Using an accessibility checker to increase the accessibility of your work

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What is accessibility in this context?

Toegankelijkheid in Dutch

Accessibility is the practice of making your communication accessible and usable by as many people as possible.

Rather than focus on the impairment, instead consider the mode of access:

→ What are the options for accessing my work and results?
→ Is my work able to be understood by those who are not viewing the screen?
→ How do I check for things like this if I'm not sure what is necessary?

Why is accessibility important?

→ Ethically, morally, and in some cases, legally

→ Accessibility is about **equality & equity**

An example:

Screen readers can be used by those with visual impairments as well as those with dyslexia or ADHD to access or better understand the information you are sharing. These tools rely on image descriptions and proper slide order to tell the story of your presentation. Adding these elements do not interfere with other aspects of the document.

→ If your images don't have an attached description or alt-text, they have no impact for those audience members – you're limiting the reach of your efforts.

→ If you're communicating important information via a visual aide, there should also be text (on-screen or in the image attributes/metadata) – provide options and everyone wins!

Accessibility Checkers – the tool you've always had

Microsoft Accessibility Checkers
→ built-in tool throughout MS Office Suite (Powerpoint, Word, Outlook, Excel, Visio, etc.)
→ Chiefly elements for visual impairments where screen reader software would benefit
→ Additional contrast/colour checking elements
→ Give you Errors, Warnings, Tips, and AI-powered Suggestions

Don't use Microsoft?
→ This walkthrough can help guide you through things to consider
→ Helpful with existing documentation for Google, Apple, Adobe, Latex, and Apache products (links in end slide)
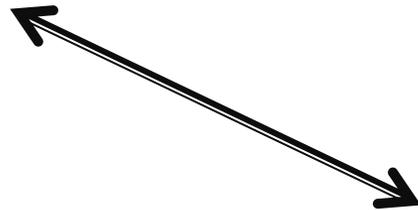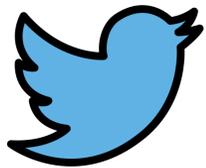
DANS

Using the accessibility checker in this powerpoint file

Using the accessibility checker

First, let's turn it on.

Adding images

- Adding alt-text or image description (slightly different)
- How to make useful image descriptions? Checker has tips
- When to mark as decorative
- Watch out for grouping

| Header?	Formatted as such?	This allows it to be read	As you intended

Here's an explanation title

- Slide order is about what appears when
  - Make sure this is in accordance with any animations, or else it won't make sense
- If you're explaining a concept and want to use the same slide title more than once,

Does   This   Need   Alt   Text?

Slices

Cake   Pie   Vlaai

Here's an explanation title

- You should consider slightly changing it up
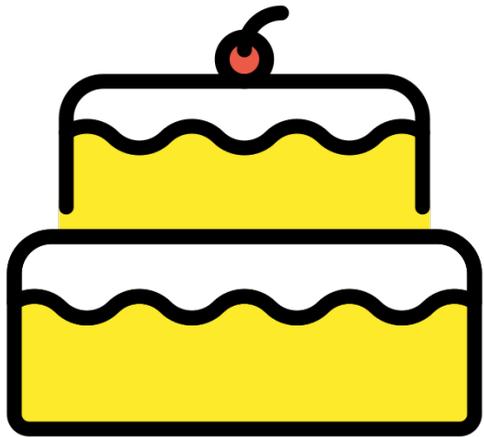
Colour choices – not so straightforward

- This text is light grey on a white background – will it trip the checker?

- This is also pretty poor contrast, but will it trip the checker?

- What about this?

- Testing like this can give you a better sense of what is being detected

This is a text box, it behaves differently

Accessibility Checkers – what they cannot do

Design → Will not tell you if your slide is too busy

Images → it's not AI
- Decisions related to colour or contrast only work for text and background objects, not images or infographics imported

Captions → Video cannot be captioned in Powerpoint
- Additional considerations are necessary

Exporting → Exporting to .pdf
- can be done accessibly, but it can be tricky (tips from Microsoft and Adobe in links)

When to use the accessibility checkers?

Are you:

→ Sharing your slides with colleagues or students?

→ Uploading or publishing a presentation externally?

→ Likely to re-use elements of an internal presentation?

→ Collection of infographics or logos?

Then I suggest using it – soon it becomes second nature

But, if you're:

→ Making a presentation that is one-time and/or won't be shared

Then it's less important, but again, practice will make it quicker to use

When you're trying it out for yourself:

→ The Microsoft documentation is online and very helpful (links)

→ The first time you use it, you can select to always have it on

→ Checkers can be used retro-actively on existing documents

→ All additions (like alt-text or slide order) carry over when you re-use slide decks or images

→ Check images that you import from the internet, they might have useless alt-text

→ Locking a document to editing means that a screen reader cannot work

But keep in mind…

There is no perfect accessibility

An accommodation for one person can be an impediment for another, so having options and avenues to access the information is key

→ Learn from feedback you receive

→ These skills take time, intent, and practice

→ Accessibility checkers are there to help with some aspects, but they are not perfect or complete

→ Interested in other ways to be more accessible? Check out 2nd link slide

Resources & Links, part 1

→ Microsoft Accessibility Checker:
  - [All programs overview](#)
  - [Word processor details](#)
  - [Powerpoint details](#)
  - [Exporting .doc to .pdf with properties intact](#)
  - [Writing effective alt-text](#)

→ Google Docs: [details](#) on all aspects

→ LibreOffice: [Documentation](#)

→ Latex users: [A resource guide](#)

→ Adobe Creative Cloud: [details by program](#)

→ Apache OpenOffice: … no documentation/guides.

Resources & Links, part 2 – additional resources for accessibility

Colour & contrast
→ Color Oracle Simulator (colourblindness + contrast, all operating systems)
→ Visolve (simulate and alter colours, web/PC/Mac/mobile)

EDF and VIVID:T selection of toolkits for:
→ Word Documents
→ Powerpoint
→ Social Media
→ Online Meetings
→ Videos

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Thanks for your attention!

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