

# ACCESSIBILITY TIPS

To make your PowerPoints and Word documents accessible, you will need to

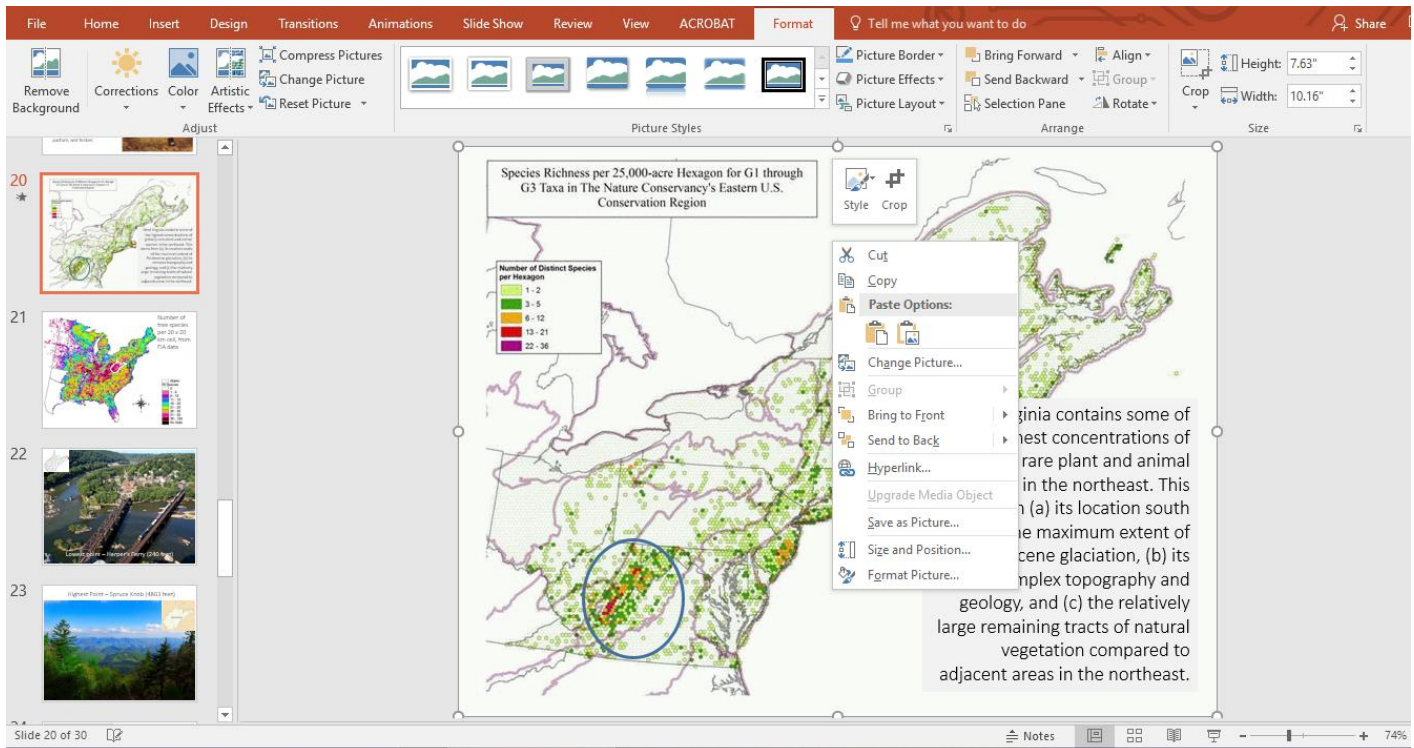
- Add alternative text to images and objects
- Ensure that all slides have unique titles
- Include closed captions for any audio or video
- Increase visibility for colorblind viewers
- Run the Accessibility Checker

