

Preparing PowerPoint Presentations for Web Accessibility

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Introduction

This training is designed to help users prepare Microsoft PowerPoint 2010 presentations for conversion to an accessible PDF format, which may then be distributed with the PowerPoint source file.

Today's Topics

- **What is Section 508?**
- **HHS/CDC Standards and Guidance**
- **Slide Layouts**
- **Text/Hyperlinks**
- **Tables**
- **Simple and Complex Graphics**
- **Slide Master**
- **Preparing the Document for Distribution**

A Brief Overview of Section 508

Section 508 of the Rehabilitation Act requires all Federal agencies to make their electronic and information technology accessible to people with disabilities.

What is Covered Under Section 508?

- **The Web (static and applications)**
- **CDC Intranet**
- **SharePoint Sites**
- **File types (Word, Excel, PowerPoint, PDF, etc.)**
- **E-mail**
- **Materials on CD-ROM or DVD**
- **Multimedia (audio, video, interactive apps)**
- **Software (off the shelf, internal)**
- **Hardware (PCs, kiosks, phones, etc.)**

Recommended Guidance

CDC Content Author and Subject Matter Experts are responsible for providing a properly formatted source file that conforms to HHS 508 standards and includes the following data:

- **Alternative text for all graphics or photos**
- **Properly marked up headers, paragraphs, bullets and appropriate styles**
- **Long descriptions and/or summary text for data tables, charts, and graphs**

Preparing PowerPoints for Accessibility

If you are responsible for creating or clearing files, you can use the HHS PowerPoint Checklist as part of your process.

You may find it helpful to review the checklist before you create your file, and also to print out the checklist and check off each item after you have created your file, or when you receive the file.

Section 508 Acceptance Checklist
MS PowerPoint

HHS 508 Guidance: PPT Checklist

Document Information

Asset Name/URL:	
Tester Name / Signature:	
Testing Date:	
Authorization Name / Signature:	
Authorization Date:	

Requirements Checklist

The following checklist should be used Department wide by HHS staff to verify that PowerPoint presentations meet the requirements established by HHS. The checklist includes compliance with Section 508, in addition to other HHS requirements. It is intended to be used as a companion to WCD Training. For guidance specific to a requirement, refer to the Requirement Guidelines section of this document, to your Web Council representative, or your WCD liaison.

ID	1.0 Document Layout and Formatting Requirements	Pas s	Fail	N/A
1.1	Can all slide text be viewed in the Outline View?			
1.2	Do all of the slides avoid using flickering/flashing text and/or animated text?			
1.3	Do all slides contain the correct hyperlinks (URL's) and display the fully qualified URL i.e. http://www.samhsa.gov and not www.samhsa.gov ?			
1.4	Do all slides that contain hyperlinks have active links?			
1.5	Do all of the slides avoid using text boxes or graphics with text within them?			
1.6	Have track changes been accepted or rejected and turned off?			
1.7	Have comments been removed and formatting marks been turned off?			

ID	2.0 Document Image Requirements	Pas s	Fail	N/A
2.1	Do all slide graphics (images, grouped images and non-text elements) that convey information have Alternative Text (Alt Text) associated with them?			
2.2	Do decorative images that do not convey information have a blank Alternative Text (Alt Tag) (i.e., " ")?			

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Posting PowerPoints on the Web

Q. Can we post PowerPoints to our site that pass the HHS checklist?

A. PowerPoints cannot be made fully compliant. They can be posted on a webpage as long as they meet the checklist and are accompanied by an HTML or PDF version.

