep track of the dog's location

A. "Image of off-duty guide dog wearing a bell"

B. An empty alt text (alt="") will suffice/ Mark as decorative

C. "Dog with bell attached to its collar"

D. "White and brown dog"

ALT TEXT: EXAMPLE 2

- What would be the appropriate alt text to use for the image below?

A. "Image of the Howard County Health Department logo"

B. An empty alt text (alt="") will suffice/ Mark as decorative

C. "Howard County Health Department logo"

D. "Howard County Health Department"

ALT TEXT: EXAMPLE 3

- What would be the appropriate alt text to use for the image below?

COVID-19 Vaccine

A. "Image of the COVID-19 vaccine"

B. An empty alt text (alt="") will suffice/ Mark as decorative

C. "Bottle of COVID-19 Vaccine"

D. "Medical expert holding a vaccine bottle"

PHOTOS AND MULTIMEDIA

- Use only visuals that provide context or are relevant to topic

- Use alt text on all visuals

- Insert through placeholders or insert button (do not copy and paste)

- Avoid using text imagery, shapes, WordArt, and SmartArt

- Provide real-time closed captioning and/or text transcripts for audio and videos

- Ensure that sound is audible from all points in the room

DATA TABLES AND CHARTS

- Use the **Insert** tab, then **Table** to properly insert

- Use proper table headings. Check **Header Row** in the Design tab

Header Row	Header Row	Header Row

- Provide text description of visuals to describe visual

  - Include Alt Text: Select the **Table, Properties** and then **Alt Text**

  - For long descriptions: Write "**Full text description on next slide**" to alt text

- Avoid creating complex tables, merging cells, and empty cells/rows

BAR CHART EXAMPLE

Chart Title
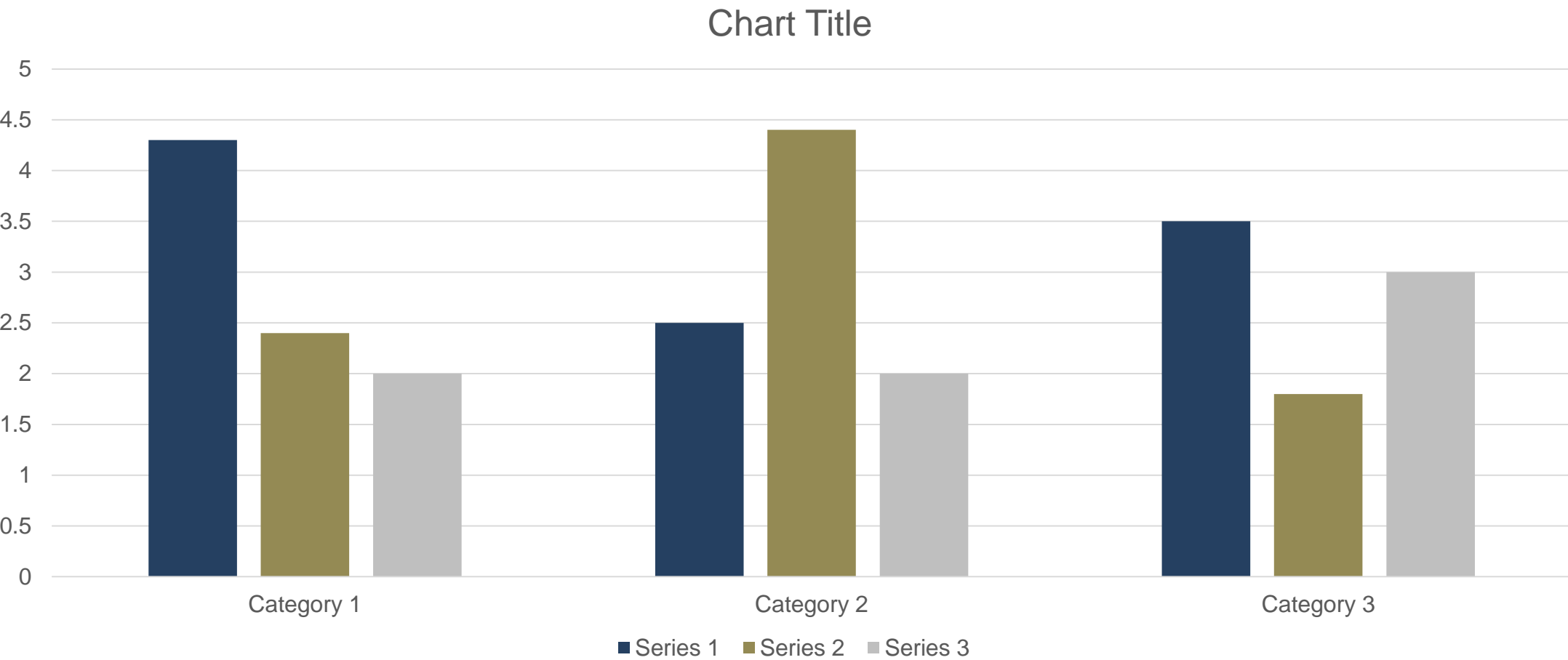
TEXT DESCRIPTION FOR BAR CHART EXAMPLE

