

ACCESSIBILITY TIPS

To make your PowerPoints and Word documents accessible, you will need to

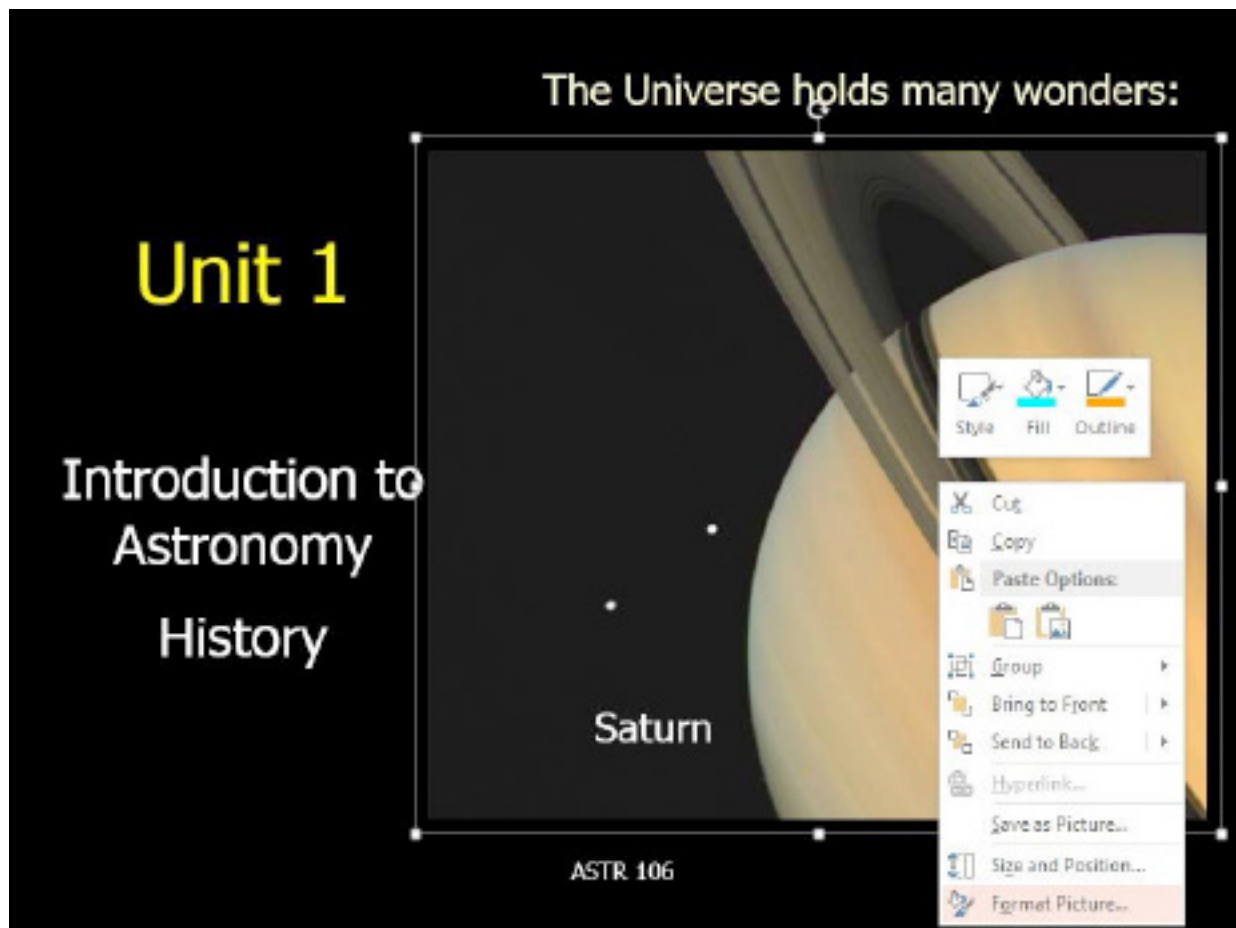
- Add alternative text to images and objects
- Ensure that all slides have unique titles
- Include closed captions for any audio or video
- Increase visibility for colorblind viewers
- Run the Accessibility Checker

