



# GOVERNOR'S TECHNOLOGY OFFICE

## INSPECT AND FIX POWERPOINT DOCUMENT

### INTRODUCTION

Which aspects of a document need to be adjusted to ensure it is accessible to all users? Identifying and addressing issues in a PowerPoint document using both the accessibility checklist and the guidance in this manual will resolve most compliance problems. Ensuring the document is accessible enhances the experience for all users.

### TABLE OF CONTENTS

*Click a title below to go to the destination page.*

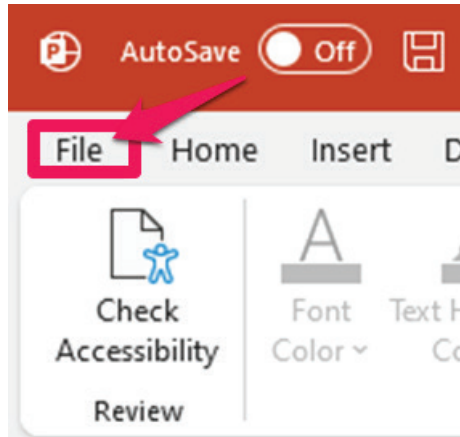
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# INSPECTING AND FIXING A POWERPOINT DOCUMENT

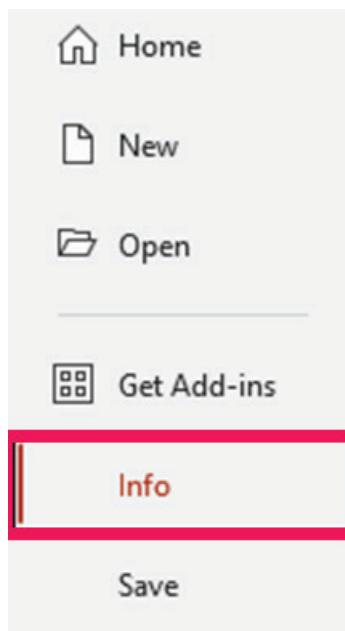
## ADDING A DOCUMENT TITLE TO THE DOCUMENT

Documents should have titles that describe their function or the purpose of the document. It is usually the first content that is announced by screen readers instead of the file name. To give a title to a document complete the following steps:

1. Go to the top left of the document. Click on "File" menu.



2. After clicking on the File menu, the options will appear. Click the "Info" button to open the Document Properties window.



3. To the right of the Info button is where the Info section is. Further right of the Info section find the "Properties" section.

Properties ▾	
Size	47.7KB
Pages	3
Words	156
Total Editing Time	31 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

4. Below where it says Properties find where it says Title.

Properties ▾	
Size	47.7KB
Pages	3
Words	156
Total Editing Time	31 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

5. To the right of Title select where it says, "Add a title" click on it and an input box will appear. Write the document's title it can be the same or different from the filename. This document title's is "Non-Compliant Doc."

Total Editing Time	31 Minutes
Title	<input type="text" value="Non-Compliant Doc"/>
Tags	Add a tag

6. Now the document has a title for the screen reader to read.

# USING CHECK ACCESSIBILITY TOOL AND FIXING ISSUES

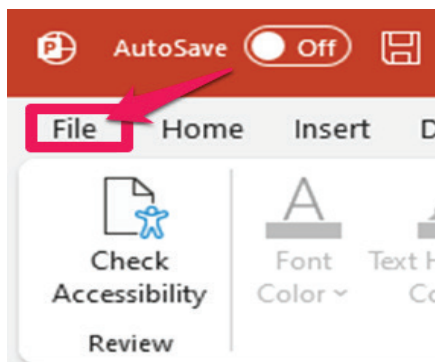
It crucial to ensure that documents are accessible to people with disabilities. Checking and fixing accessibility issues in documents promotes inclusivity compliance with accessibility standards and grants equal access of information to users. It improves readability, usability, and navigation, benefiting all users. It will enhance user experience and facilitates understanding of content, fostering inclusivity, diversity, and equal opportunities for all to obtain information.

## HOW TO FIND AND USE THE “CHECK ACCESSIBILITY” TOOL.

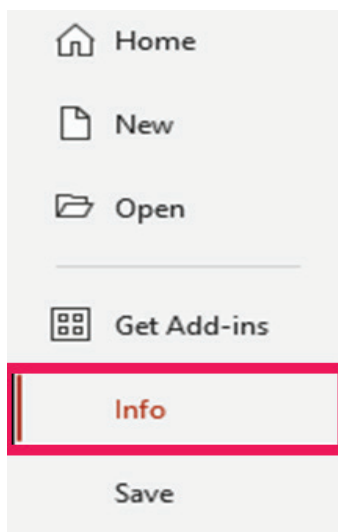
The “Check Accessibility” is a tool that performs a full and thorough check for whether the document conforms to accessibility standards. It finds any issues such as the missing use of alternative text on images, presence of complex tables, missing document language, and hard-to-read fonts’ colors to be corrected. By following these steps, it’ll enable the checker to identify and address the accessibility issues in the document:

### FINDING THE ACCESSIBILITY CHECKER

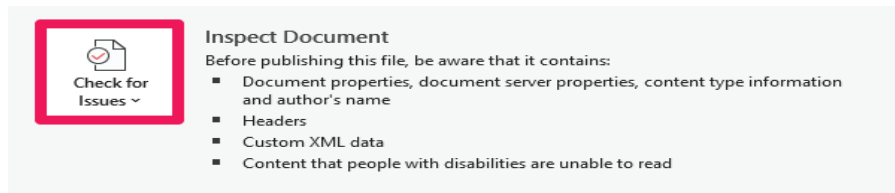
1. Go to the top left of the document. Click on “File” tab.



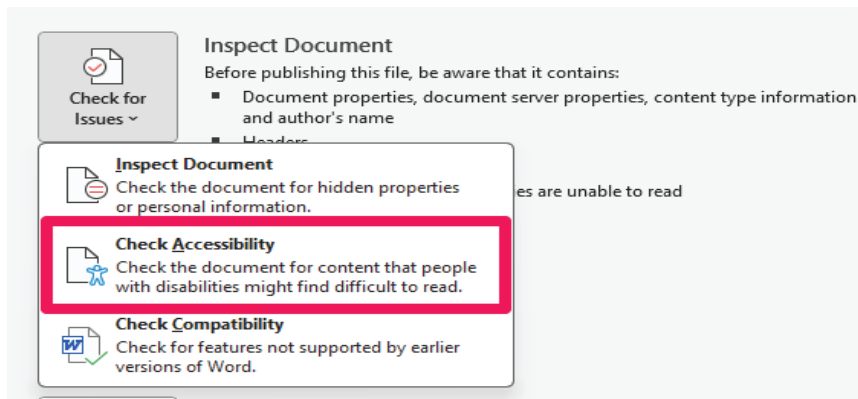
2. After clicking on the File tab, you can see Microsoft Office Backstage view. Find the “Info” button to open the Document Properties window.