Video: Requirements to Make a Presentation Accessible

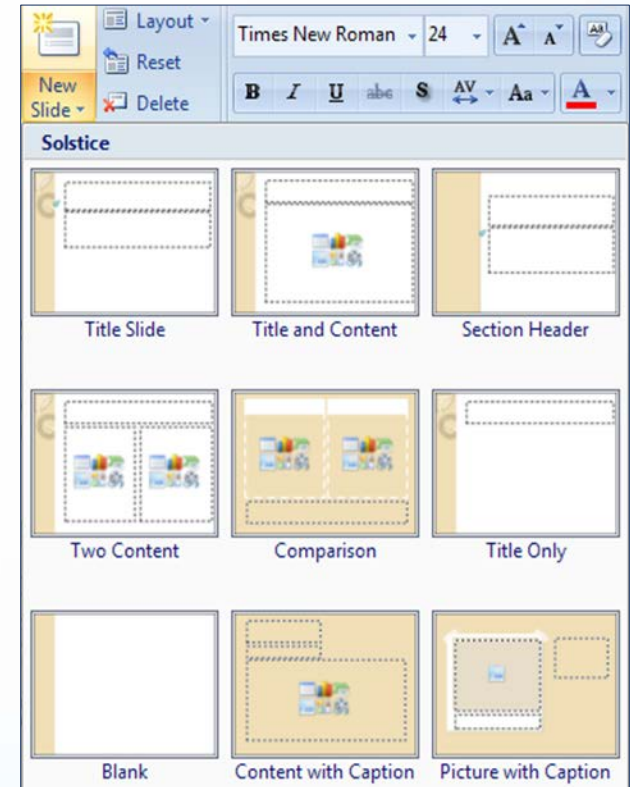
[YouTube Video \(10 min.\)](#)

<http://www.youtube.com/watch?v=-pb3vrEq-iU>



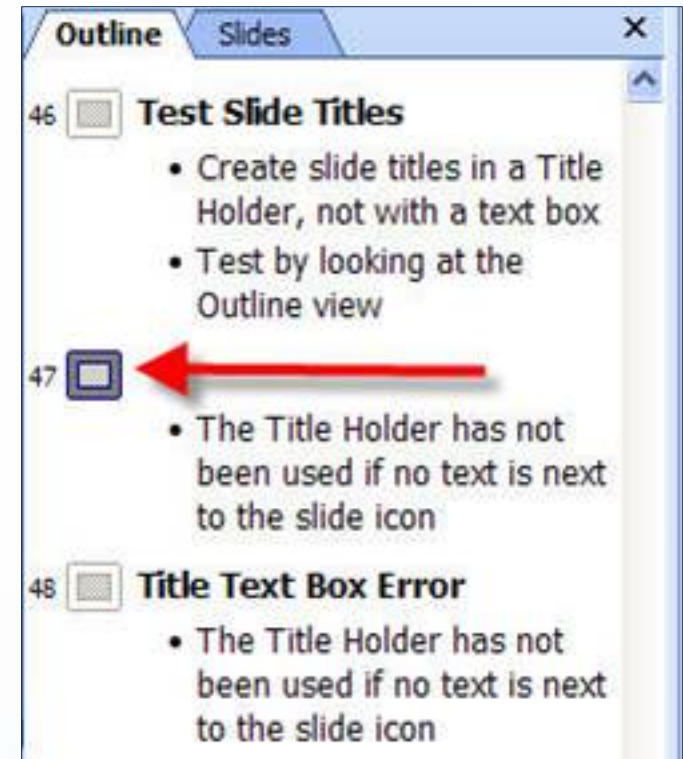
Using Slide Layouts

- The best way to ensure proper reading order is to use predefined slide layouts.
- Select *Layout* – located under the *Home* tab – and select the appropriate layout for your content.



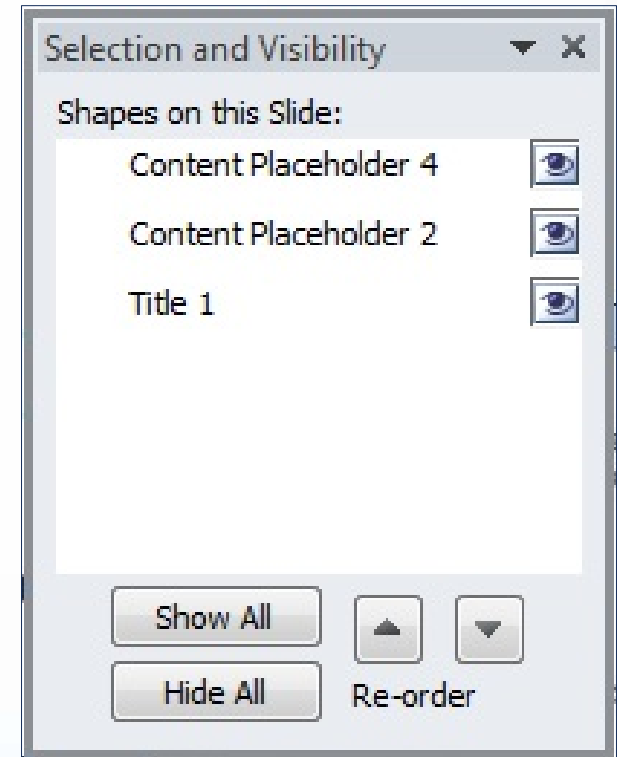
Outline View

- Make sure all slide text appears in the *Outline* view.
- Images, charts, and tables do not display in the outline view.
- Unique titles should be provided for every slide.