## Adding alternative text to images and objects in PowerPoint or Word

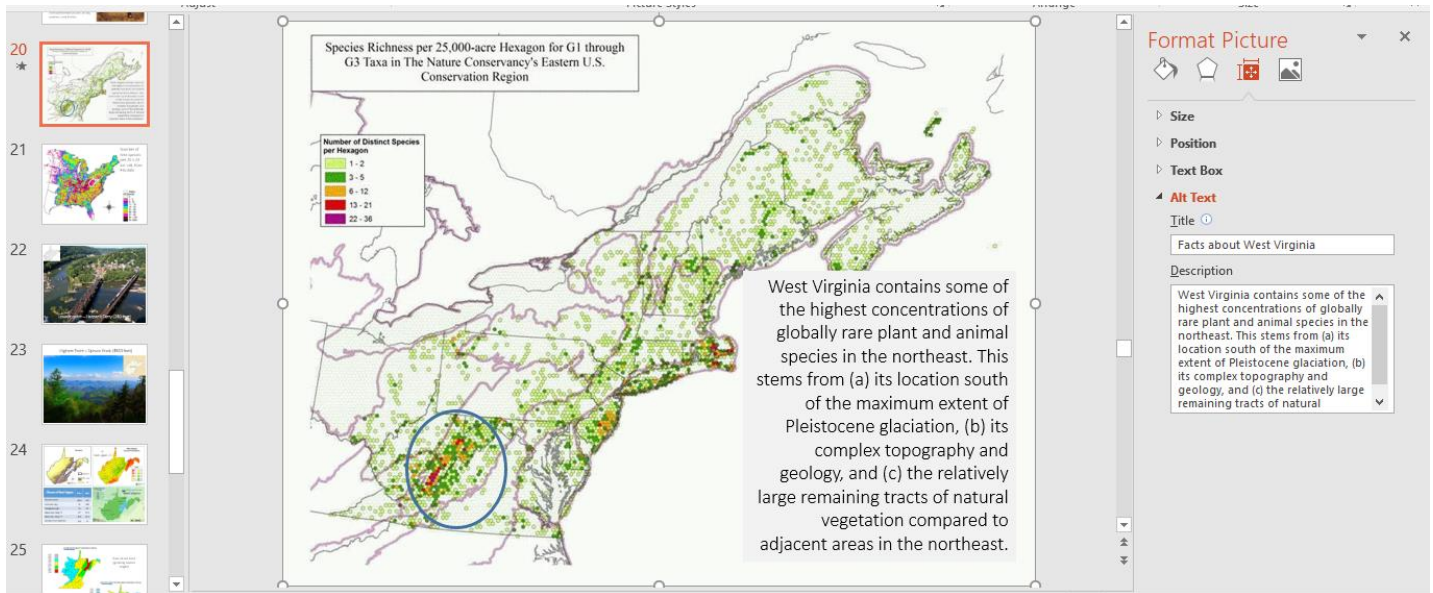
For your PowerPoints or Word documents, you will need to add alternative text to images and objects.


Add Alt text by doing the following:

1. Right click the image or object, and then click Format Picture.



The follow window will open at the right side of your screen.



Select the **Size & Properties icon**, , and then **ALT TEXT**. Enter a description of the image or object into the Title and Description text boxes.