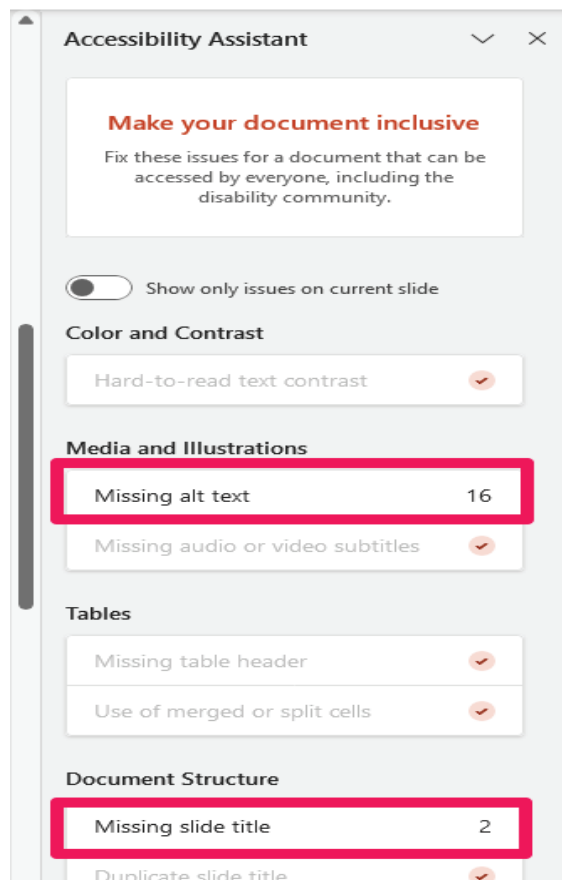
3. In the Info section find then select the "Check for Issues" button.



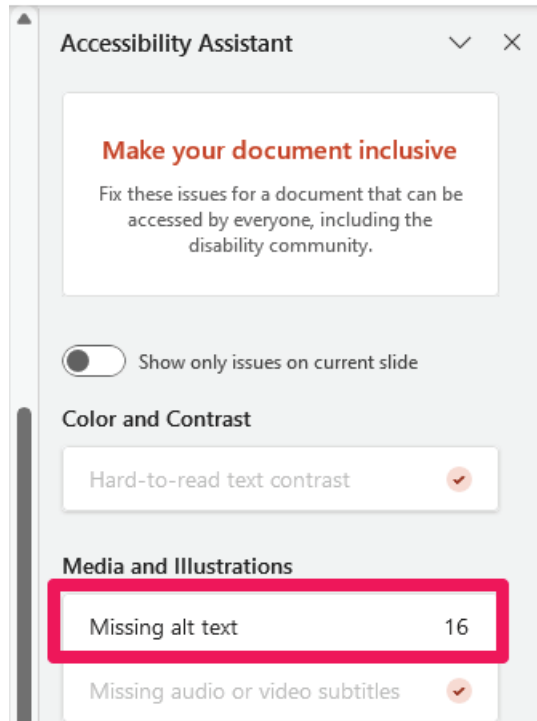
4. In the Check for Issues drop-down select the "Check Accessibility" option. This will open "Accessibility Inspection Results."



5. The "Accessibility Assistant" Inspection Results box will now appear on the right of the document.



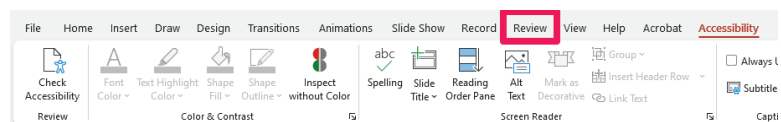
6. In the "Inspection Results" it'll show the issues making the document non-compliant. Select an issue to work on.



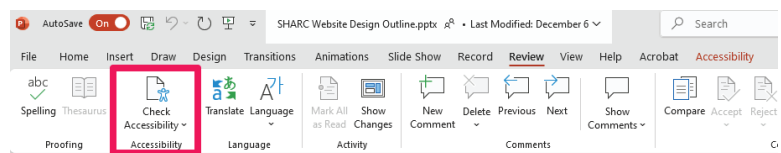
**\* Keep accessibility checker running while working on document. To see if there are any issues that could be created by fixing document or making mistakes while fixing it. \***

## ANOTHER WAY TO GET TO THE ACCESSIBILITY CHECKER

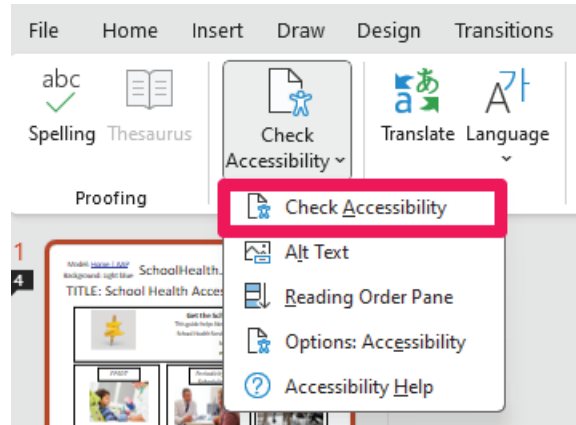
1. Go to the "Review Tab."



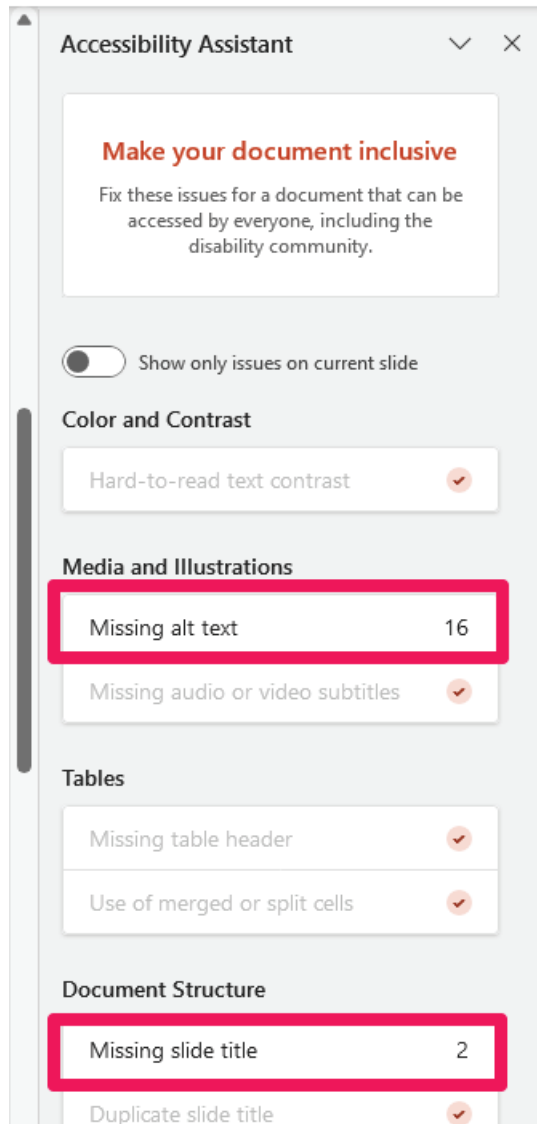
2. In the Review tab find the Check Accessibility button then click on it.