Adding alternative text to images and objects in PowerPoint or Word

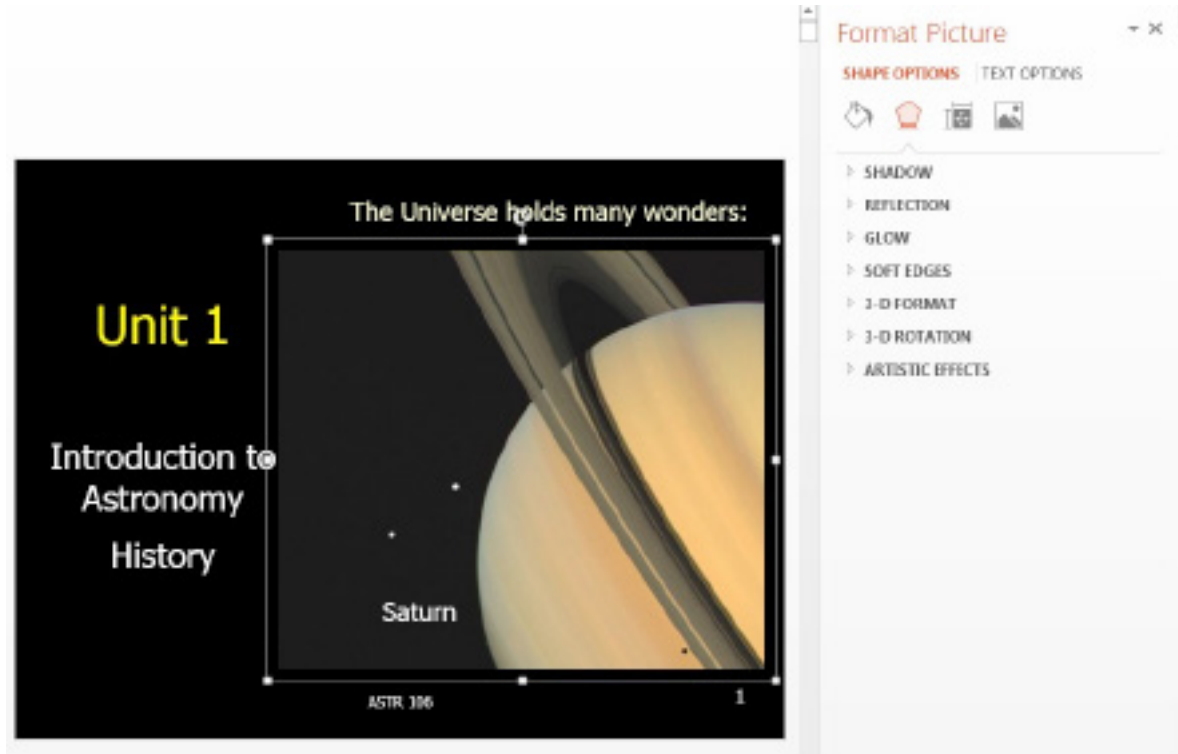
For your PowerPoints or Word documents, you will need to add alternative text to images and objects.

Add alt text by doing the following:

1. Right click the image or object, and then click Format Picture.



The follow window will open at the right side of your screen.



Select Shape Options, then the **Size & Properties icon**, , and then **ALT TEXT**.

Enter a description of the image or object into the Title and Description text boxes.