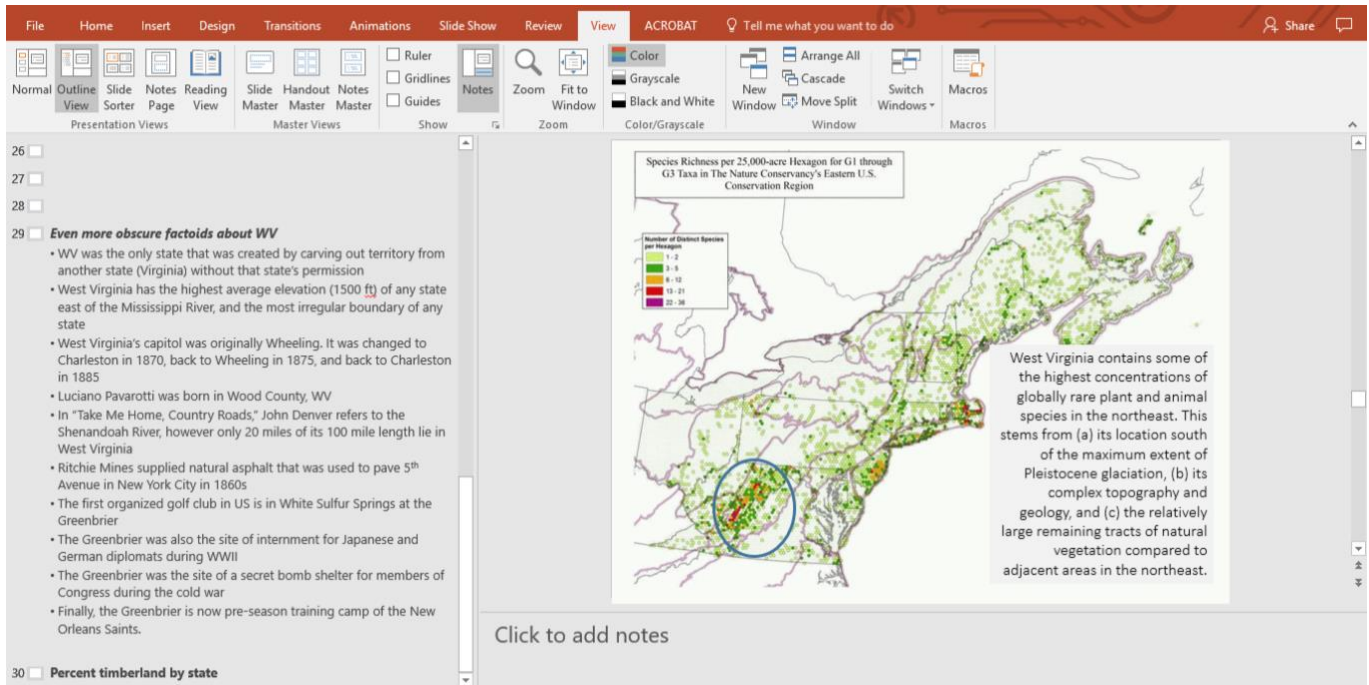
Please use clear, but concise descriptions. For example, "a red Ferrari" tells the reader more about the image than "a car."

**Please do that for ALL the images** in your document, including the images that are initially hidden.

## Ensuring that all slides have unique titles

Slide titles are used for navigation and selection by people who are not able to view the slide. To add visible **titles** to your slides, do the following:

Click on the View tab, and select Outline view, you will see the following structure:



File Home Insert Design Transitions Animations Slide Show Review **View** ACROBAT Tell me what you want to do Share

Normal Outline Slide Notes Reading Slide Handout Notes Ruler Gridlines Guides Notes Zoom Fit to Window Color Grayscale Black and White Arrange All New Window Cascade Move Split Switch Windows Macros

26  
27  
28  
29 **Even more obscure factoids about WV**

- WV was the only state that was created by carving out territory from another state (Virginia) without that state's permission
- West Virginia has the highest average elevation (1500 ft) of any state east of the Mississippi River, and the most irregular boundary of any state
- West Virginia's capitol was originally Wheeling. It was changed to Charleston in 1870, back to Wheeling in 1875, and back to Charleston in 1885
- Luciano Pavarotti was born in Wood County, WV
- In "Take Me Home, Country Roads," John Denver refers to the Shenandoah River, however only 20 miles of its 100 mile length lie in West Virginia
- Ritchie Mines supplied natural asphalt that was used to pave 5<sup>th</sup> Avenue in New York City in 1860s
- The first organized golf club in US is in White Sulphur Springs at the Greenbrier
- The Greenbrier was also the site of internment for Japanese and German diplomats during WWII
- The Greenbrier was the site of a secret bomb shelter for members of Congress during the cold war
- Finally, the Greenbrier is now pre-season training camp of the New Orleans Saints.

30 **Percent timberland by state**

Species Richness per 25,000-acre Hexagon for G1 through G3 Taxa in The Nature Conservancy's Eastern U.S. Conservation Region

Number of Distinct Species per Hexagon

- 0 - 2
- 3 - 8
- 9 - 12
- 13 - 21
- 22 - 18

West Virginia contains some of the highest concentrations of globally rare plant and animal species in the northeast. This stems from (a) its location south of the maximum extent of Pleistocene glaciation, (b) its complex topography and geology, and (c) the relatively large remaining tracts of natural vegetation compared to adjacent areas in the northeast.

Click to add notes

By clicking on the slide title you are able to type a unique name in the Title text box. Please make sure all pages have titles.