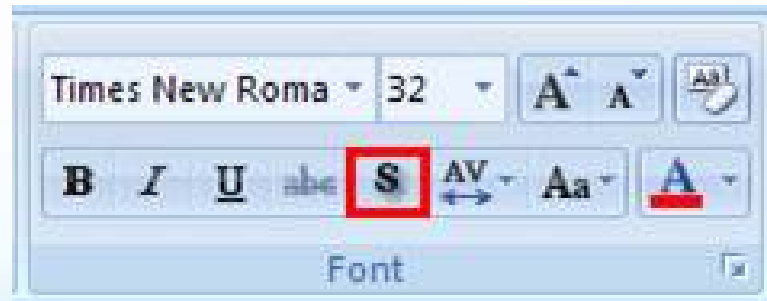
Reading or Tab Order

- Reading order can be changed by using the options under *Arrange*, found on the *Home* tab.
- Reading order is more easily seen from the Selection Pane and can be changed using the up and down arrows. Order is read in this pane from bottom to top.



Text Formatting

- HHS recommends using standard fonts such as Verdana or Arial. Exceptions to the rule include heading styles for design purposes.
- Avoid the use of word art and shadow text. To remove shadow text, highlight the shadow text and click the **S** symbol, found on the *Home* tab.



Hyperlinks

- Hyperlinks should be active links and include meaningful descriptions.
- If URLs are included, they should display the fully qualified URL (i.e. <http://www.cdc.gov> and not www.cdc.gov).

Video: Tables, Charts, and Images

[YouTube Video \(9 min.\)](#)

<http://www.youtube.com/watch?v=fzjymVE3Z6c>



Tables

- **Tables should be created within PowerPoint using the *Table* button, located under the *Insert* tab.**
- **Tables should have**
 - **Labeled column and row headers**
 - **Logical relationships between data and headers**
 - **Title, number (if applicable) and description**
- **Alternate text should only be provided for complex or long tables.**

Example Table

Table. Calories consumed and hours of exercise, by work day; week of June 13, 2010

Metric	Monday	Tuesday	Wednesday	Thursday	Friday
Calories Consumed	2000	2100	1900	1700	2500
Hours of Exercise	1.0	1.0	0.5	1.5	0.0

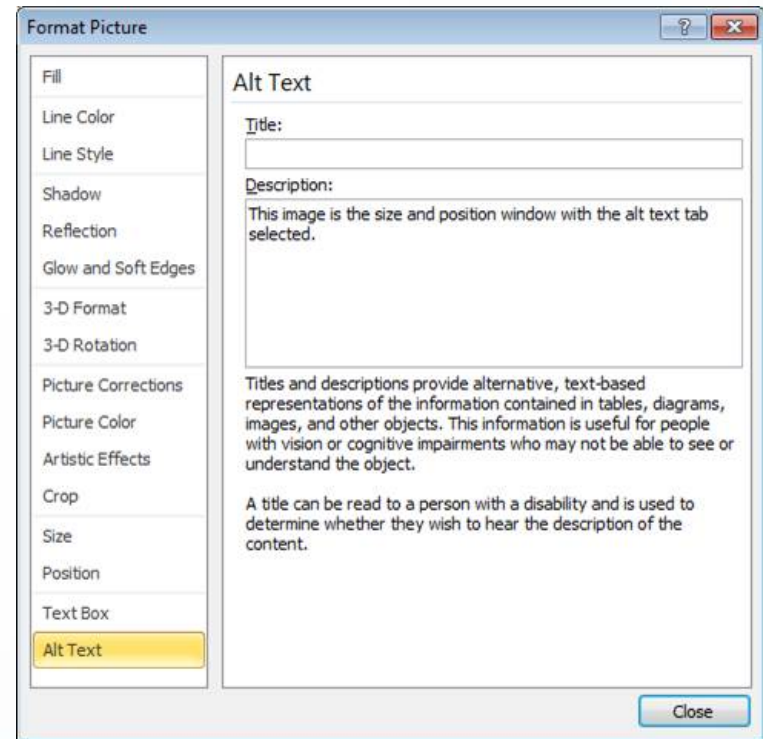
SOURCE: PROGRAM/DATA SYSTEM, YEAR

Graphics and Images

- **When using a graphic, select a slide layout that incorporates an image placeholder to ensure proper reading order.**
- **All graphics require an alternate text (alt text) description.**