- Reading left to right horizontally across columns:

  - Series 1 = 4.3, 2.4, 2.0

  - Series 2 = 2.5, 4.4, 2.0

  - Series 3 = 3.5, 1.8, 3.0

KNOWLEDGE CHECK

Can you identify the **three (3)** errors on the next slide?

DISABILITY TYPES

A disability is a functional limitation or restriction of an individual's ability to perform an activity. But that does not mean that a person with a disability cannot participate equally. There are many types of disabilities to consider:

- **Mobility:** Serious difficulty walking or climbing stairs

- **Cognition:** Serious difficulty concentrating, remembering, or making decisions

- **Independent living:** Serious difficulty doing errands alone, such as visiting a doctor's office

- **Hearing:** Deafness or serious difficulty hearing

- **Vision:** Blind or serious difficulty seeing, even when wearing glasses

- **Self-care:** Difficulty dressing or bathing

DISABILITY TYPES

Font colors may be difficult to read

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- **Hearing:** Deafness or serious difficulty hearing

Font size is too small

- **Vision:** Blind or serious difficulty seeing, even when wearing glasses

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Too many lines of text

3. HYPERLINKS

- Has context and describes where it leads

- Avoid using "Click here" or "More info" as link title

- Hyperlinks should be displayed in one of the following ways:

  - In full (example: http://www.google.com)

  - Link from text that matches the title on the destination page or provides adequate description (Google's Accessibility Page)

HOW TO HYPERLINK TEXT

- To add a hyperlink: Highlight text to hyperlink→ Right-click text to hyperlink → Select **Link** → Insert link in **address field**

- Add a **ScreenTip**: descriptive text that appears when you rest the pointer on a command/control)

HOWARD COUNTY HEALTH DEPARTMENT

hchealth.org
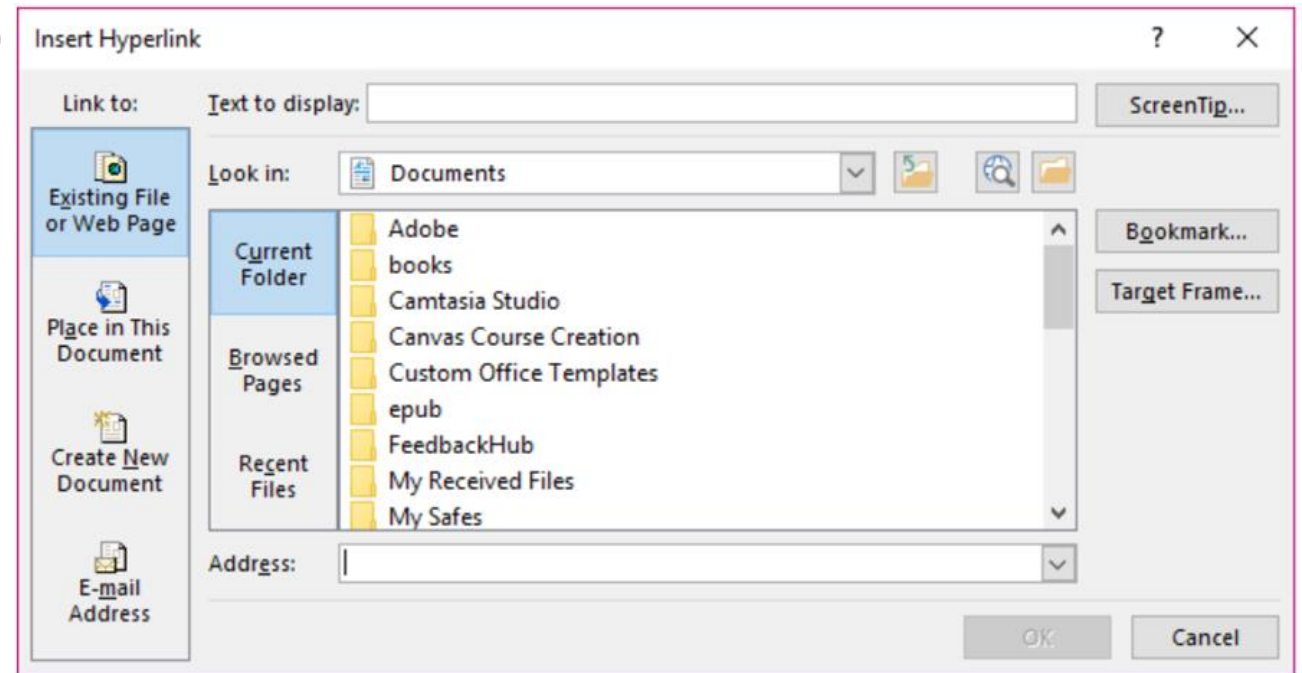
4. OUTLINE VIEW AND NOTES PANEL

