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PowerPoint

Download slides: bit.ly/accessbites

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What to expect


- 25-minute presentation
- 5-minute discussion/questions





What is accessibility?

When we design and create resources, experiences, tools, and spaces that enable the diversity of our bodies and minds and centres the needs of people with disabilities.





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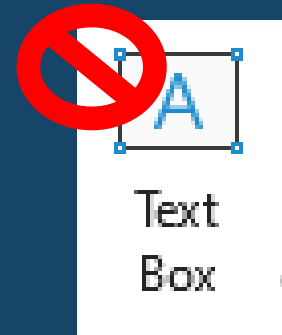
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Slide Design



Do not use textboxes!

If you do, add alternative text.





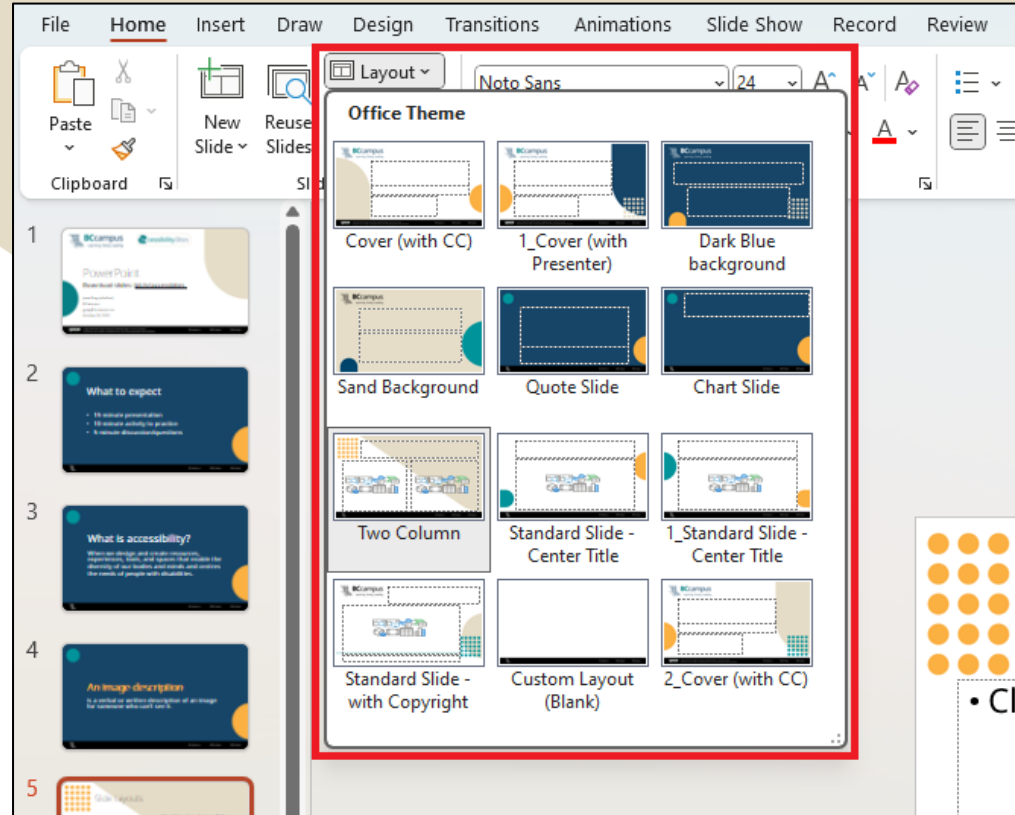
What to do instead...



Slide Layouts

- Used to structure slides
- Have placeholders for a title and content
- Can be customized

To find slide layouts:
Home > Slides > Slide
Layout





#1 – Placeholders vs textbox

A placeholder.

A textbox





#2 Check the outline view

Check the “Outline View”
(located under the View
tab).

This will show all text
content that is in content
placeholders. It will not
show textboxes or images
(even if they have alt text).

7 Slide Layouts

- Used to structure slides
- Have placeholders for a title and content
- Can be customized

To find slide layouts: Home > Slides > Slide Layout

8 #1 – Placeholders vs textbox

A placeholder.