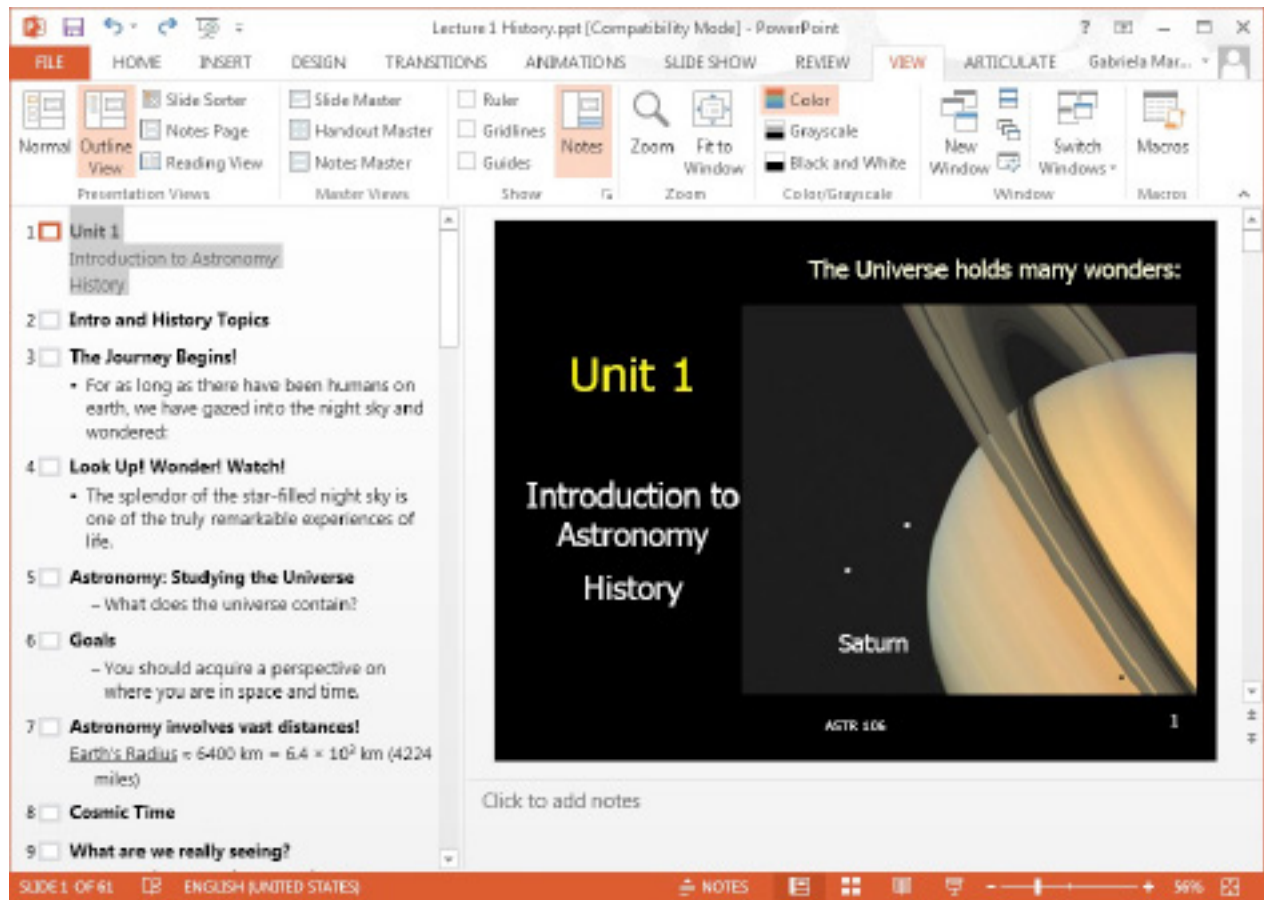
Please use clear, but concise descriptions. For example, “a red Ferrari” tells the reader more about the image than “a car.”

Please do that for **ALL the images** in your document, including the images that are initially hidden.

Ensuring that all slides have unique titles

Slide titles are used for navigation and selection by people who are not able to view the slide. To add visible **titles** to your slides, do the following:

Click on the View tab, and select Outline view, you will see the following structure:



By clicking on the slide title you are able to type a unique name in the Title text box. Please make sure all pages have titles.

Including closed captions for any audio or video

Whenever you use additional audio or video components in a presentation, ensure that the **content is available in alternative formats** for users with disabilities, such as closed captions, transcripts or alt text.

If you're using PowerPoint 2010, you can download and install the [Sub-titling text add-in for Microsoft PowerPoint \(STAMP\)](#), which lets you easily create closed captions for video and audio in your presentations.

