

# **Building Accessible Lessons in Keynote / PowerPoint for Classes over Zoom**

**Able Opportunities, Inc. 2020**



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# Formatting for Universal Design (access)

**Black & white  
together create glare.**

**Pick a BG color for your master  
slide, that softens the contrast.**

**Avoid  
Reds**


## Same Rules in Reverse

**Contrast without glare means stay away from black and white together**

- ◆ **Font choices affect access, readability. Arial or Helvetica font is easy on the eyes.**
- ◆ **Suggested Minimum Font Size 44 pt, why?** Small font is hard to read.
- ◆ **Throughout this PowerPoint we are using 50 pt Helvetica Font**

# Images & Flow

- **Create an outline / agenda of topics covered, to prep students / customers for what is to come**
- **Use minimal text / visuals on each slide**
- **Use a consistent pattern / flow to make it predictable**
- **Example :**
  - **Title, followed by bullets**



## AGENDA

- Opening
- Brain Break
- Healthy Choices
- Launch



# Making Images Accessible

- Add text to describe each visual. Why?
- People using screen readers
- Anyone struggling with how to identify salient points from visual information
  - People with vision loss
  - People on the autism spectrum
  - People worn out from watching Zoom screens
  - People with ADHD
  - People feeling overwhelmed





# Make Images Accessible in PowerPoint Using “Alt Text”

Virtual Content, EconSys 2020

Slide Show Review View Acrobat **Picture Format**

Search in Presentation

Share

Convert to SmartArt

Picture Shapes Text Box


Arrange Quick Styles

Shape Fill Shape Outline

Create and Share Adobe PDF

## Review Service Goals

- ▶ Use this time to elevate self advocacy and celebrate mastery
- ▶ Complete a deeper satisfaction survey
- ▶ Train customers how to use devices, learn programs and develop trainings they can lead.
  - Ex. Eric's Work Ethics
  - calm flag
  - Ex. Becca's culinary skills



**Alt Text**

How would you describe this object and its context to someone who is blind?

(1-2 sentences recommended)

Cartoon of 7 virtual workers, varying races and genders, inside bubbles shaped like gears working together