3. A drop-down with options on what to check for in the document will appear. Click the Check Accessibility button.



4. Now you will see the “Accessibility Inspection Results” box to the right of the document.



# SOME ACCESSIBILITY ISSUES TO COVER

Some of the issues that we will be covering are:

- Missing alt text: Missing alternative text on an image.
- Check reading order: The reading order needs to be top-to-bottom, left-to-right.

These are the most common issues to be found in a PowerPoint document. Going over these common issues in this guide by inspecting and fixing the errors so that the document can become compliant.

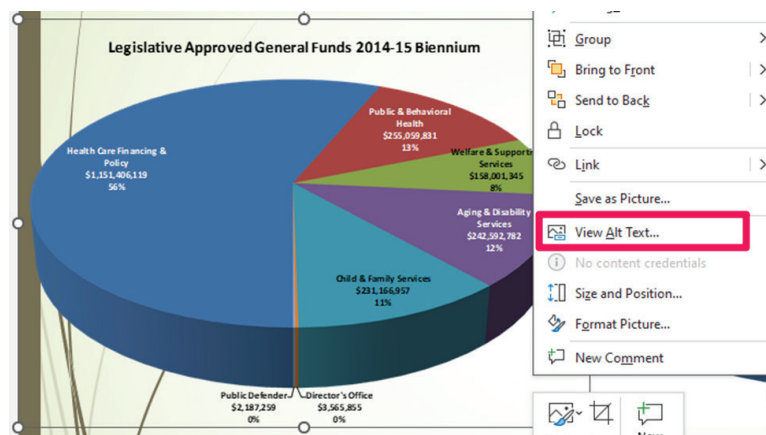
## FIXING ACCESSIBILITY ISSUE: MISSING ALT TEXT

Missing alt text is crucial for individuals who are blind or visually impaired, as screen readers rely on alternative text, also known as alt text, to convey the meaning of images. Alt text allows these users to understand the context and purpose of the images making the document more accessible and inclusive. Additionally, alt text is useful in situations where the image cannot be displayed due to technical issues or when the document is being accessed by devices with limited visual capabilities. By providing accurate and descriptive alt text, it ensures that the document can be understood by a wider range of users.

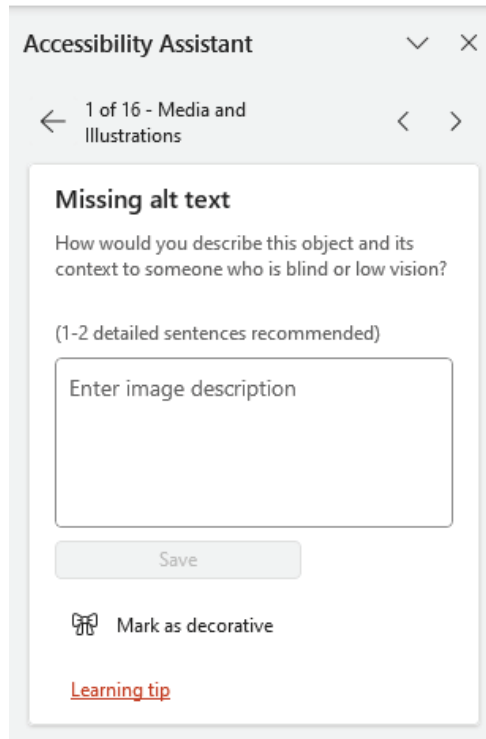
It helps screen and document reading tools describe images to visually impaired readers. Giving alternative text when an image, picture or clip art does not have one or has a generated crated one can be done in a few steps: *There are two ways to give an images alternative text.*

### FIRST WAY TO GIVE AN IMAGE ALTERNATIVE TEXT

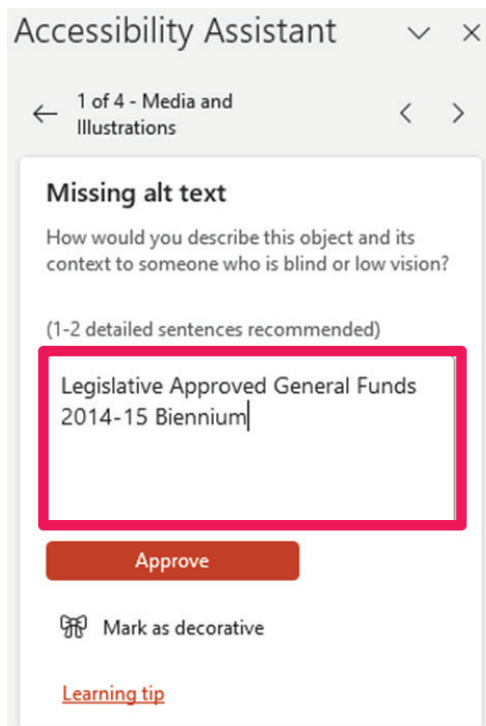
1. Right click on the image.
2. Select "View Alt Text" from the drop-down menu.



3. The "Alt Text" box will appear to the right of the document.

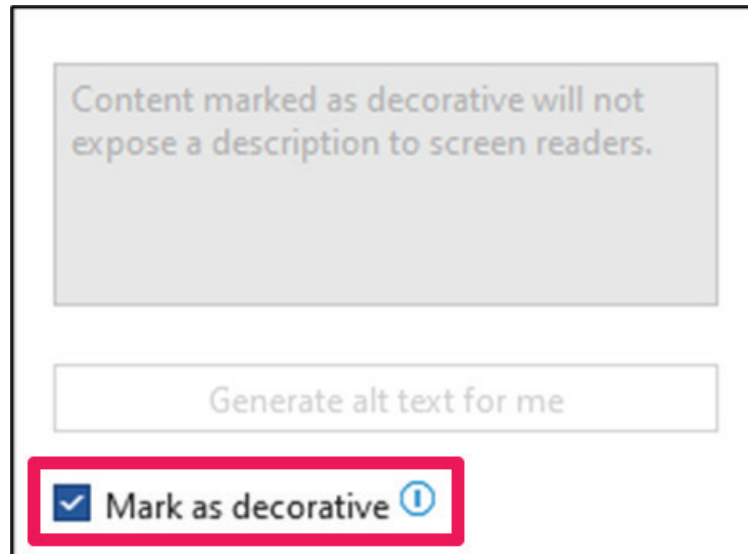


7. In the input text box give a description of the image. In this case write "Legislative Approved General Funds 2014-15 Biennium" to describe the image.