9 #2 Check the outline view

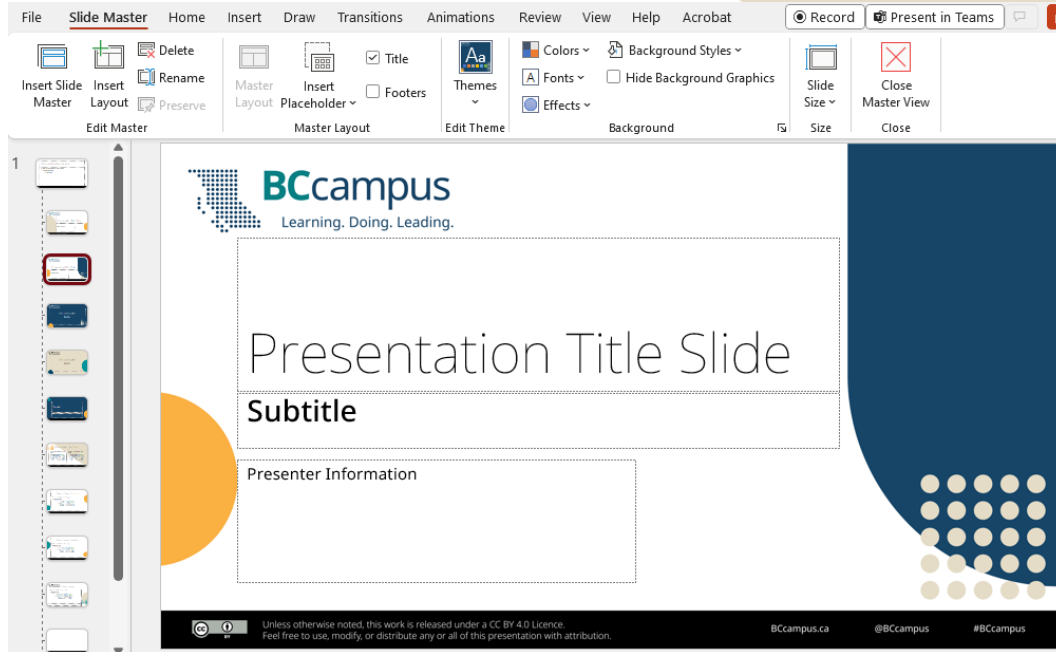
- 1 Check the “Outline View” (located under the View tab).
This will show all text content that is in content placeholders. It will not show if they have alt text).

10 Customize Slide Layouts in Slide Master

Slide Master is where you can customize slide layouts and style.



Customize Slide Layouts in Slide Master



Slide Master is where you can customize slide layouts and style.

Go to View, Master Views, Slide Master



Text

- Font size – minimum 24 pt
- Font type – keep it simple (sans serif vs serif)
- Colour – High contrast
 - Black on white (21:1)
 - Purple on white (4.5:1) – minimum contrast



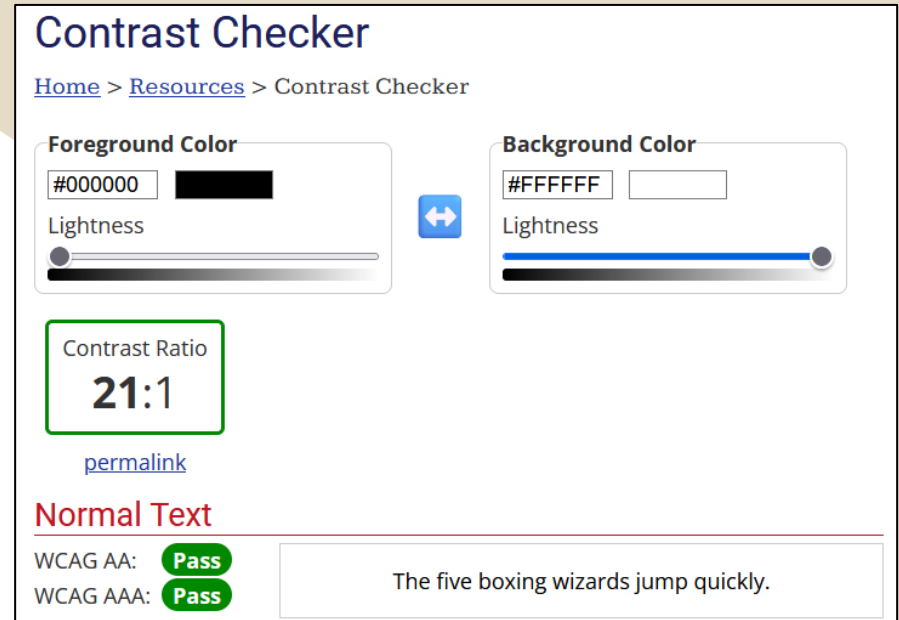
Check Colour Contrast

Is this green text on a white background accessible?

Hex codes:

Foreground (Text): 2f9700

Background: fffffff



Contrast Checker

[Home](#) > [Resources](#) > Contrast Checker

Foreground Color
#000000
Lightness

Background Color
#FFFFFF
Lightness

Contrast Ratio
21:1
[permalink](#)

Normal Text
WCAG AA: **Pass**
WCAG AAA: **Pass**

The five boxing wizards jump quickly.





Animations

Examples

- GIFs
- Slide transitions
- Text animations

Recommendations:

- Use with intention
- Keep them simple
(Excessive animation can be distracting)



Verify Slide Content Order

Kittens
Are
Great

This ensures that someone using a screen reader has content presented to them in the correct order.

To verify content order, tab through the slide or go to Home, Drawing, Arrange, Selection Pane.