## Including closed captions for any audio or video

Whenever you use additional audio or video components in a presentation, ensure that the **content is available in alternative formats** for users with disabilities, such as closed captions, transcripts or alt text.

If you're using PowerPoint 2010, you can download and install the [Sub-titling text add-in for Microsoft PowerPoint \(STAMP\)](#), which lets you easily create closed captions for video and audio in your presentations.

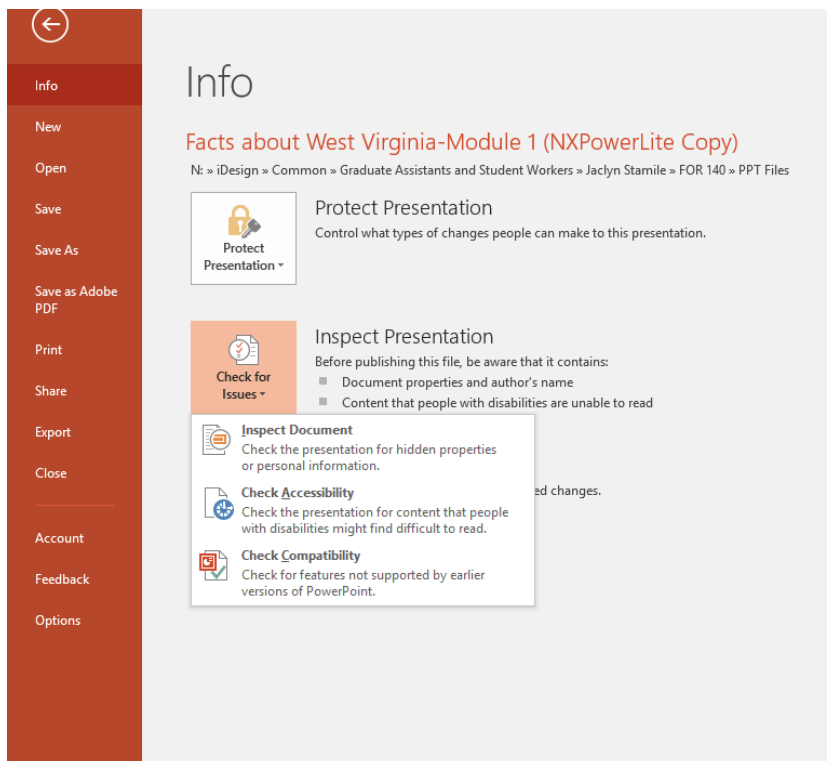
## Increasing visibility for colorblind viewers

Colorblindness affects a significant number of people, most often as an inability to distinguish between red and green, or seeing red and green differently. When creating presentations, it's important to choose elements **that increase visual contrast** so viewers who cannot rely on color distinction can still understand what they're seeing. Some things you can do when building a slide deck include:

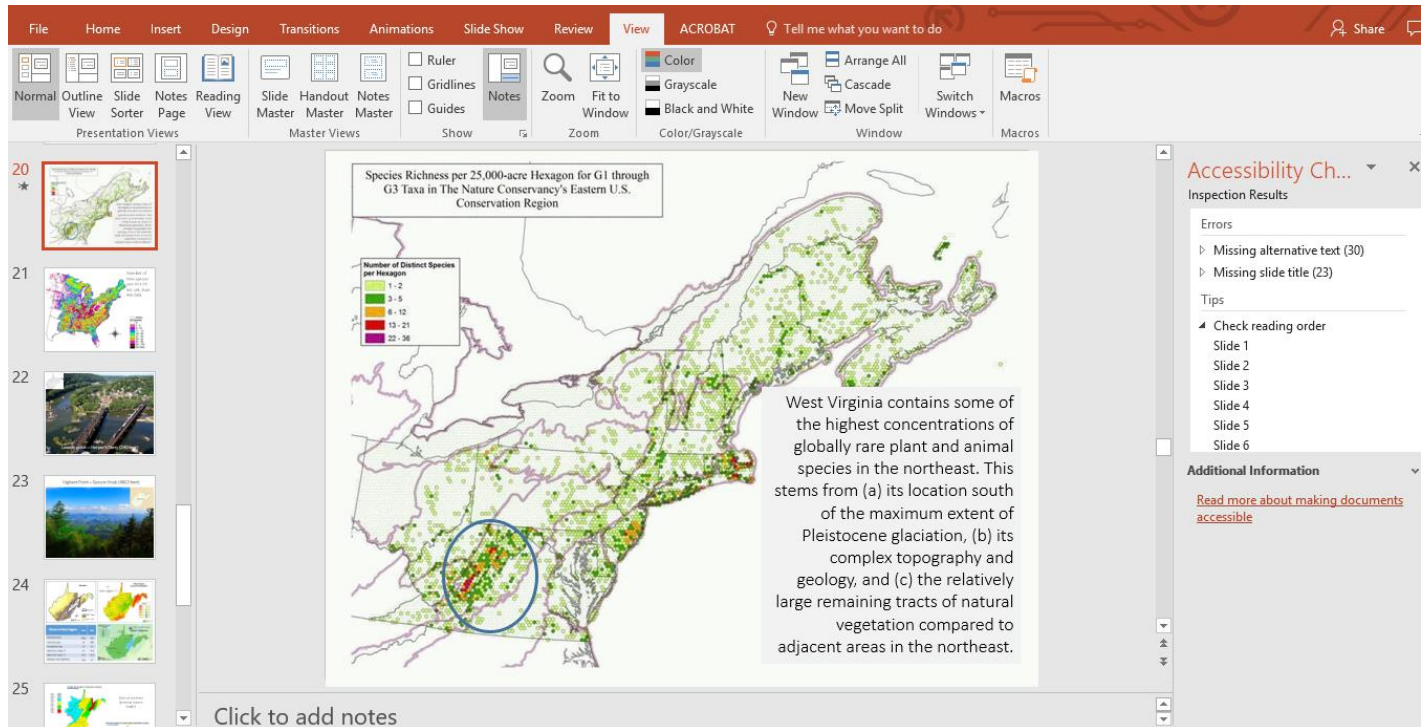
- Avoid using orange, red, and green in your template and text.
- Use texture in graphs, instead of color, to highlight points of interest.
- Circle or use animation to highlight information, rather than relying on laser pointers or color.
- Keep the overall contrast in your presentation high.

## Running the Accessibility Checker

To run the accessibility checker, select File > Info > Check for Issues > Check Accessibility.



This will start the accessibility checker on the right:



The checker presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., slide reading order). Feedback about the importance of each item, as well as tips on how to repair it, are included. Selecting an item in the report will select the corresponding item in the file.

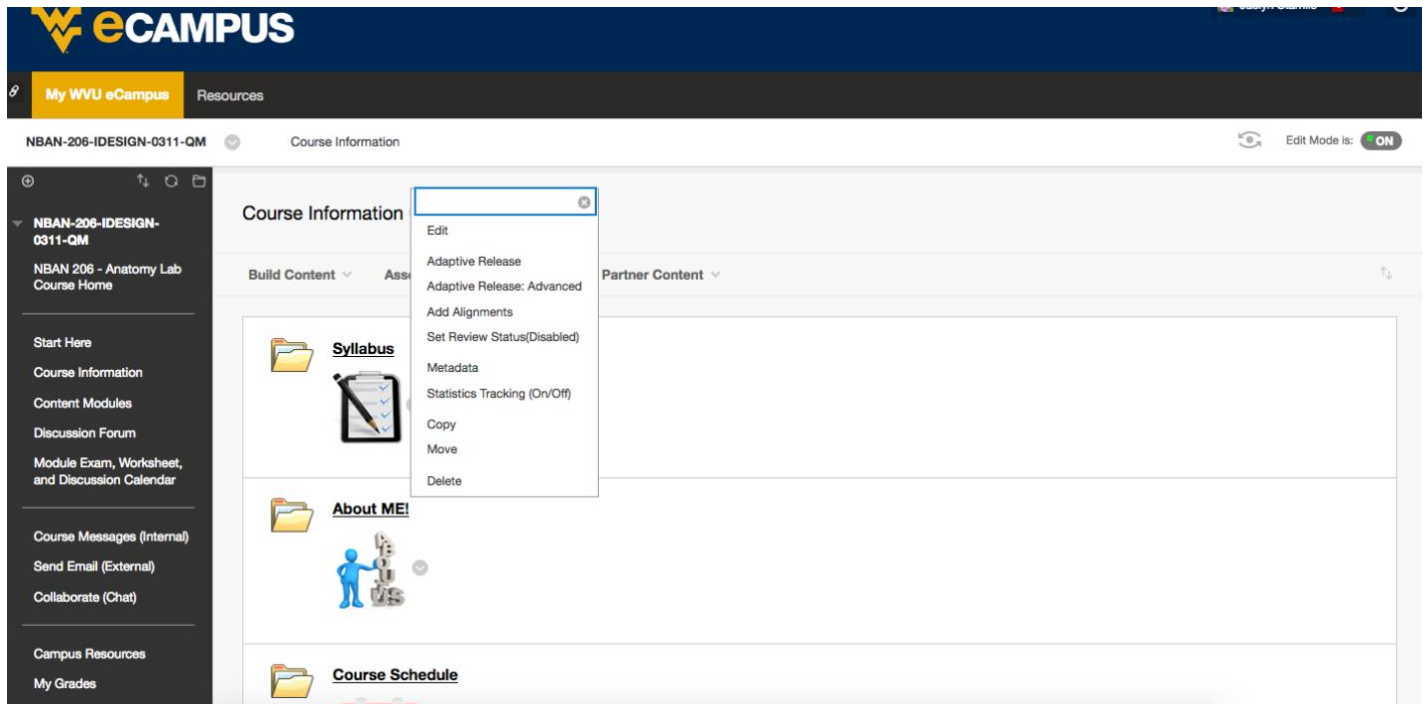
To make your images in eCampus accessible, you will need to