**\*If an image is of no importance such as it being decorative or line(s) to divide page or repeating logos/images that does not need to be read, then it can be marked as decorative instead. This will cause the screen reader to overlook the image. \***

- a. Below the input text box where the description of the image is given. Select the check box called "Mark as decorative" to checkmark it.



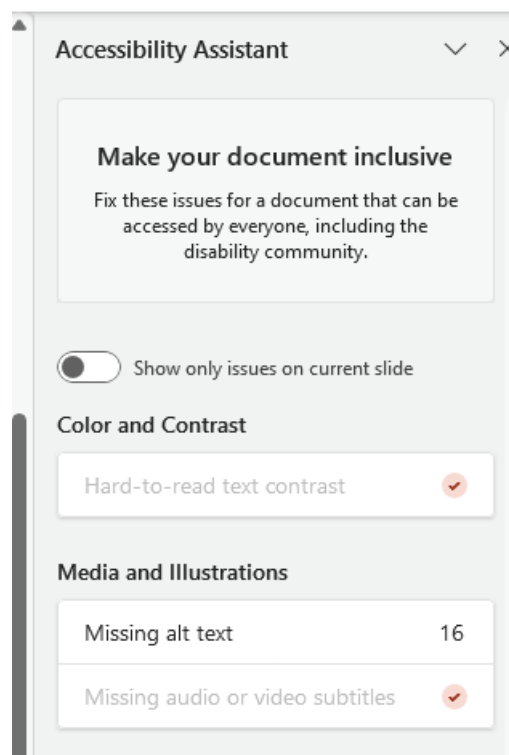
**Now the image will no longer be read or will need alternative text.**

8. The rest of Alt Text box will be greyed out/inaccessible to use after check marking the Mark as decorative check box.

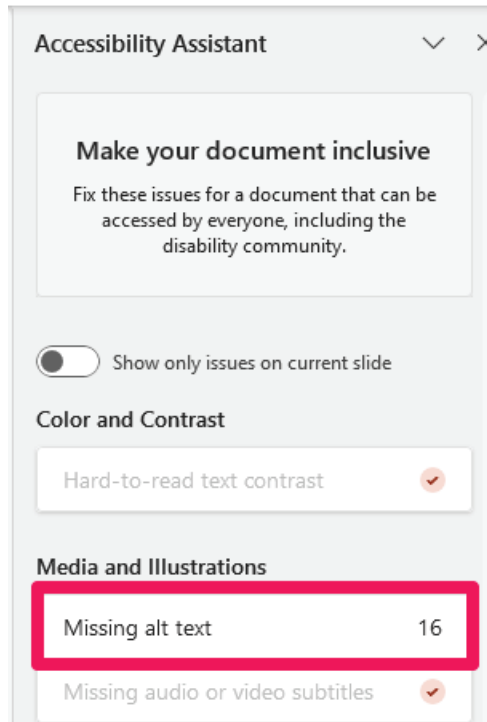
## **SECOND WAY TO GIVE ALTERNATIVE TEXT TO AN IMAGE**

By using the Accessibility Assistant Inspection Results box to the right of the document.

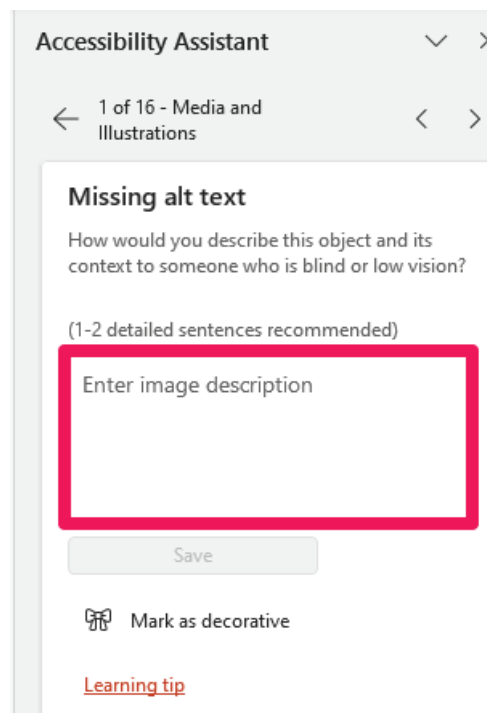
1. Go to the Accessibility Assistant Inspection Results.



9. Select the error Missing alt text. It'll open the alternative text box.

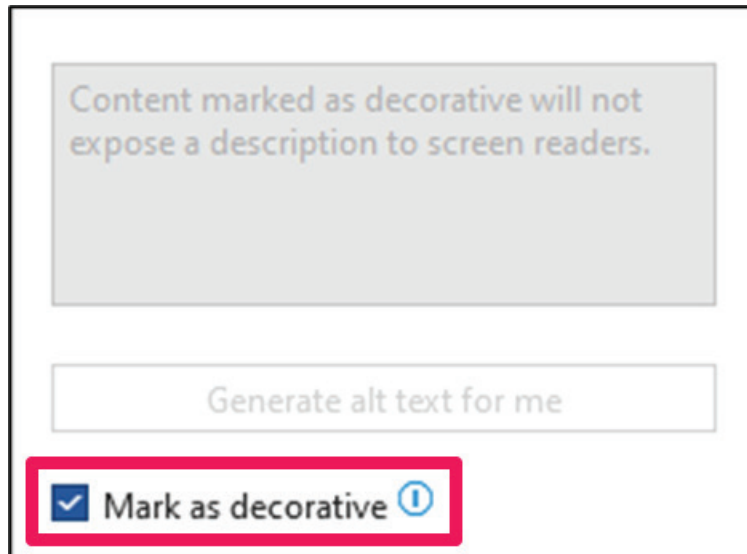


10. Enter Alternative text for the image in the input field.



**\*If an image is of no importance such as it being decorative or line(s) to divide page or repeating logos/images that does not need to be read, then it can be marked as decorative instead. This will cause the screen reader to overlook the image. \***

- a. Below the input text box where the description of the image is given. Select the check box called "Mark as decorative" to checkmark it.