- Title, body text, and reading order is visible in Outline View
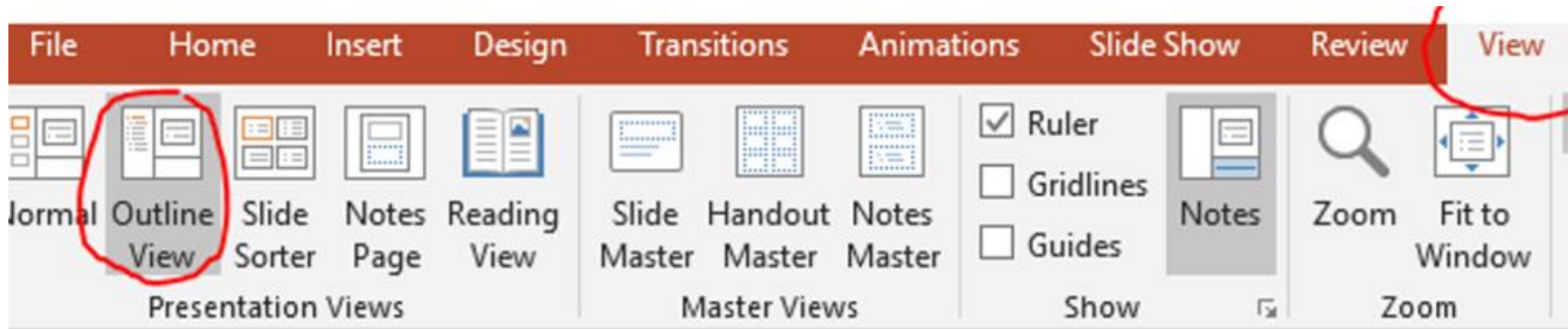
- Avoid placing image or chart descriptions in the Notes Panel
- Text in the Notes Panel is not read by some screen readers