- Add alternative text to images

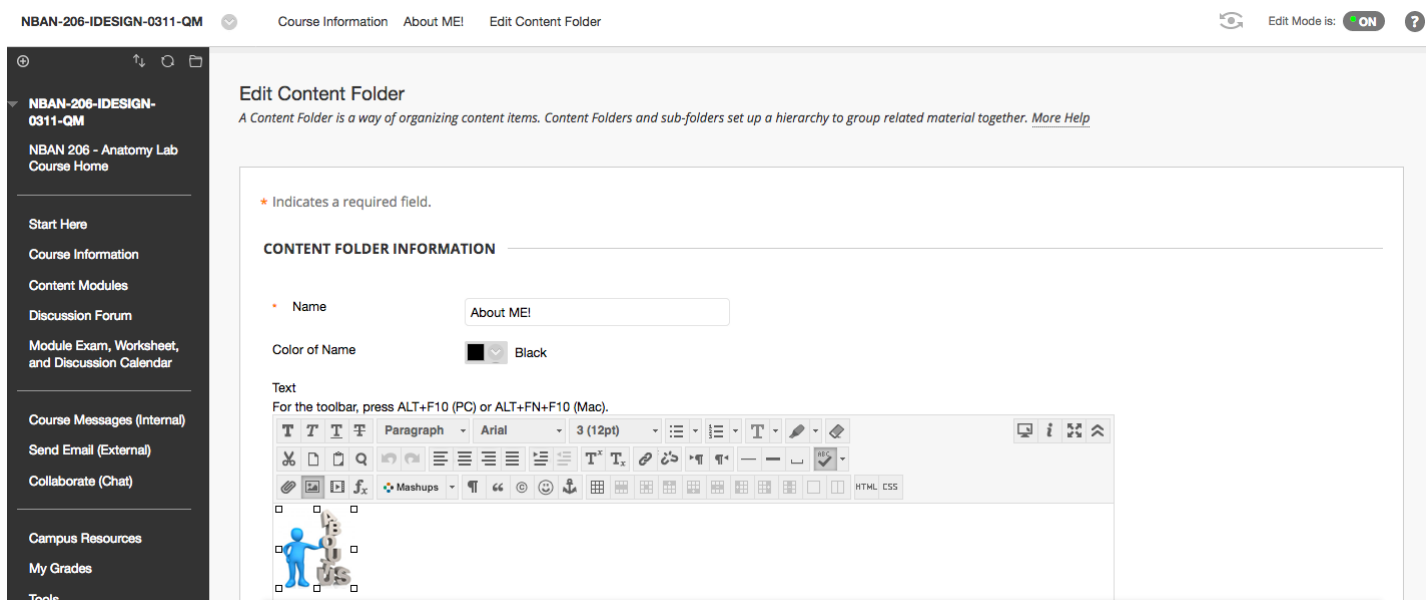
## Adding alternative text to images and objects in Blackboard

