# Microsoft PowerPoint – Best Practices for Authoring and Accessibility

## Workshop Schedule

Discussion and overview of page layout and accessibility (00:15)
PPT layout and styling tools (00:15)
PPT accessibility best practices and checker (00:10)
Discussion the OEI Accessibility Checklist, Q & A, and wrap-up (00:10)

## What are Themes and Layouts in PPT?

### Theme

A Microsoft theme is a predesigned group of text and color styles that is applied to an entire presentation. Themes are located on the "Design" tab of the ribbon. Themes can be customized and saved.

### Layouts

Slide layouts are applied to an individual slide and are governed by the theme.  Styles are available on the "Home > Layout" tab of the ribbon.

## Standard Layout Components

**Titles**: there can be only one slide title and it's usually the largest text on the slide.

**Images**: images can be placed on a slide as, with or without text wrap or as a background and must contain alternative text.

## What is Accessibility?

From the Chancellor's office website, "**Accessible**: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use."

## Where is the Accessibility Checker?

The Accessibility Checker in Word can be found as follows:

- Mac: choose Tools > Accessibility Checker from the top navigation bar
- Windows: choose File > Info > Check for Issues > Check Accessibility

## A Word About the OEI Accessibility Checklist

The checklist is adapted from the Course Design Rubric found on this web page:
https://cvc.edu/faculty-resources/professional-development/online-course-design-standards/

Although standards found in the rubric apply primarily to online courses, the Accessibility section serves as a clear map of what accessibility principles apply to digital documents.

## A Word About Assistive Technology

The American Foundation for the Blind, "Screen readers are software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display. A screen reader is the interface between the computer's operating system, its applications, and the user. The user sends commands by pressing different combinations of keys on the computer keyboard or braille display to instruct the speech synthesizer what to say and to speak automatically when changes occur on the computer screen. A command can instruct the synthesizer to read or spell a word, read a line or full screen of text, find a string of text on the screen, announce the location of the computer's cursor or focused item, and so on."

Essentially, a screen reader functions as a set of "eyes" for the visually impaired, enabling them to navigate the computer with keyboard shortcuts. The document is "digested" by the screen reader according to the document reading or tabbing order. Tagged document elements such as headings, lists, and tables are identified for ease of navigation.