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Slide Content



Slide Titles

Give each slide a unique title. It will make the presentation easier to navigate and come back to specific content, especially for people using screen readers.

Options for multiple slides that cover the same topic: Part 1, Part 2 or 1/4, 2/4, 3/4





Images

All images that convey information need alt text

To add alt text, right click an image and select “Edit Alt text.”

Note: These image should also be described verbally during the presentation

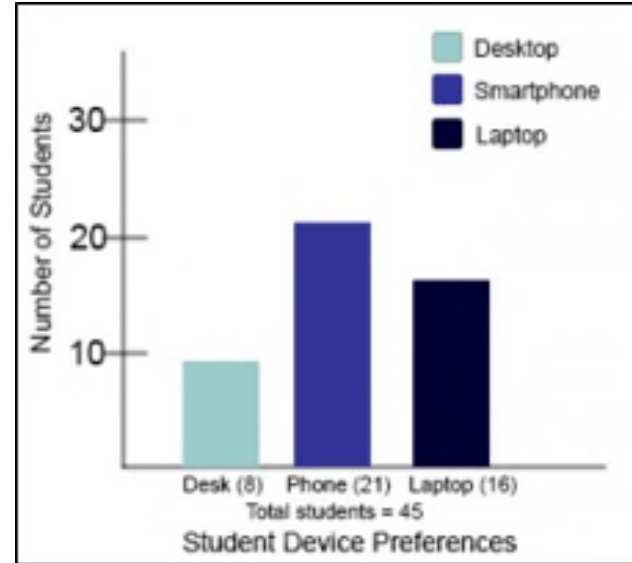
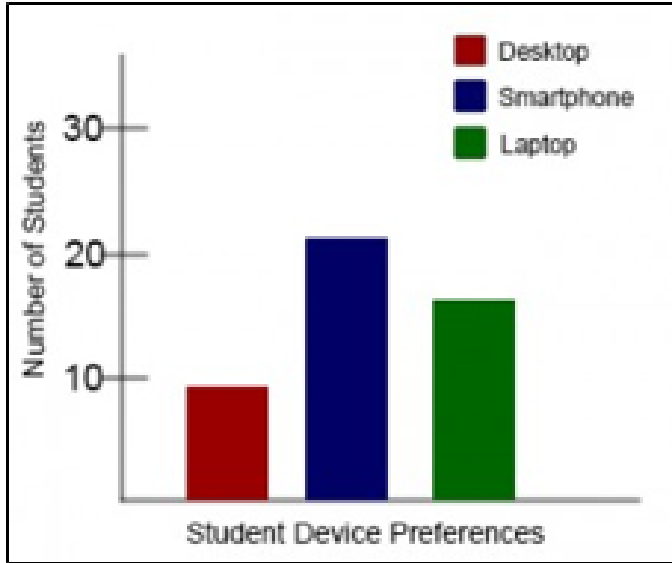




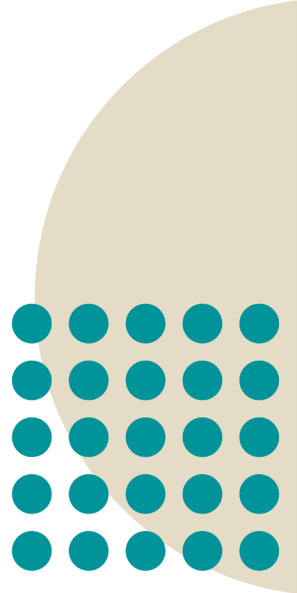
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Do not use colour alone to convey information



“Student Device Preferences Graphs” by BCcampus. CC BY 4.0





Links

If you want people to write links down or type them in, use short links:

bit.ly/accessbites

If people have access to your slides and can click your links, use descriptive link text:

[Download materials for this presentation](#)



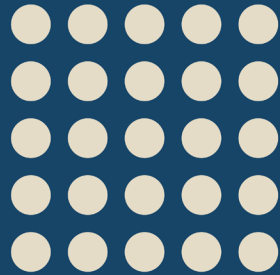


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Final Step

Run an Accessibility Check



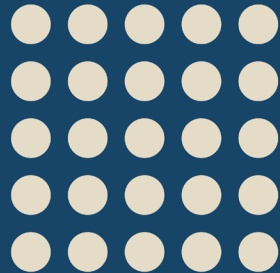


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Accessible Presentation Practices

- **Read out slide text and describe visuals**
- **Share a copy of your slides in advance**
- **Enable auto-captioning**

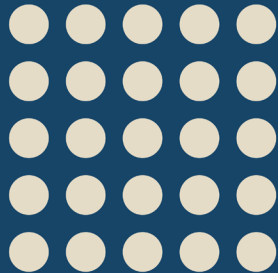




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Questions!





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Thank you!

Register for upcoming Accessibility Bites sessions:

<https://bccampus.ca/events/>

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