Add **Alt** text by doing the following:

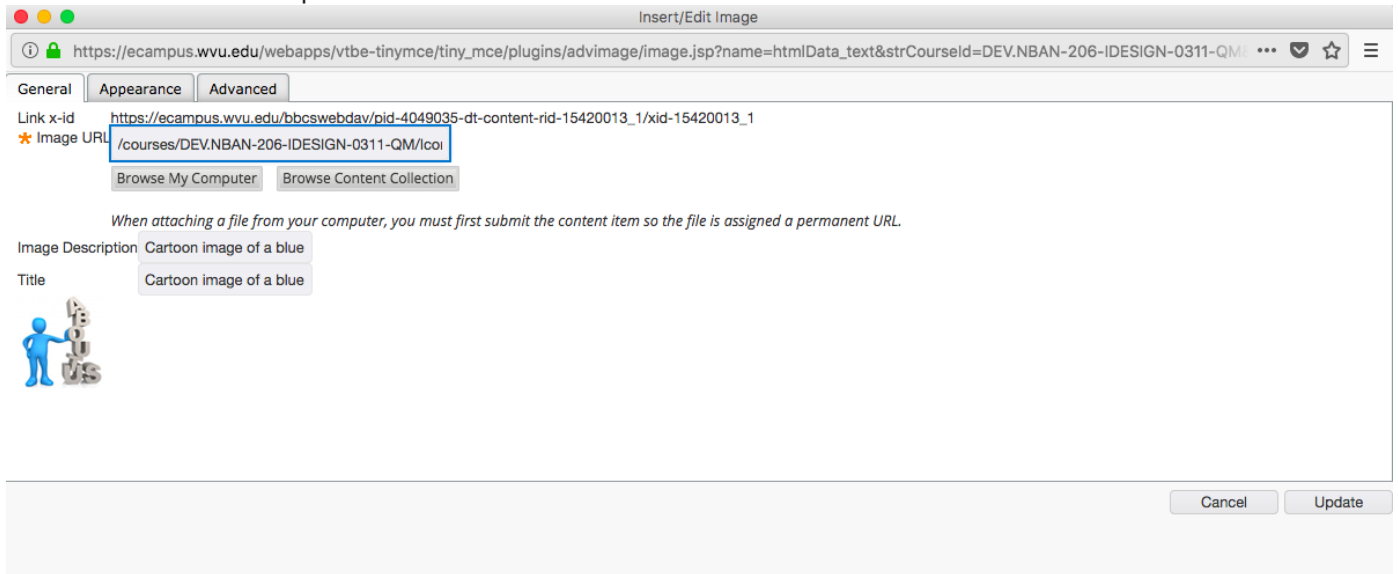
On your eCampus page, make sure edit mode is on by clicking the “on” button on the top right. Then click the folder or item that you have an image, by selecting the down arrow. Next, select, “Edit.”



A page with a text editor will open. Please select your image and click on the image icon (Insert/Edit Image), as showing in the following image:



A new window will open. Please enter a description of the image or object into the Image Description and Title text boxes and click on Update.



Insert/Edit Image

https://ecampus.wvu.edu/webapps/vtbe-tinymce/tiny\_mce/plugins/advimage/image.jsp?name=htmlData\_text&strCourseId=DEV.NBAN-206-IDESIGN-0311-QM

General Appearance Advanced

Link x-id https://ecampus.wvu.edu/bbcswebdav/pid-4049035-dt-content-rid-15420013\_1/xid-15420013\_1


\* Image URL /courses/DEV.NBAN-206-IDESIGN-0311-QM/loi

Browse My Computer Browse Content Collection

When attaching a file from your computer, you must first submit the content item so the file is assigned a permanent URL.

Image Description Cartoon image of a blue

Title Cartoon image of a blue



Cancel Update

Please use clear, but concise descriptions. For example, “a red Ferrari” tells the reader more about the image than “a car.”

**Please do that for ALL the images** used in your course on eCampus.