HOWARD COUNTY
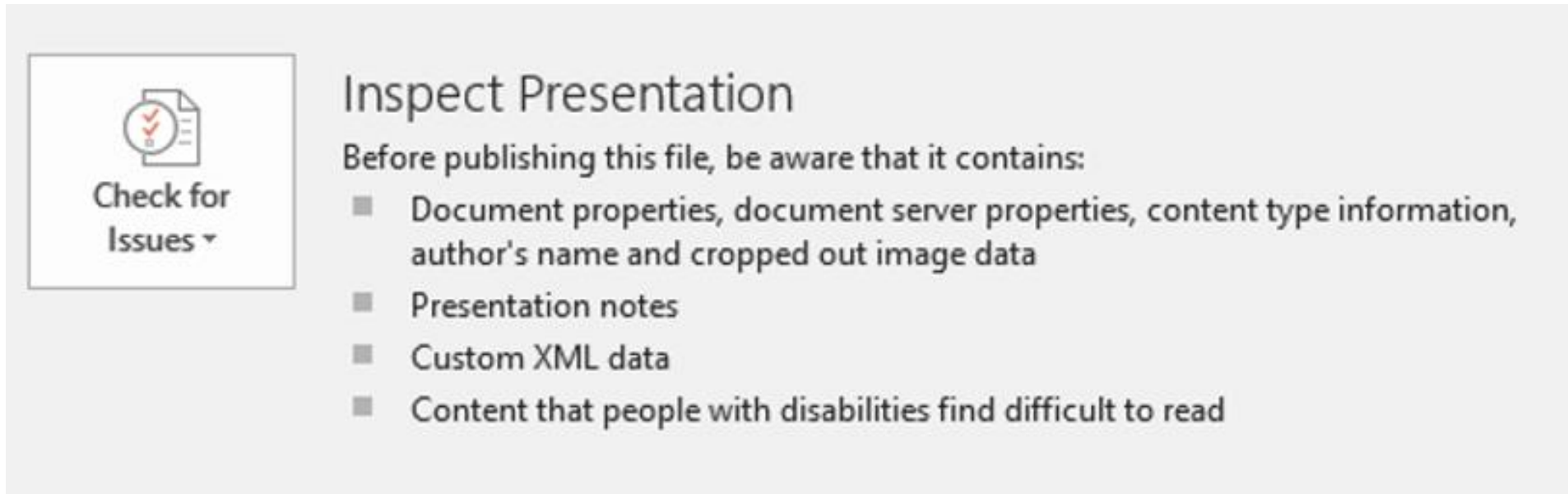HEALTH DEPARTMENT

hchealth.org

5. READING ORDER

- Check the reading order by:

  - Home tab's **Drawing Pane > Arrange > Selection**

    - Placeholders appear in the order they were added to the slide

    - To change order, use reorder arrows at the top of the selection pane

  Note: When assistive technology reads this slide, the objects are read in the reverse order listed in the selection pane.

6. CHECK FOR ACCESSIBILITY

- **Before** saving as a PDF, check for accessibility issues by:
  - Navigate to **File** > **Info** > **Check for Issues** > **Accessibility**

Check for Issues

Inspect Presentation

Before publishing this file, be aware that it contains:

- Document properties, document server properties, content type information, author's name and cropped out image data
- Presentation notes
- Custom XML data
- Content that people with disabilities find difficult to read

  - An accessibility pane will open offering tips for repair

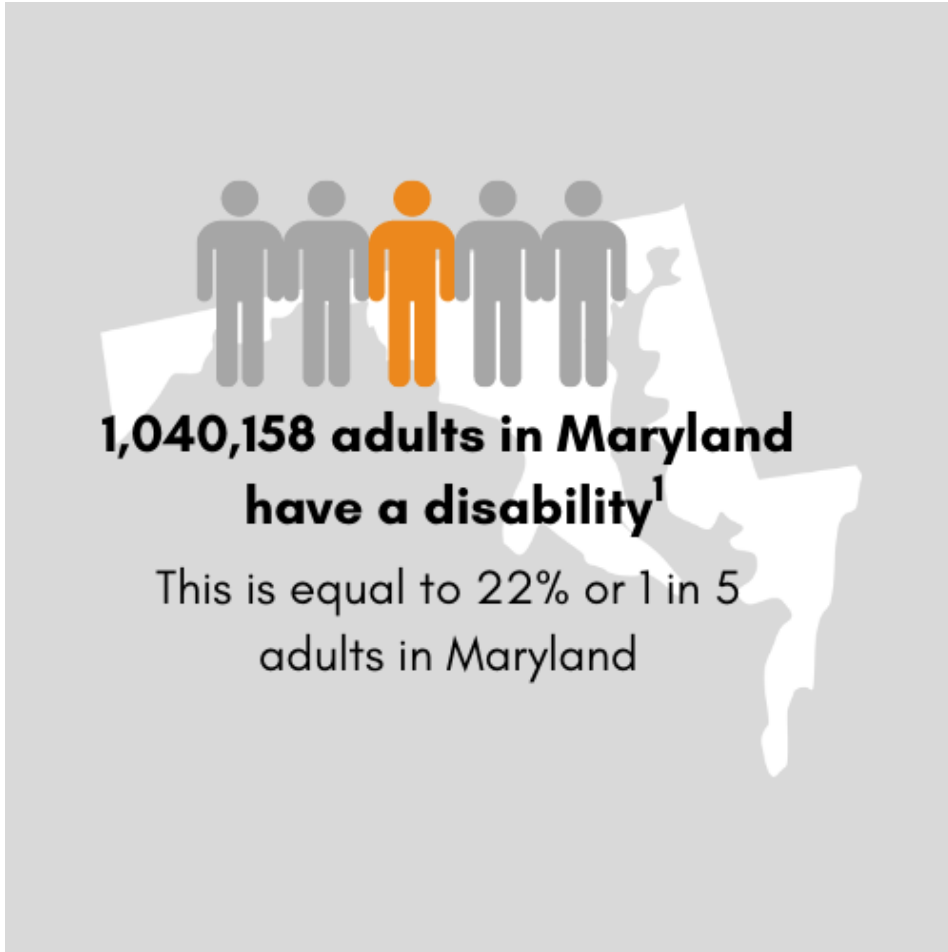**HOWARD COUNTY HEALTH DEPARTMENT**

hchealth.org

7. SAVE FORMAT: PORTABLE DOCUMENT FORMAT

- To save file as an accessible portable document format (PDF):

  - Click **File** > **Save As** > choose **PDF** as the file type

  - Click **Options** and ensure both boxes in the "**Include non-printing information**" section are selected. Click **OK** to close the Options box.