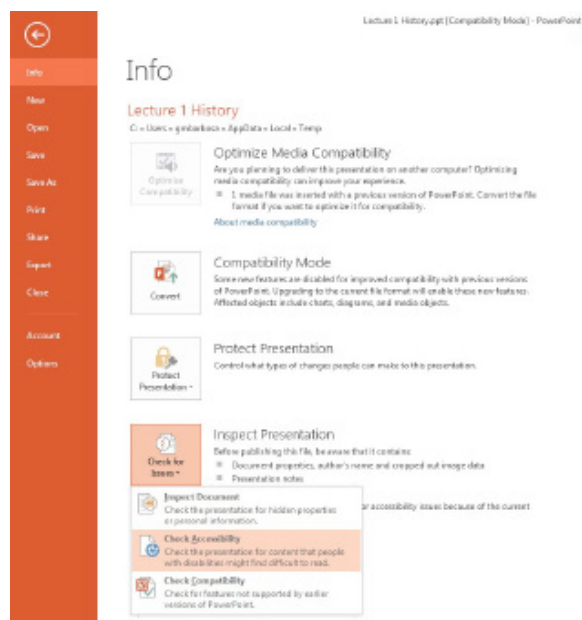
Increasing visibility for colorblind viewers

Colorblindness affects a significant number of people, most often as an inability to distinguish between red and green, or seeing red and green differently. When creating presentations, it's important to choose elements **that increase visual contrast** so viewers who cannot rely on color distinction can still understand what they're seeing. Some things you can do when building a slide deck include:

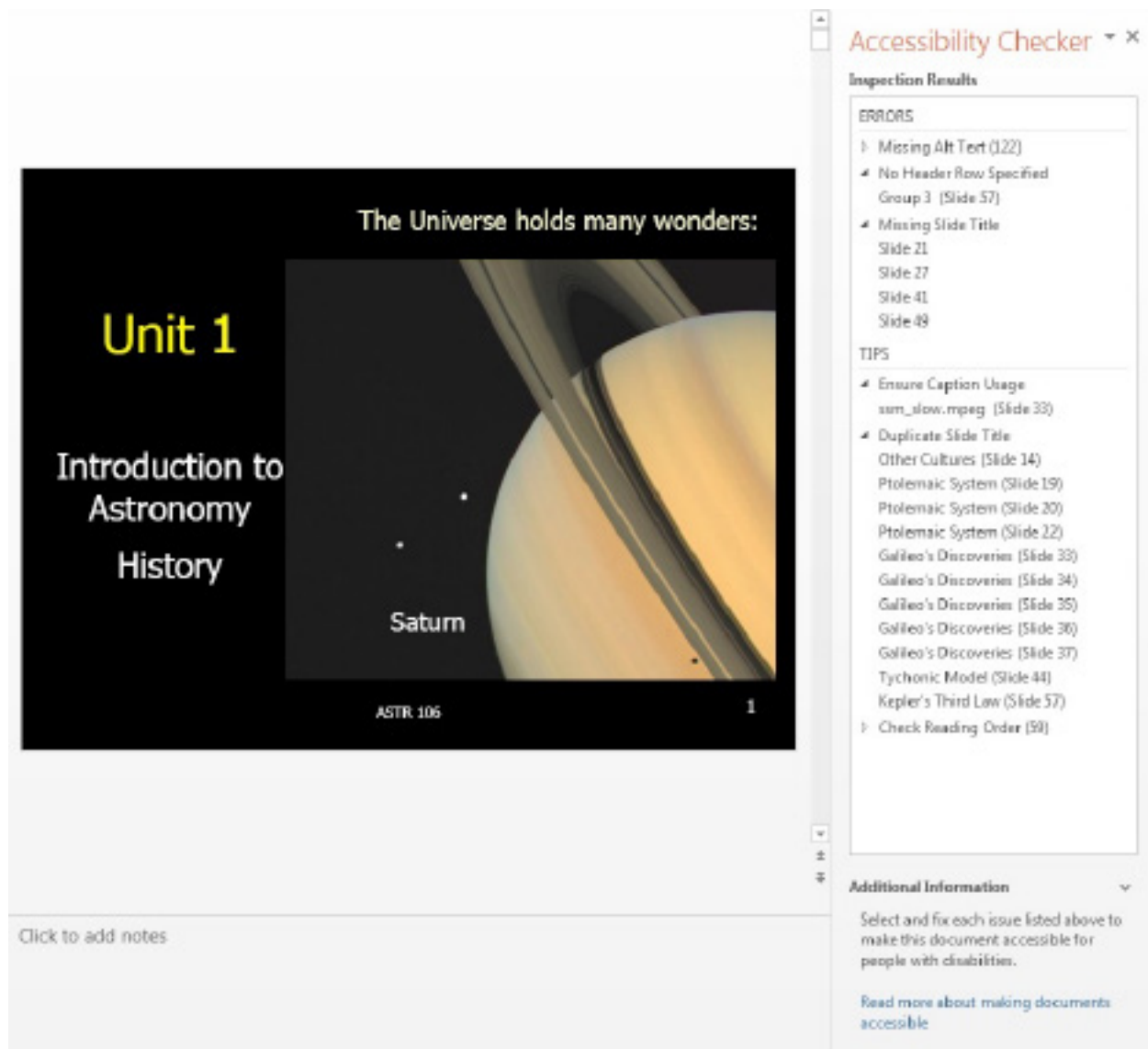
- Avoid using orange, red, and green in your template and text.
- Use texture in graphs, instead of color, to highlight points of interest.
- Circle or use animation to highlight information, rather than relying on laser pointers or color.
- Keep the overall contrast in your presentation high.