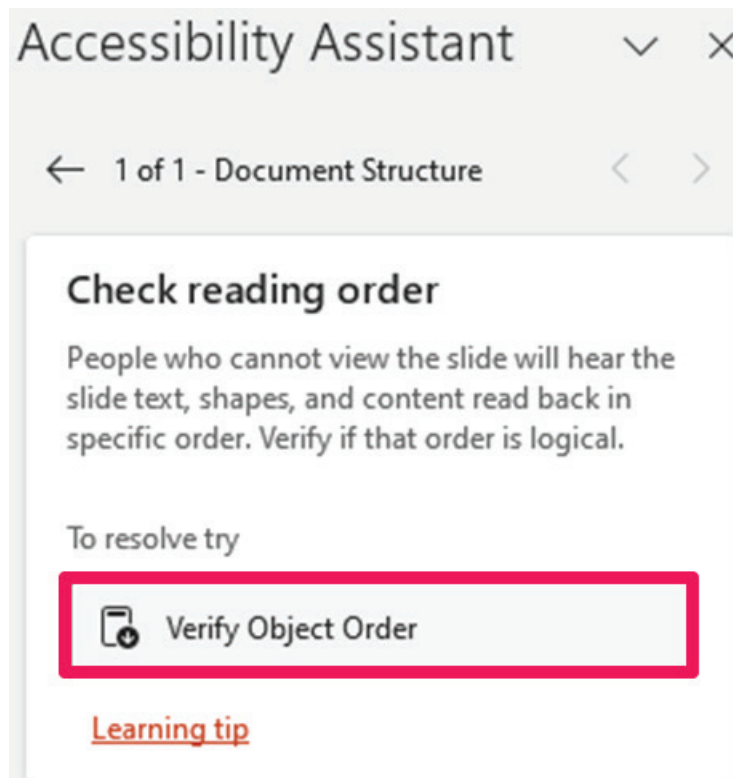


**Now the image will no longer be read or will need alternative text.**

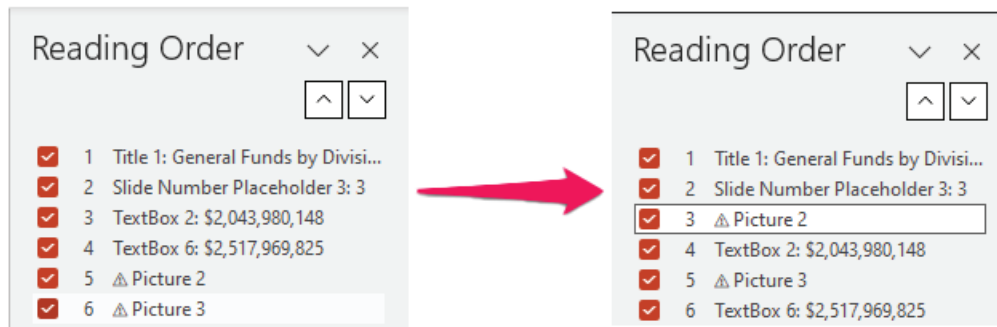
Now that all the images have been given alternative text or marked as decorative the Missing Object Description error in the Accessibility Inspection Results box will disappear. As there are no more of this kind of error that needs to be fixed.

## CHECK READING ORDER

1. Select the error Check reading order, then click on verify object order.



11. Rearrange the items in the Reading Order panel so that it reads logically (top-to-bottom, left-to-right).



## DOCUMENT NO LONGER HAS ACCESSIBILITY ISSUES

In the Accessibility Inspection Results there is now a green checkmark saying “No accessibility issues found. People with disabilities should not have difficulty reading this document.

**Now this Word document is compliant with all the accessibility issues fixed meeting ADA standards. This document will now be accessible to everyone.**

# WEBAIM CONTRAST CHECKER

## WHAT DOES WEBAIM CHECK FOR?

**WCAG AA requires a contrast ratio of at least 4.5:1 for normal text and 3:1 for large text.  
WCAG AAA requires a contrast ratio of at least 7:1 for normal text and 4.5:1 for large text.**

Web AIM Contrast Checker can check the color contrast of a document. Using it to check the text color and the background against different sizes of text will show if the contrast passes the required WCAG of both A and AA. It is recommended to pass AAA, when possible. If the contrast does not meet the above requirements, changes can be made by changing and/or adjusting the color contrast of the document's content and background to make it easier to read the information and comply with ADA color contrast requirements.

## USING THE WEBAIM CONTRAST CHECKER

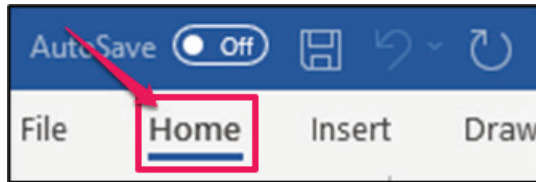
Text is easier to read when there is a sufficient contrast between the page background and the text or other elements on the page. If unsure what would be an acceptable color for a good color contrast ratio, then changing to a darker version of the font color may help. For a more accurate contrast choice you can use a color contrast checker. A good resource is to use [Web AIM Contrast Checker Website Resource](#), an online checker to verify WCAG AA and WCAG AAA compliancy from normal to large size text.

### FOREGROUND (TEXT) COLOR

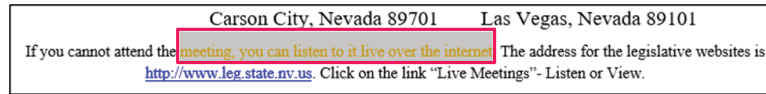
1. Once the website has opened the Contrast Checker can be used.

The screenshot shows the WebAIM Contrast Checker website. At the top, the logo "WebAIM web accessibility in mind" is visible, along with navigation links for "services", "articles", and "resources". Below the logo is a search bar and a list of links: "Introduction to Web Accessibility" and "WebAIM Training". The main content area is titled "Contrast Checker" and includes a breadcrumb trail: "Home > Resources > Contrast Checker". The interface features two color selection tools: "Foreground Color" (set to #707070) and "Background Color" (set to #FFFFFF). Each tool has a color swatch and a "Lightness" slider. A double-headed arrow indicates the relationship between the two colors. Below these tools, the "Contrast Ratio" is displayed as "4.95:1" in a green box, with a "permalink" link underneath. At the bottom, the results are shown: "WCAG AA: Pass" (in a green circle) and "WCAG AAA: Fail" (in a red circle). A sample text "The five boxing wizards jump quickly." is displayed in a white box against the background color.

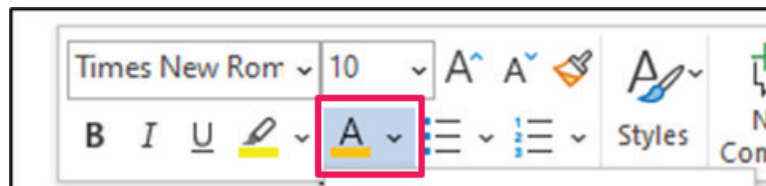
- Go to the document and click on the Home Tab.