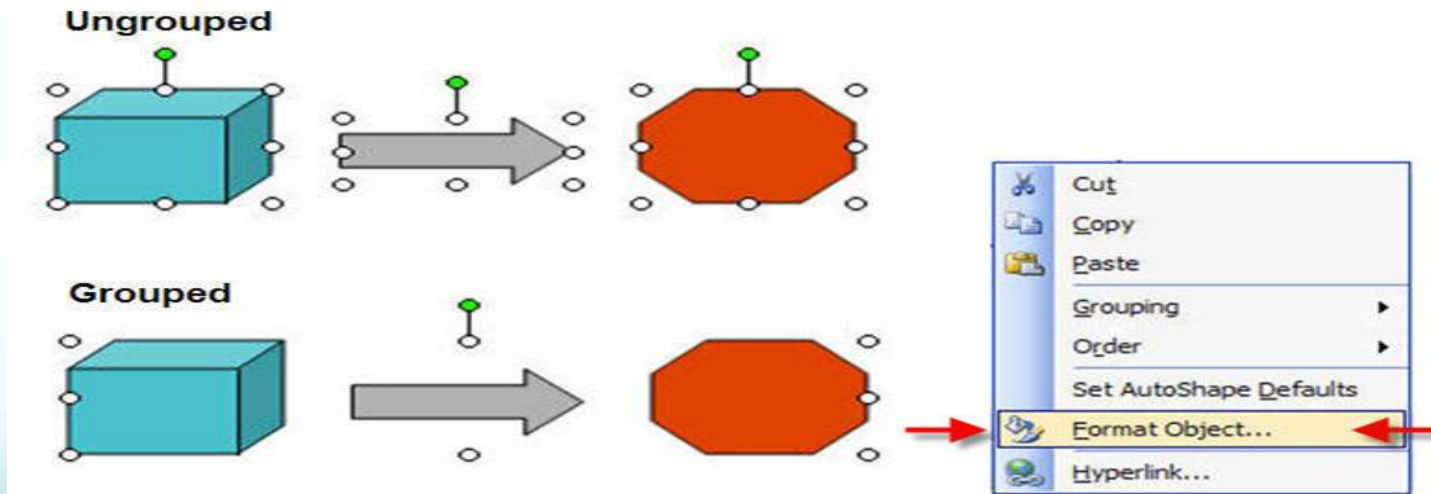
Adding Alternate Text

- In order to add alternate text:
 - Right click on image
 - Select *Format Picture*
 - Add Alt Text description in the *Description* field of the *Alt Text* Tab
- If image is decorative or background, leave the field blank.



