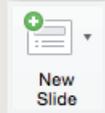




How to Make Accessible PowerPoints & Google Slides

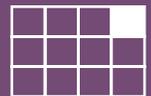


For more information
www.pcc.edu/access-powerpoint

Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p>Outline View</p> <ul style="list-style-type: none"> Check the outline view. 	<ol style="list-style-type: none"> Click on View tab (Mac: View > Outline View icon - PPT 2016.) In the Presentation Views group, click on Outline View. In the Outline panel, make sure all text from the slides appears in the Outline View. 	<p>There is no Outline View in Google Slides.</p>
<p>Slide Layout</p> <p>Use the PPT provided slide layouts when building slides to help your slide's reading order remain intact.</p>	<ul style="list-style-type: none"> From Home tab, choose the New Slide drop down menu and select a slide template. (Don't use the Blank slide template.) 	<ol style="list-style-type: none"> Create a new slide (Slide > New Slide). Go to Slide menu, click on Apply Layout and choose one of slide template (not the Blank one).
<p>Reading Order</p> <ul style="list-style-type: none"> Ensure the tab order = the reading order 	<ol style="list-style-type: none"> On the Home tab, click on Arrange and choose Selection Pane (Reorder Objects for Mac - PPT 2011 & 2016.) To see the reading order of the slide, tab through the slide and the corresponding element will highlight. To re-arrange the reading order, click arrow up/down button on the Selection Pane (Mac: drag layers. Highest number is read first.) Test reading order with the Tab key again. 	<ol style="list-style-type: none"> Tab through the slide and the corresponding element will highlight. In the slide area, click on the element that you want to change. To change the reading order, click on Arrange menu > Order. Send backward will raise the element to a higher reading order. Bring forward will make the element lower in the reading order. Test reading order with the Tab key again.
<p>Images</p> <ul style="list-style-type: none"> Add alternative (Alt) text to images and shapes. 	<ol style="list-style-type: none"> Right click on the image and select Format Picture. Click the  icon to open Alt Text field. Enter appropriate alt text in the Description field (not the Title field.) 	<ol style="list-style-type: none"> To insert an image, choose Image from the Insert menu and follow the instructions. To add Alt text, click on the image. Then in the format menu, select Alt text (at the very bottom of the menu). Enter alt text in the Description field (not the Title field).
<p>Lists</p> <ul style="list-style-type: none"> Format a list as a list. 	<ol style="list-style-type: none"> Select the text to make into a list and click on the Home tab. In the Paragraph group, select the Numbering or Bullets icon. <ul style="list-style-type: none"> Use Numbering lists if a sequential order is important to the list. Use Bullets lists if all items are of equal value. 	<p>Go to Format menu > Lists and select one of list styles.</p> <ul style="list-style-type: none"> Use Numbered lists if a sequential order is important to the list. Use Bulleted lists if all items are of equal value.

4A

Save your original files. You may need them if you have a student who needs alternative formats.





How to Make Accessible PowerPoints & Google Slides



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Component	PowerPoint (2011, 2013, 2016)	Google Slides
<p>Links</p> <ul style="list-style-type: none"> ■ Create a meaningful link that describes its destination. 	<ol style="list-style-type: none"> 1. Type out text that describes the destination of the link (i.e.PCC Homepage). 2. Select the text, right click and choose Hyperlink... from the menu. 3. The Insert Hyperlink window will open. Enter a URL address in the Address field (i.e. http://www.pcc.edu) (<i>Mac - PPT 2011: Link to field.</i>) 4. Click the OK button to save the link. 	<ol style="list-style-type: none"> 1. Type out text that describes the destination of the link. 2. Select the text, right click and choose Link from the menu. 3. Paste or type in a hyperlink. 4. Click Apply button to save the link.
<p>Tables</p> <ul style="list-style-type: none"> ■ Check the reading order. 	<ul style="list-style-type: none"> ■ A screen reader reads a table from left to right, & top to bottom (never repeating a cell.) ■ Merged, nested, and split cells may change the reading order of a table. ■ Construct your table in a way that accommodates a good reading order. 	
<ul style="list-style-type: none"> ■ Indicate column headers for data tables. <p>Note: A table in Slide Show view is not accessible. Use Alt text!</p>	<ol style="list-style-type: none"> 1. Place the cursor in the top row of your data table. 2. Click the Design tab under Table Tools (<i>Mac - PPT 2011/2016: Tables tab</i>) 3. In the Table Style Options group (<i>Mac - PPT 2011 - Table Options > Options / Mac - PPT 2016 - Table Design tab</i>), select the Header Row check box. 4. The cells in the top row of your table make up the column headers. 	<p>You cannot create table column/row headers in Google Slides.</p>
<p>Color</p> <ul style="list-style-type: none"> ■ Use sufficient color contrast. 	<ul style="list-style-type: none"> ■ Use enough color contrast between the text (i.e. black color) and the background color (i.e. white color). ■ Without sufficient color contrast, people who are low-vision and color blind will not benefit from the information. ■ Go to www.pcc.edu/access-powerpoint for How to Check Color Contrast. 	
<ul style="list-style-type: none"> ■ Don't use color alone to convey meaning. 	<p>Don't use color alone to make a distinction. If you categorize something by color alone, those who are color blind or blind won't benefit from the information.</p>	
<p>Math & Science</p> <ul style="list-style-type: none"> ■ Use MathType to write Math equations. 	<p>Use the MathType plugin http://www.dessci.com/en/ for MS Word to create math and science equations, formulas and notations. (DO NOT use MS equation editor.)</p>	<p>Math and Science equations and formulas cannot be written to be accessible in Google Slides.</p>
<p>Video & Audio</p>	<p>Don't embed the video, instead, link out to videos.</p>	