☐ Mark as decorative

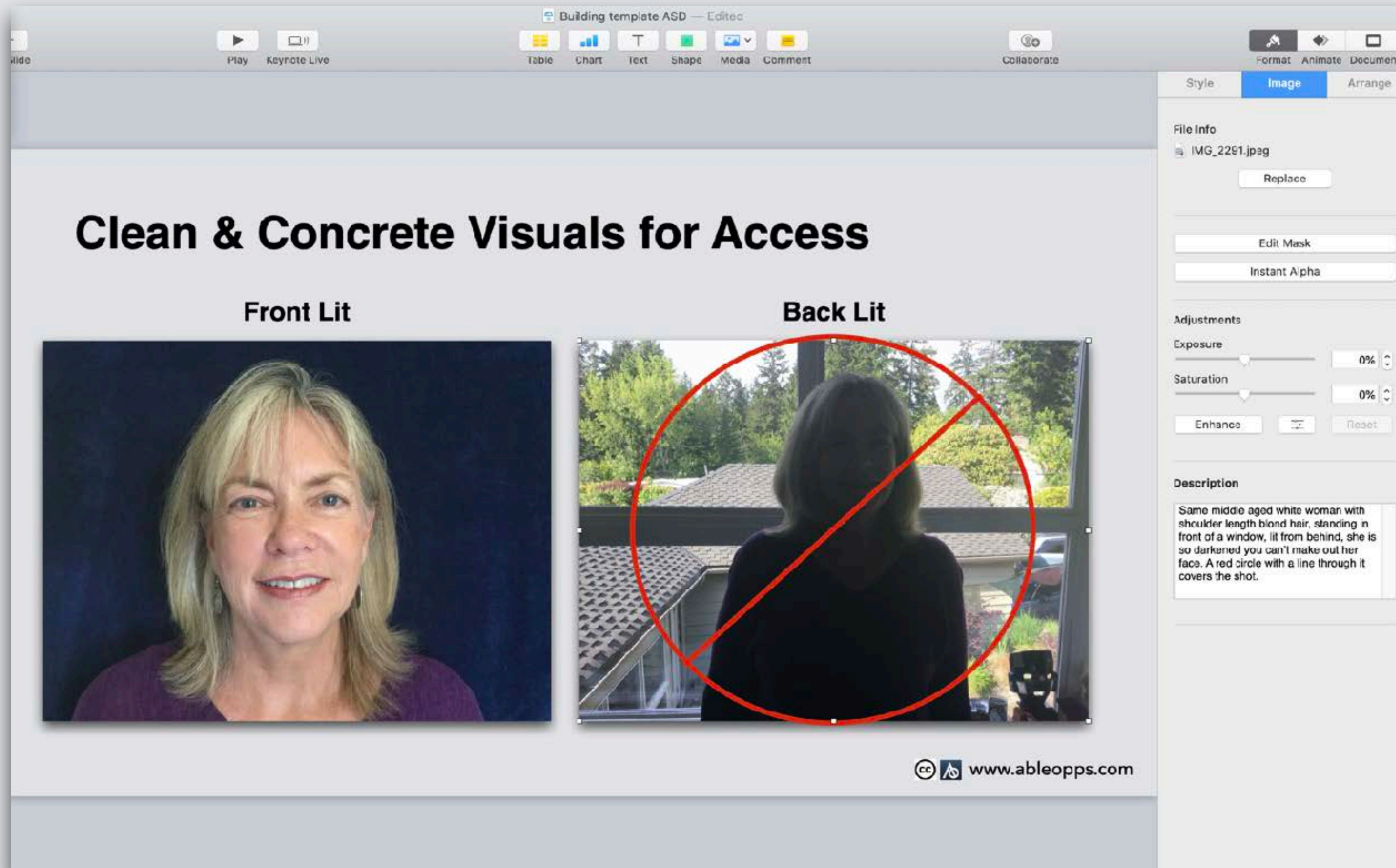
Generate a description for me

**In a PowerPoint, right click on the image and put a description in the “Alt Text” box**

**In this example, the cartoon image is selected, and the Alt Text describes it.**



# Making Images Accessible in Keynote Using “Image Description”



**In Keynote,  
click on the  
image, open  
editing  
(paintbrush  
icon on the top  
right), open  
“image” tab  
and write in the  
description box**



