

Accessible Content: Additional Formats

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Additional Formats

- PowerPoint
- PDF Forms
- Excel Spreadsheets

WCAG Guidelines 2.0

- Perceivable
- Operable
- Understandable
- Robust

Accessible PowerPoint Presentations

- Barriers
 - Text entered in text boxes will not be accessible to screen readers.
 - WordArt and SmartArt need alt text or will not be accessible.
 - Reading order may not be logical.
 - Text placed over images or textured backgrounds may be difficult to read.

Techniques for a More Accessible PowerPoint Document

- Use the PowerPoint built in templates for titles, subtitles, and text.
- Text - Always place text on a plain or solid background, not over an image.
- Colors and contrast - text color should provide enough contrast with background color that people can easily read it.
- Layout - use a standard layout template with text placeholders.
- Provide alternative text for images.

Techniques Continued

- Check the reading order of your slide layout by using the Tab key to tab through the placeholder sections of the slide.
- Do not use any element that flashes, blinks, or has a repetitive motion that repeats faster than 3 times per second.
- If distributing PowerPoint to users as handouts after presentation, save the presentation in an outline form/rtf then save as Word doc.
- Check to see if all text is visible in the Outline view.

Creating Accessible PDF Forms

Sample Survey Form

1. Would you like to have access to participation agreement forms in the online ordering system?

- Yes
- No

2. How would you rate your experience with the online ordering system?

- Excellent
- Good
- Average
- Fair
- Other, please specify

3. Have you used the online training tutorials?

- Yes
- No

4. Please enter your contact information in the space below:

Creating Accessible PDF Forms Continued

- Barriers: Forms without navigational aids can be unusable for individuals who use screen readers.
- Steps for creating more accessible forms:
 - Add labels to form fields
 - Specify when a field is required
 - Add summary information if necessary

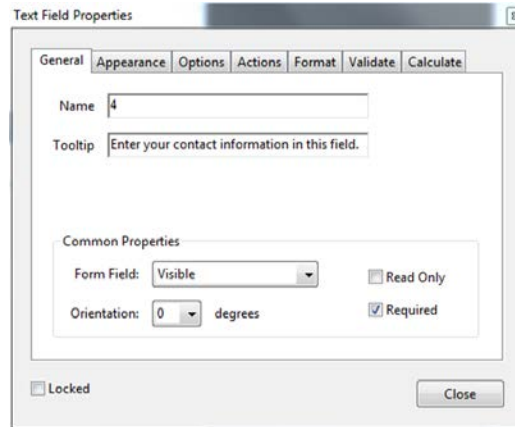
Techniques for More Accessible PDF Forms

- In the Forms menu, select Add or Edit Fields.
- Select the field you want to edit, then right click and select Properties.

4. Please enter your contact information in the space below:

Form Field Properties

- In the General tab of the Properties dialog, type a description for the form field in the Tooltip field.
- To specify a **required** field, select the field you want to edit, then right click, and select Set as Required Field.



Creating Accessible Excel Worksheets

- Barriers: Users of screen readers need a summary description of content so they do not need to listen to all fields in a table in order to get an overview of the information.

Rate 1-	id	name	category	cat 2n	sub ca	descriptio	price
	3552	Pocket SLI Communication			AAC	A simple appli	\$4.99
	3553	PopOut! T Book			Audioboo	See William De	\$ 4.99
	3554	PopOut! T Book			Audioboo	Relive this age	\$4.99
	3555	powerOne Education			Math	powerOne [®] cc	\$4.99

Techniques for More Accessible Excel Worksheets and Tables

- Add alt text summary
- Specify column header information
- Avoid using blank cells for formatting
- Use hyperlink text that is meaningful
- Give all sheet tabs unique names
- Import excel spreadsheet tables into Word Doc

Summary / Tips

- Documents that are designed using accessibility standards and guidelines are beneficial for all users and include:
 - Appropriate document structure
 - Adequate labels
 - Alternative text
 - Navigation