Welcome to the fourth in our series on how to create accessible documents using Microsoft Office.

In this video tutorial we will be talking about Microsoft PowerPoint. Now the majority of errors that you can make with regard to accessibility in PowerPoint are actually caught by the Accessibility Checker. However there are a few things that are not caught by the Accessibility Checker, and that may in fact be misinterpreted. As with the other videos in this series much of what we will be discussing here in this PowerPoint tutorial will apply across the board, to Word and Excel as well.

In this tutorial, we will be looking how to add appropriate metadata, how to deal with images of text, and how to ensure the accessibility of our videos. The first thing we will look at is how to include appropriate metadata in your Microsoft Office file. Now this technique will work for Word, Excel, as well as PowerPoint. To add metadata I am going over to File tab. Over on the right side of the screen, I will see the Properties of this specific slide show listed.

I will need to add the title, the Accessible Canvas. Any addition categories or descriptive words could be added. In this case I am also going to add an author, I will add myself here, as the author of this document so I can be contacted in case of any changes or lack of accessibility.

In PowerPoint you will frequently come across images that include text. It is important to verify the alt text of these images. Sometime the alt text is descriptive and it needs to be corrected. Alt text for images that contain text should reflect the text within the image. So in this case, even though this is a logo, and it has many letters in it, the actual point of this image is that this is Verdana, or the Verdana canvas. So I am going to right click, format the picture, head down to alt text and ensure that the alt text does in fact reflect the text that is present on the image.
There is another case however, where the use of alt text to represent the text on an image is actually inappropriate. If I jump over to slide 5, you will notice that I have a lot of text on here. However this text is actually part of an image. I can’t use my alt text to reflect all of the text in my image. In this case this image will have to be recreated as text. Alt text is not the solution to this problem.

Finally, videos are common in Microsoft PowerPoint slide shows. However, in order to be accessible, we need to ensure that our videos are captioned. If I scroll down on my Accessibility Checker, I will see that I have a video and I am being asked to ensure caption usage. I am going to click on the video to bring me to that slide. The key here is in the wording of the tip to ensure caption usage. Microsoft PowerPoint has no way of detecting whether or not you have included captions in your videos, whether opened or closed.

In order to verify whether or not your video has captions included you will have to perform what’s called a functional test. That is you will actually have to try the video. In this video we have a person speaking regarding accessibility. I am going to go ahead and hit play. We can immediately see that there are in fact no captions on this video. However, even if there were captions on this video, the tip would show up. As long as you have a video, you are going to see this tip whether it has captions or not. The purpose of this warning in the Accessibility Checker is to remind us to actually do the task. Finally, as a reminder, your metadata is in all of your documents, so be sure to check.

Let’s move on to our last tutorial, Forms