# Use Clean & Concrete Visuals for Access

**Good Contrast**



**Poor Contrast**



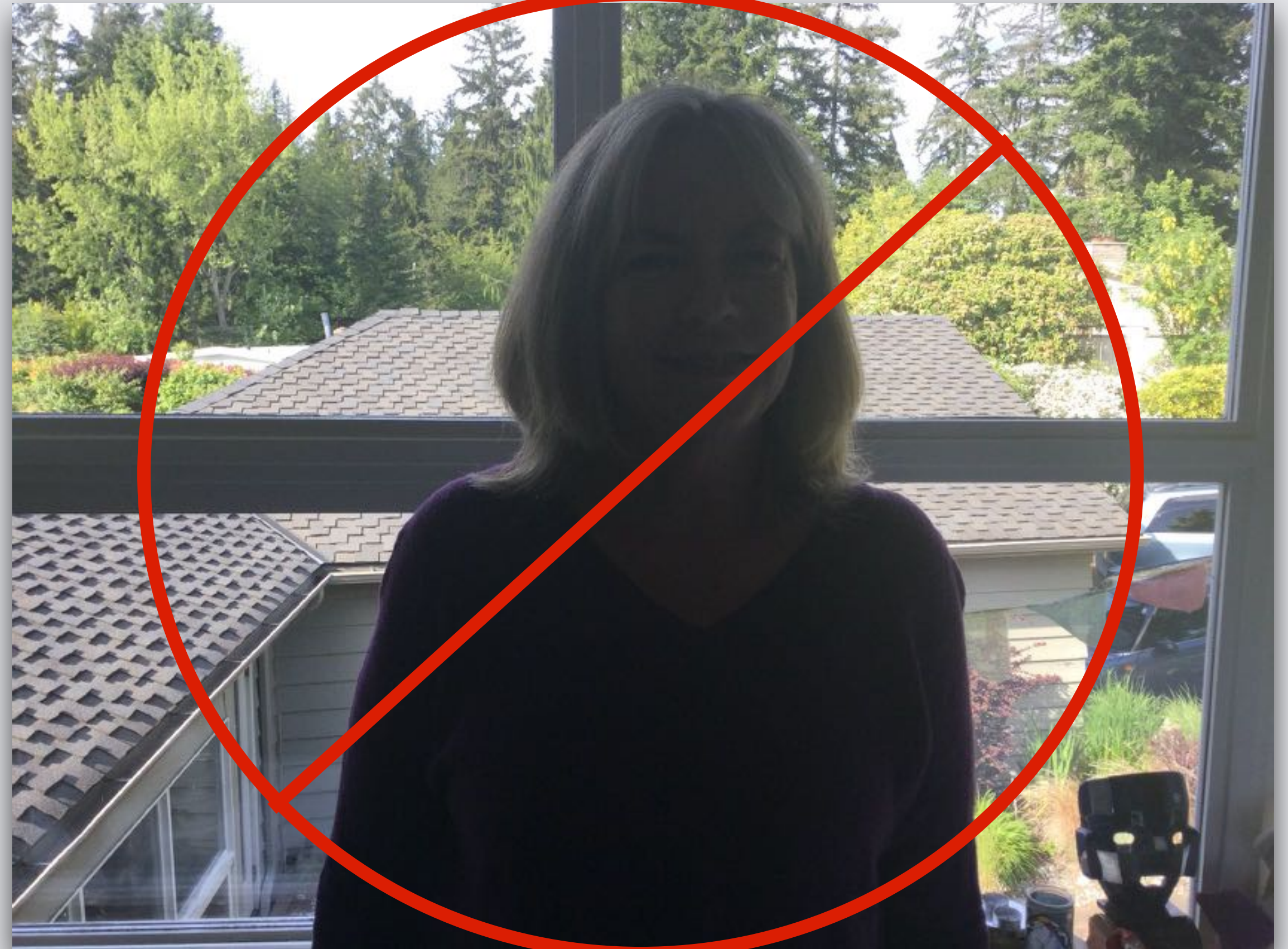


# Clean & Concrete Visuals for Access

## Front Lit



## Back Lit





# **Set a predictable structure / create a template:**

## **CHECK IN**

- **How are you feeling?**
- **Self Care Ideas**
- **Covid 19 Info / Updates**

## **TOPIC**

- **Preparation / Orientation**
- **Model**
- **Participation**

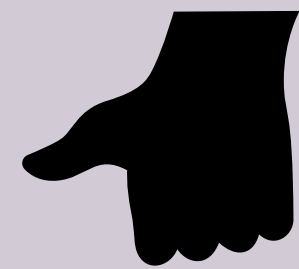


# Check In Example

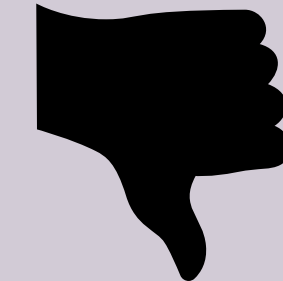
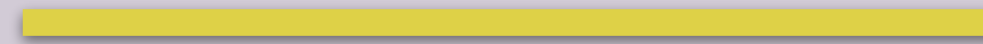
- How are you today?



**GOOD**



**OK**



**BAD**



- Self-Care Share
  - No media after 4 PM - TV, FB, Twitter, TikTok, Instagram, etc!
  - Walk every day

- COVID-19 Update

WA State is working to flatten the curve so we have enough nurses and doctors to treat sick people





## Topic Example - Sharing Stories

**What did you do last night?  
Does everyone have their picture ready?**

**“I saw a bear  
in my yard!”**



**Raise your hand, I'll call on you to share your picture / story.**



- ▶ **Turn taking is engaging, 1:1 or with a group. To promote engagement and access, determine times to turn off screen sharing**
- ▶ **For example in prep to share stories, 1st share your screen showing the intro slide to prepare and orient students to topic**