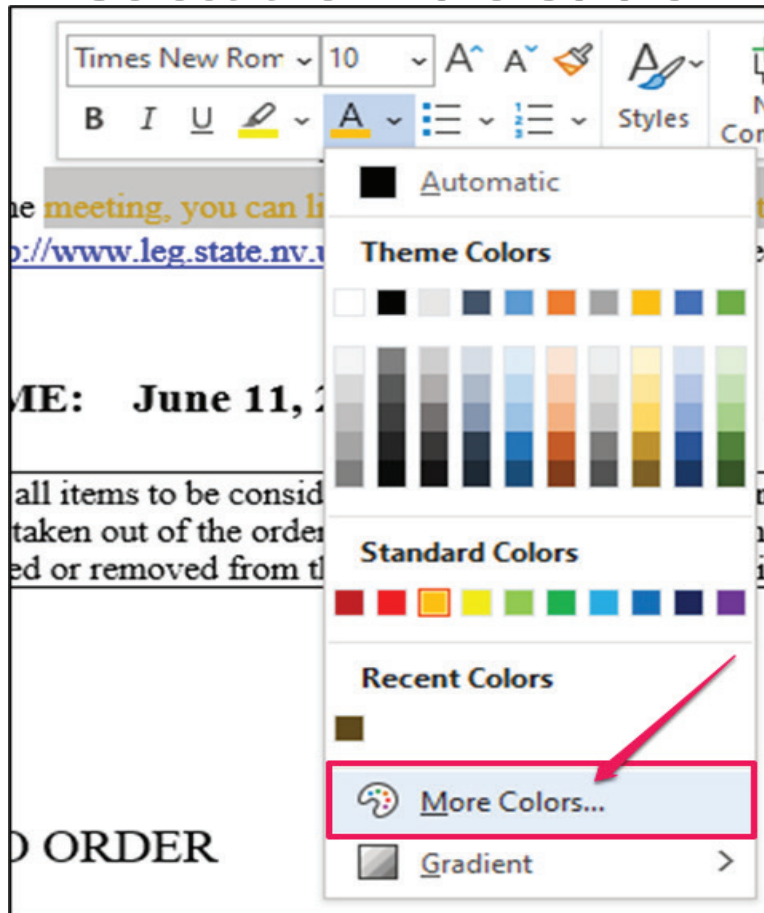
- Select the words/sentences with the contrast error.



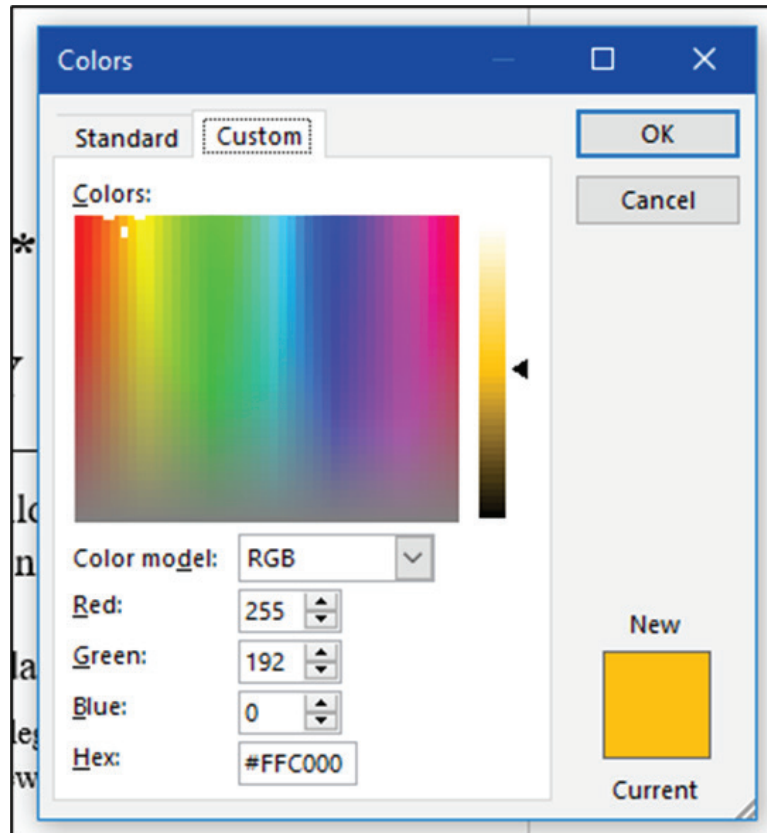
- Find the "Font Color" tool and select the arrow next to the tool. A drop-down menu will appear with color options.



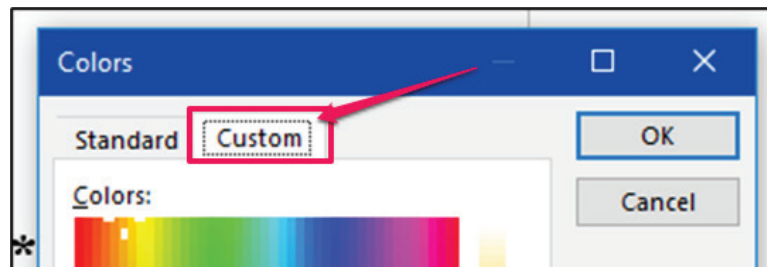
Select the "More Colors."



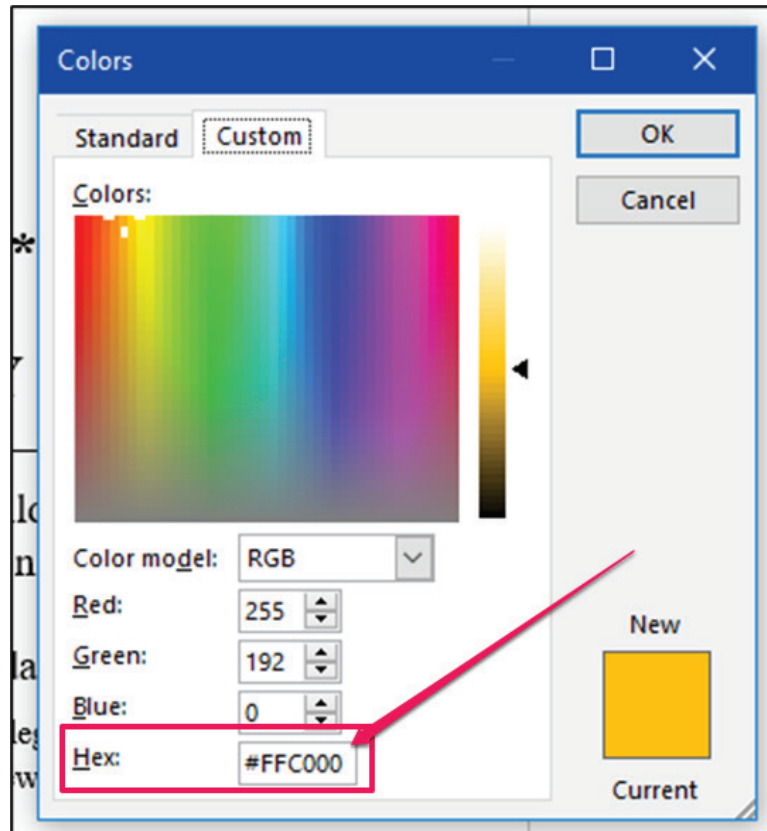
5. The "Colors" box will appear.