  - Click **Save**

DISABILITY IMPACTS MARYLAND

1,040,158 adults in Maryland have a disability[1]
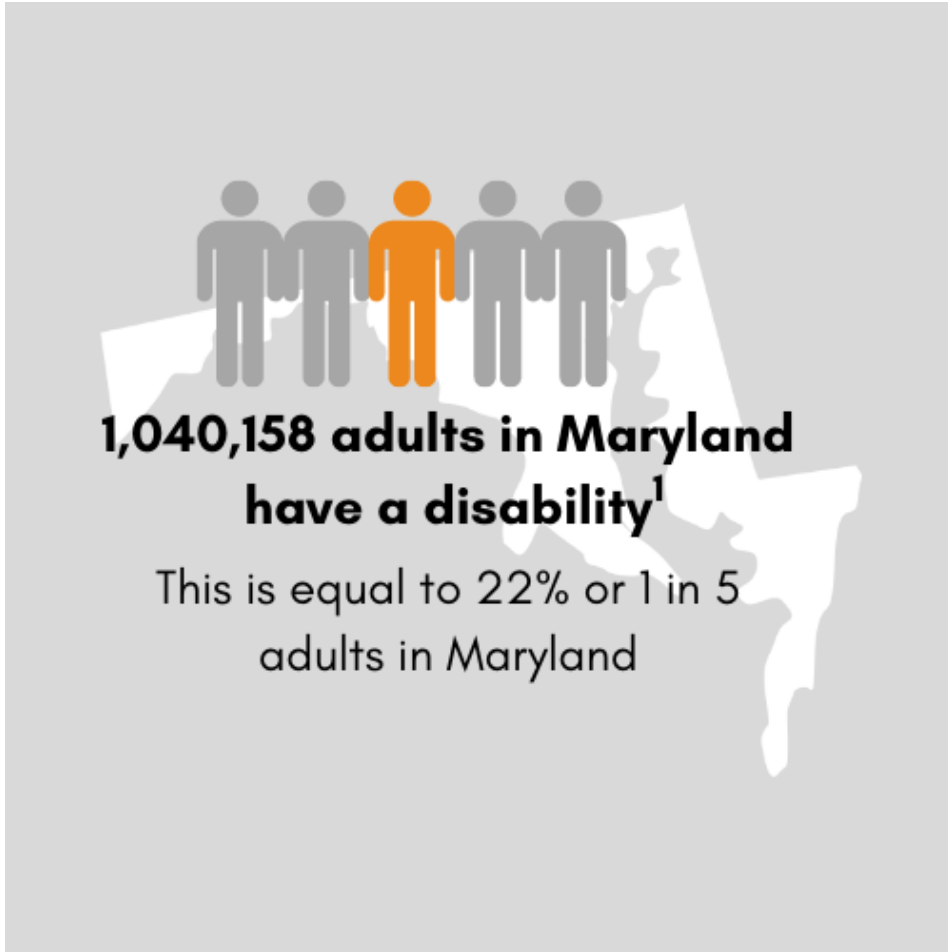
This is equal to 22% or 1 in 5 adults in Maryland

For more information, visit: https://www.cdc.gov/ncbddd/disabilityandhealth/impacts/pdfs/Maryland_Disability.pdf

To register for our upcoming Accessibility Webinar, click here

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Link too long

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"Click here" not descriptive

Image has no alt text/text over image

TIPS FOR ADDRESSING PRESENTATION BARRIERS

- Use real-time closed caption for all pre-recorded video materials

- Utilize ASL and language interpreters

- Allow time in between points to allow for translation and clarity

- Speak intentionally- Explain slide content in clear, simple language

- Identify all speakers before speaking

- Offer a variety of methods for participants to communicate

ADDITIONAL RESOURCES

The Howard County Local Health Improvement Coalition provides a list of available resources for individuals with disabilities.

[Disability Resources Page](#)

Thank You!

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POST-TRAINING SURVEY

Please click the link or scan the QR code below.

https://www.surveymonkey.com/r/PopHealthEval

We appreciate your feedback! Thank you!