### **Topic Example - Sharing Stories**

**What did you do last night?  
Does everyone have their picture ready?**

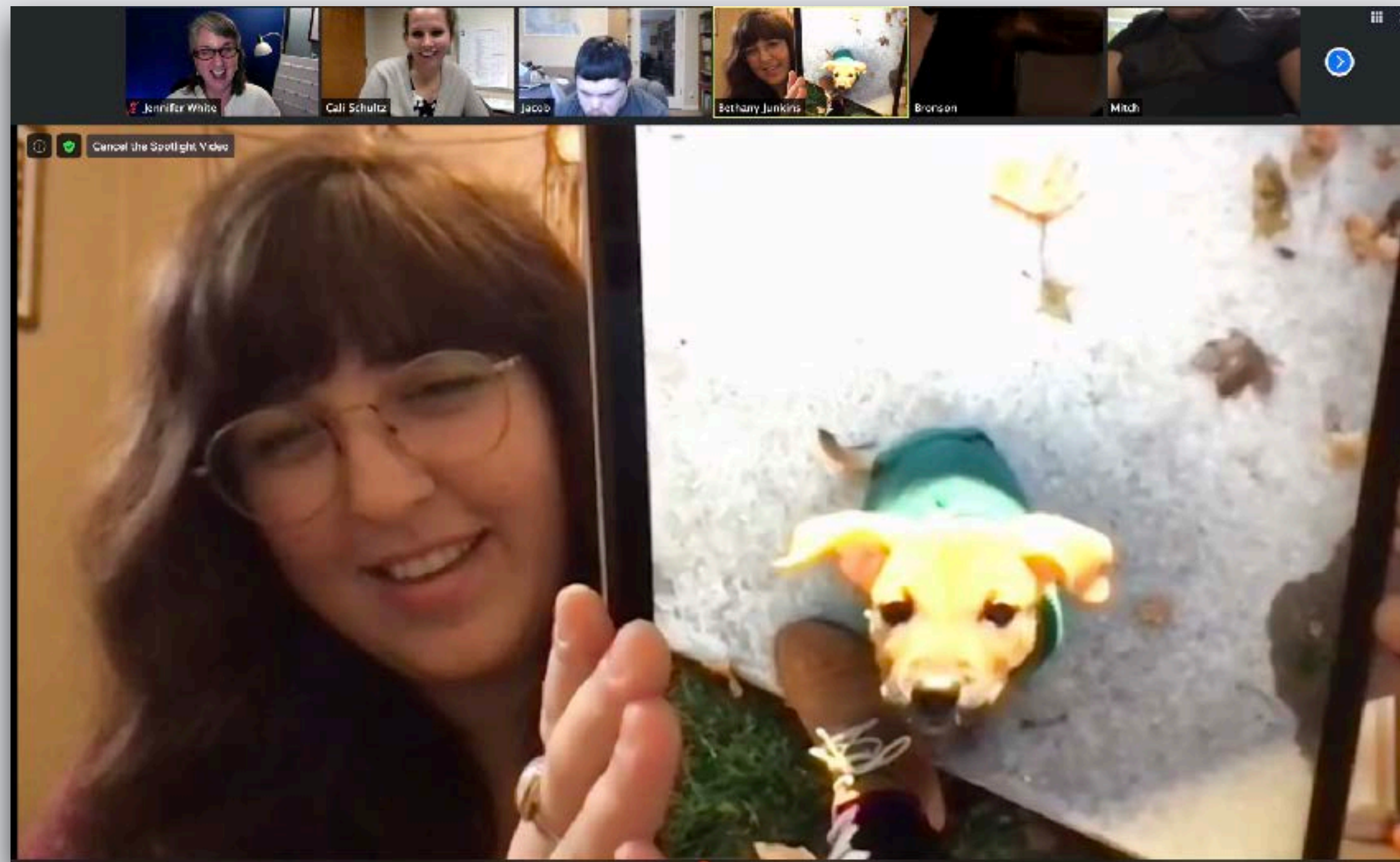
**“I saw a bear  
in my yard!”**



**Raise your hand, I'll call on you to share your picture / story.**



- ▶ **Then switch from screen share to speaker view**
- ▶ **Mute all participants, except for the person sharing**
- ▶ **Model protocol- hold the photo next to your face so both are in the screen**



- **Describe photo, “My new puppy”**
- **When done, keep the picture up and count to 3, giving people time to look at it & comment / ask questions**
- **Be mindful of glare caused by lights & windows, teach people to tilt their screen down slightly to avoid glare**