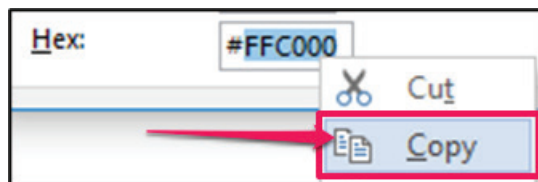
6. Select the "Custom Tab."



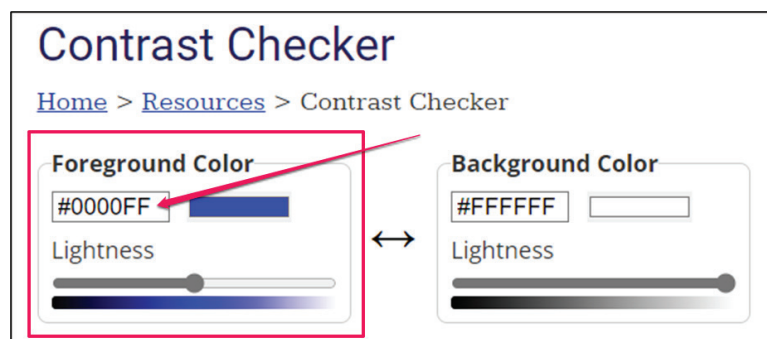
- Find where it says "Hex," in its input box that is the hexadecimal number of the font color that is causing the error to the document.



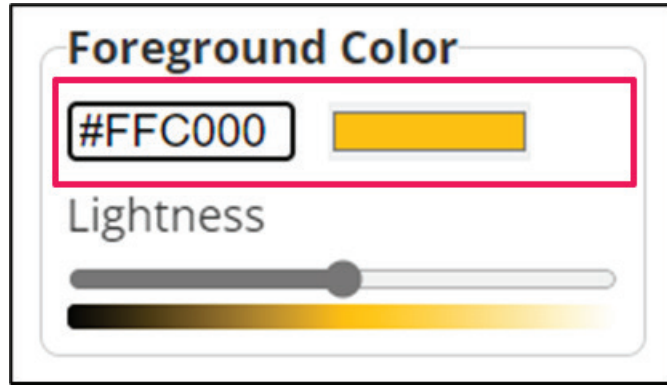
- Copy the hexadecimal number of the font color.



- Once the hexadecimal number is copied go back to the [Web AIM Contrast Checker](#) website.
- In the Contrast Checker website find the "Foreground Color input box and copy the hexadecimal number copied in Step 9 into the input box."



11. Then press the "tab" key on the keyboard. Now the text color from the document will appear.



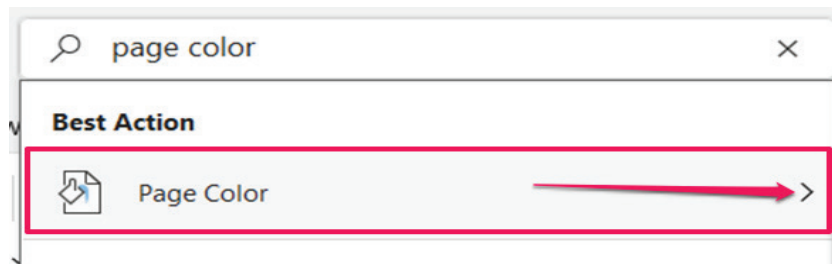
## BACKGROUND (PAGE) COLOR

If the background color of the document you are checking for color contrast is white, you can skip checking the background color (skip to Step 18 below) as WebAIM Color Contrast Checker defaults to white. If a background color has been applied, follow the steps below:

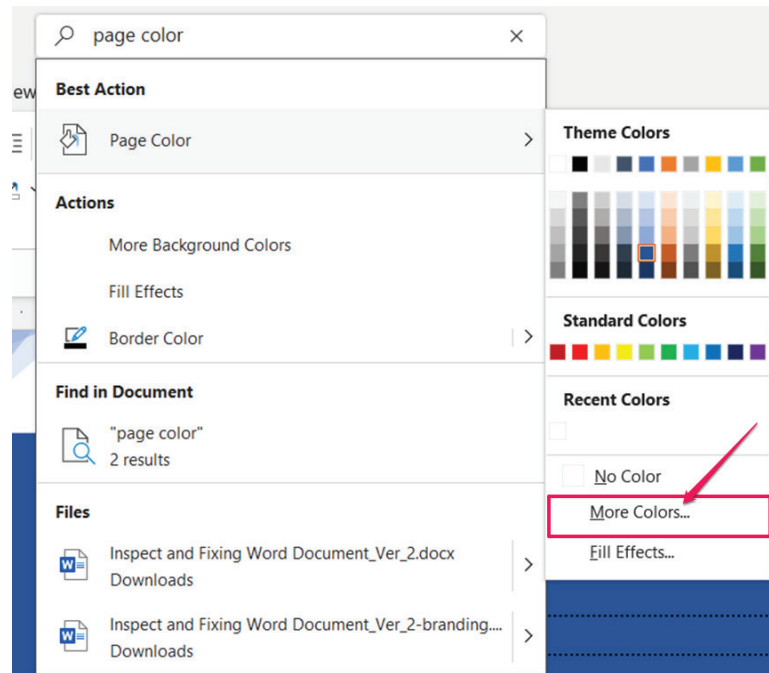
12. Enter page color in the search bar at the top of the word document