Running the Accessibility Checker

To run the accessibility checker, select File > Info > Check for Issues > Check Accessibility.



This will start the accessibility checker on the right:



The screenshot displays a presentation slide on the left and an 'Accessibility Checker' window on the right. The slide content includes the title 'The Universe holds many wonders:', 'Unit 1 Introduction to Astronomy History', an image of Saturn labeled 'Saturn', and the course code 'ASTR 106'. The checker window lists 'Inspection Results' under 'ERRORS', including 'Missing Alt Text (122)' and 'No Header Row Specified Group 3 (Slide 57)'. It also provides 'TIPS' such as 'Ensure Caption Usage' and 'Duplicate Slide Title'. The 'Additional Information' section at the bottom of the checker window states: 'Select and fix each issue listed above to make this document accessible for people with disabilities. Read more about making documents accessible'.

The checker presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., slide reading order). Feedback about the importance of each item, as well as tips on how to repair it, are included. Selecting an item in the report will select the corresponding item in the file.

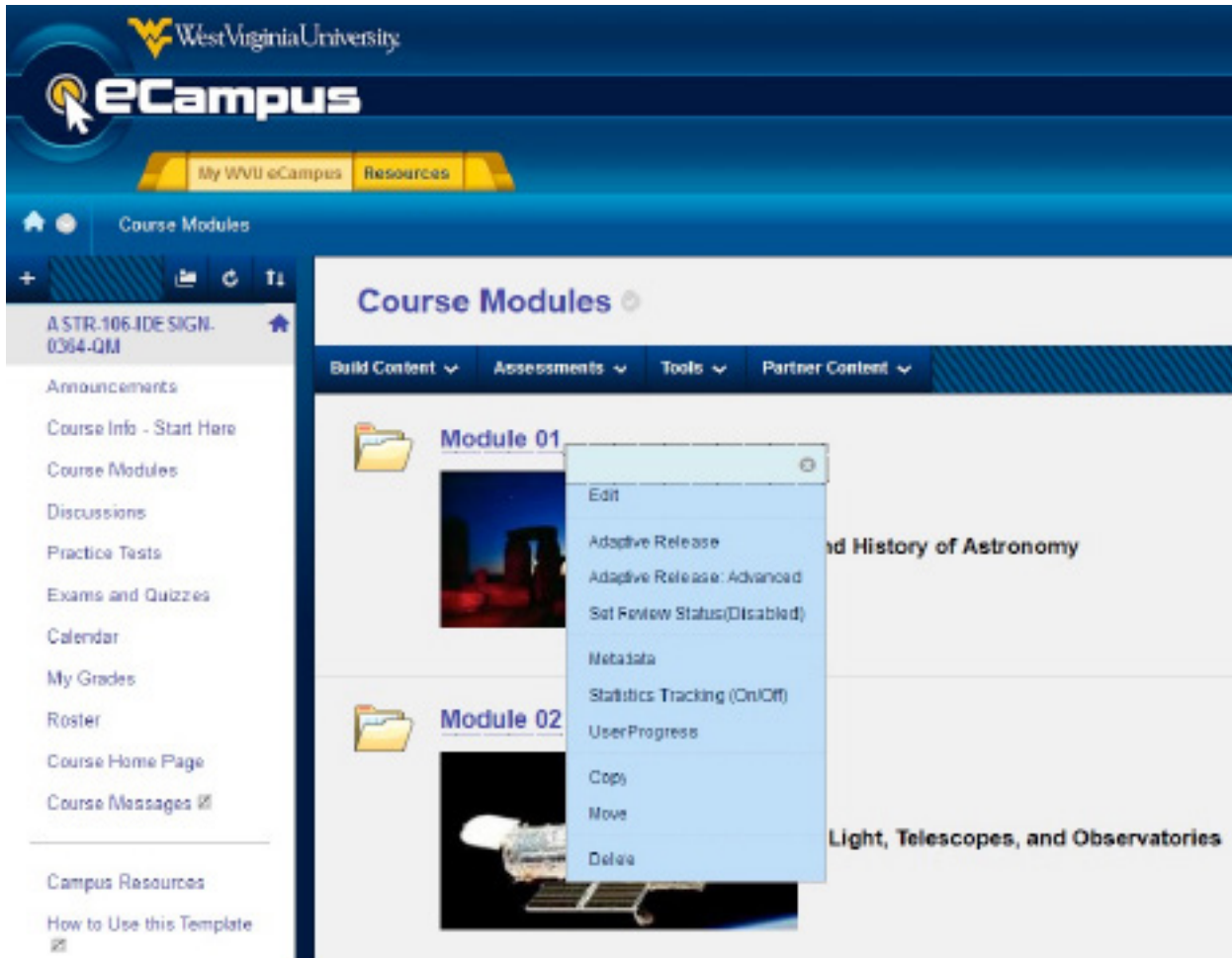
To make your images in eCampus accessible, you will need to

- Add alternative text to images

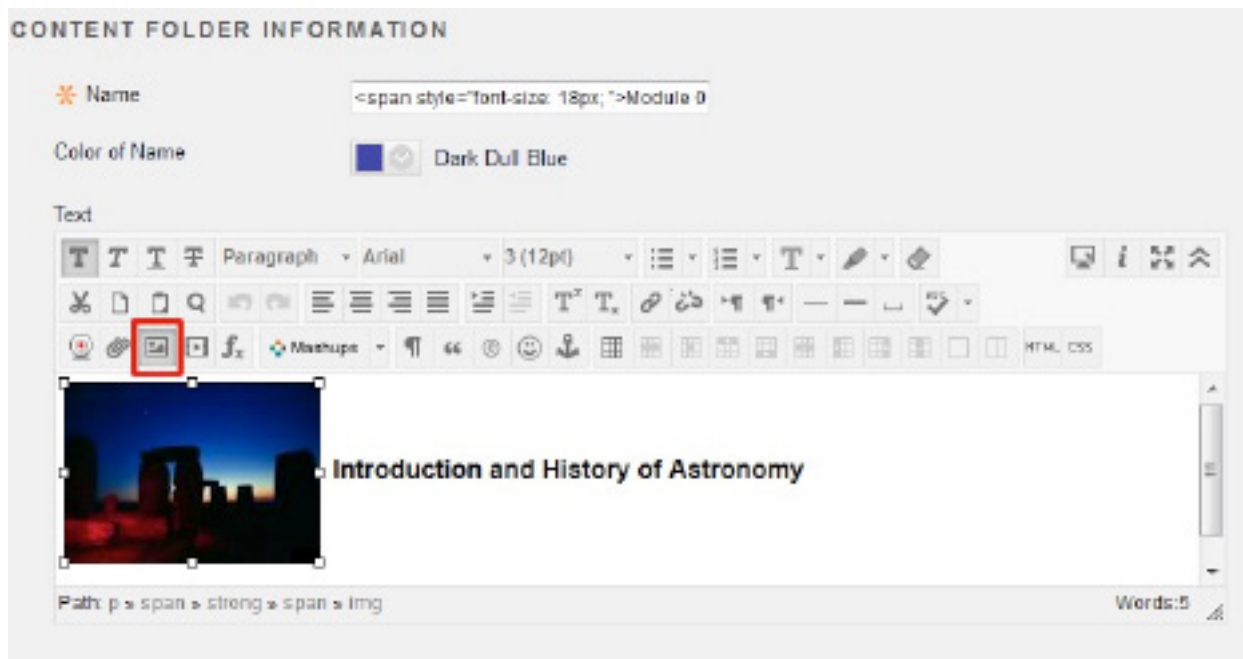
Adding alternative text to images and objects in Blackboard