Grouping Images

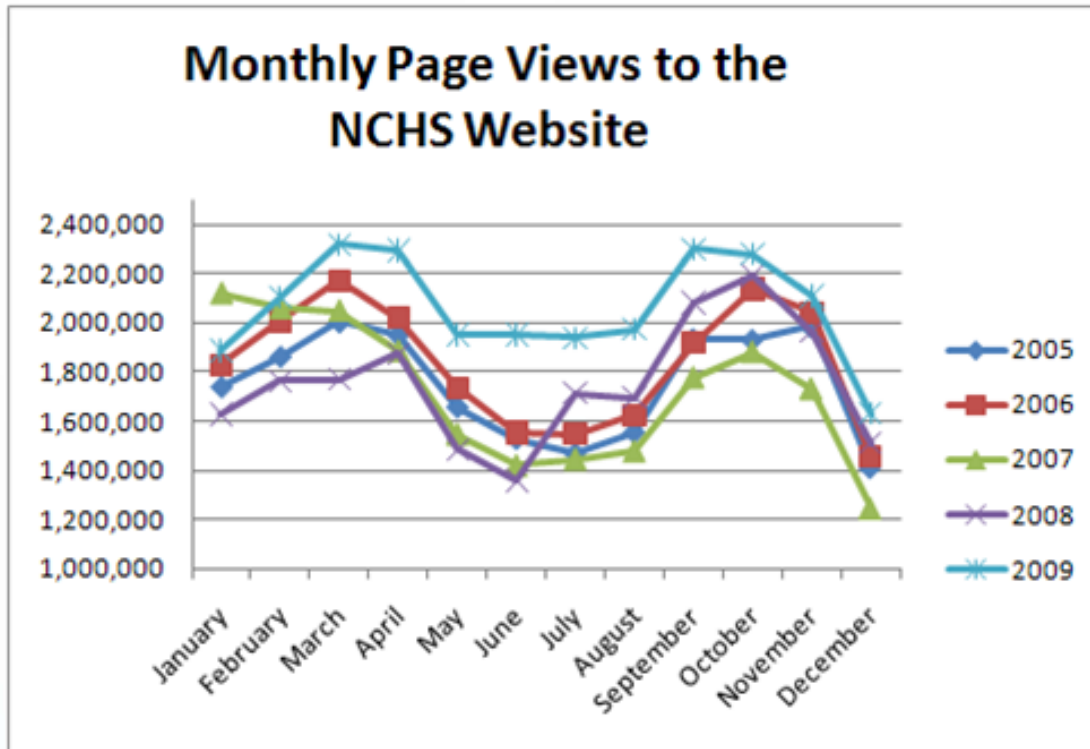
- An illustration created from several smaller graphics must be grouped to form one image.
- Select all graphics, Right-click, and select *Group*.
- Provide alt text for the grouped image.



Charts and Graphs

- **Charts should be labeled appropriately with Title, Legend, and Axis labels.**
- **Charts that are considered complex images should include a detailed text description directly under the chart or in the notes section.**

Example Chart



Line graph showing monthly page views to the NCHS website by year, from 2005 through 2009. Page views in 2009 show increases ranging from 10 to 33 percent over monthly totals in previous years.

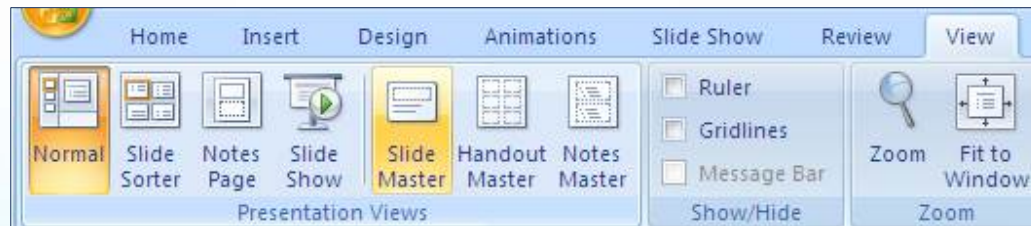
PowerPoint Themes

- Themes with pre-selected backgrounds and fonts can be problematic for accessibility. Many themes use shadow text for Slide Titles.
- CDC has CIO specific themes, which should be used.



Modifying the Slide Master

- The slide master allows you to remove problematic formatting once rather than every time a new slide is created.
- To edit the slide master: select *Slide Master* – located under the *View* tab.
- It is best to place background images in the slide master since they are not read by screen readers.



Modifying the Slide Master (cont.)

- New slide layouts can also be defined within the slide master. Once the slide master is opened, select *Insert Layout* to add a custom slide layout.
- Add placeholders for text columns, graphics, and tables using the *Insert Placeholder* drop-down.
- Once you are finished adding placeholders, use the *Selection Pane* to set reading order.

Preparing the Document for Distribution

- **PowerPoints will ultimately be converted to PDF or HTML for accessibility.**
- **Remove all slide transitions, verifying that all text is visible on each slide.**
- **Remove track changes, comments, and formatting marks.**

Preparing the Document for Distribution (cont.)

- Add document properties (i.e. Author, Title, Keywords) by selecting *File, Properties* drop-down menu, and *Show Document Panel*.
- When saving the file, use a concise filename (i.e. 20-30 characters), using only alpha-numeric characters, dashes, or underscores.

Additional Resources

- HHS PowerPoint 508 Checklist
http://www.hhs.gov/web/508/accessible_files/checklistppt.html
- CDC 508 Intranet
<http://intranet.cdc.gov/508/>
- OIS Intranet – Section 508
<http://inside.nchs.cdc.gov/ois/508.shtml>

Contact Us

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