Add **alt** text by doing the following:

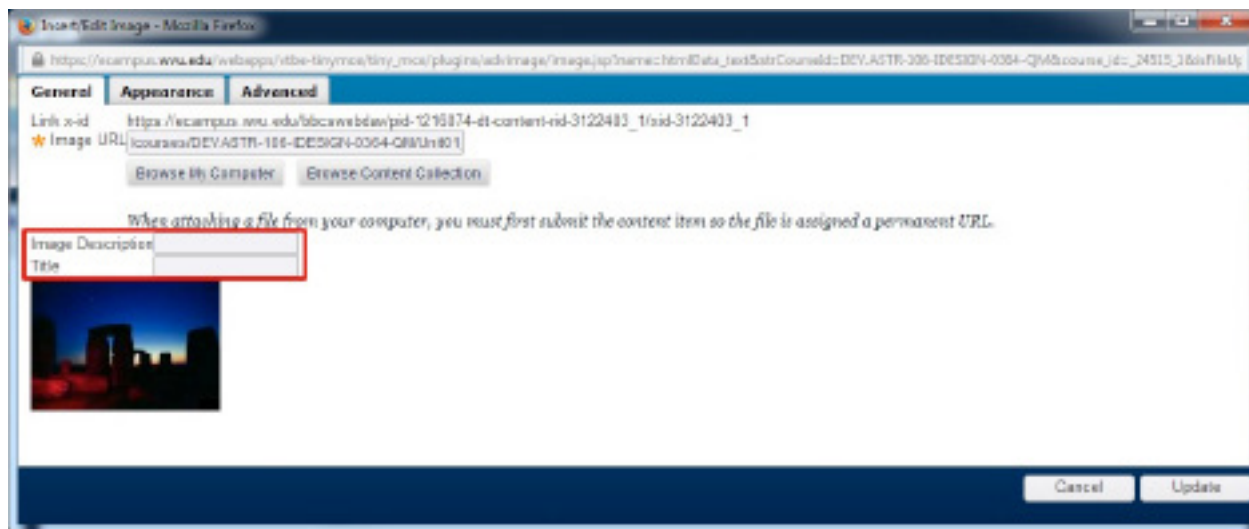
In your eCampus page, folder or item that you have an image, please click on Edit. If it is an item, please click on Edit in Blackboard.



A page with a text editor will open. Please select your image and click on the image icon (Insert/Edit Image), as showing in the following image:



A new window will open. Please enter a description of the image or object into the Image Description and Title text boxes and click on Update.



Please use clear, but concise descriptions. For example, “a red Ferrari” tells the reader more about the image than “a car.”

Please do that for ALL the images used in your course on eCampus.