13. Then choose Page color from the drop-down menu



14. Then choose More Colors at the bottom of the Theme Colors drop-down menu.

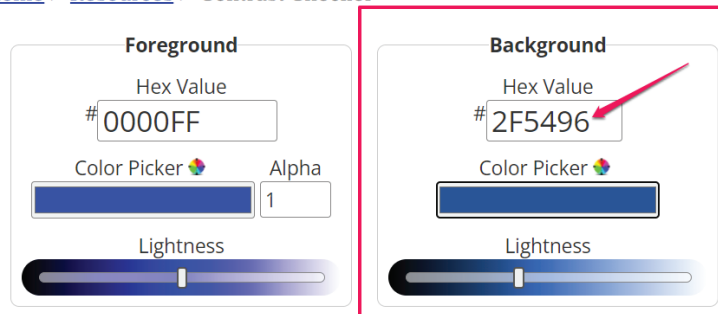


15. Locate the Hex field input box, and copy the Hexadecimal code in the input box.

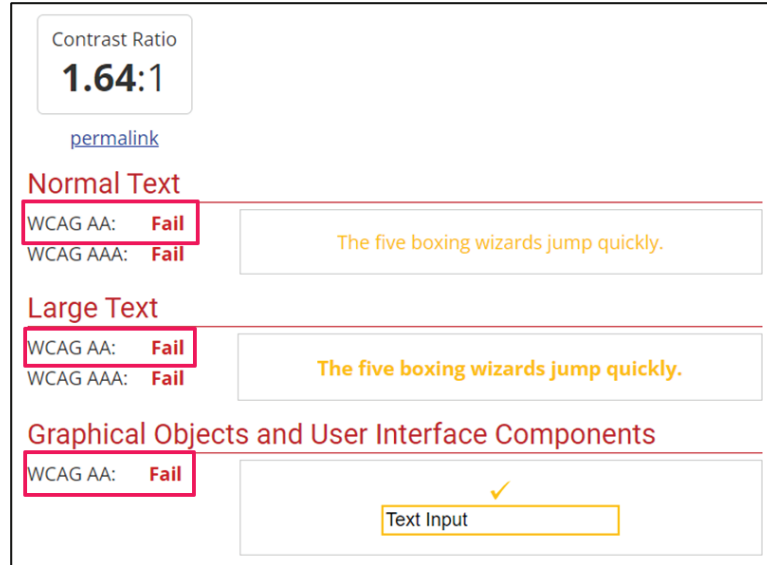
16. Open the WebAIM Color Contrast Checker and paste the hexadecimal code you copied into the background Hex Value input field. The color picker under the hex value will show the background color.

## Contrast Checker

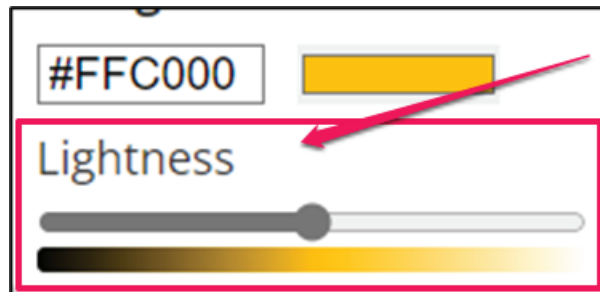
[Home](#) > [Resources](#) > Contrast Checker



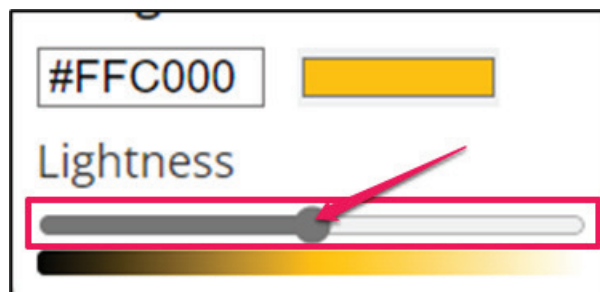
17. Check to see if the Contrast Checker passed the color of the document. Scroll down the website to see if it passes WCAG standards in "Normal," "Large" and "Graphical Objects and User Interface Components with a minimum of AA." If it does not go the top of the webpage, back to Foreground Color.



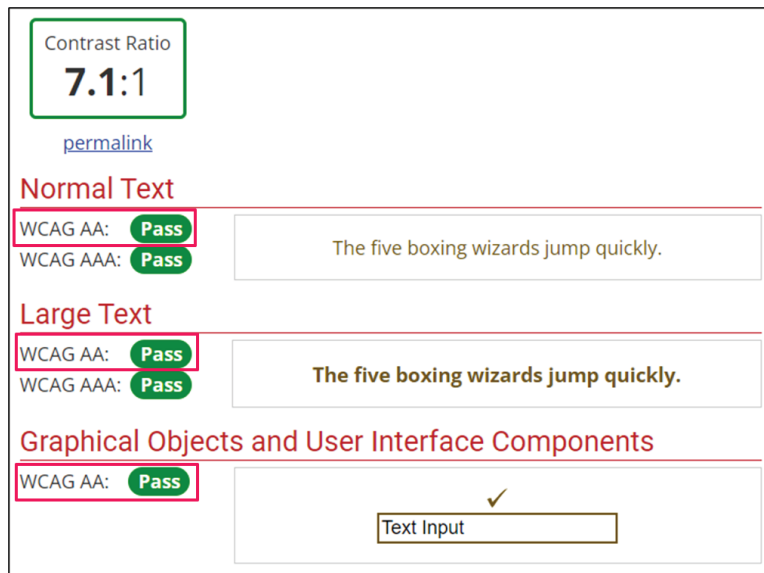
18. Under the hexadecimal number input box there is a tool called "Lightness."



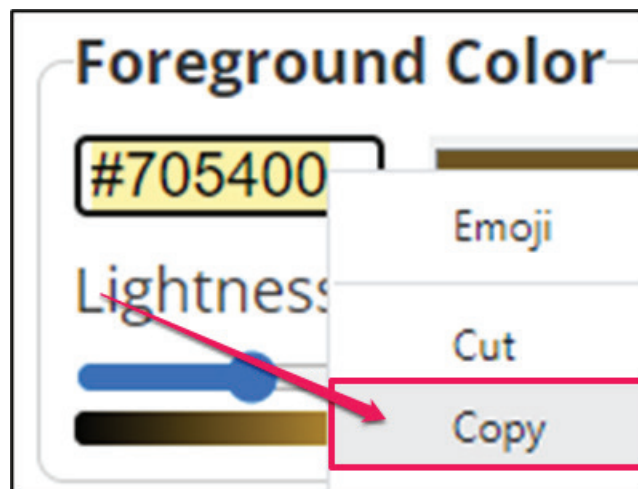
19. In the Lightness tool there is a sliding bar tool. It is used to change the color that is in the hexadecimal input box. It makes the color darker or lighter depending on where the slide tool is positioned. The hexadecimal number will change depending on the position of the slide tool.



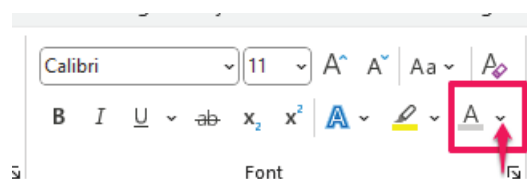
20. Once you've found a contrast ratio color that has passed the WCAG's standards, the Checker will provide you with a pass for all WCAG AA normal text, large text and graphical objects and user interface components. It is recommended to pass AAA, whenever possible.



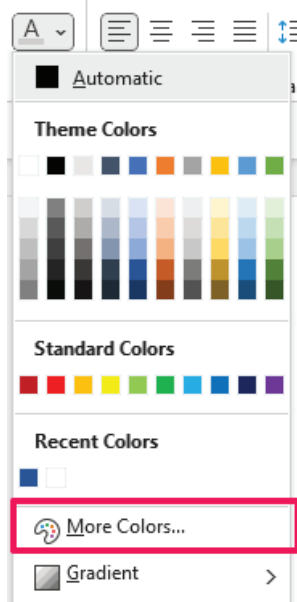
21. Select the new hexadecimal color from the Contrast Checker and right-click and choose Copy from the drop-down menu.



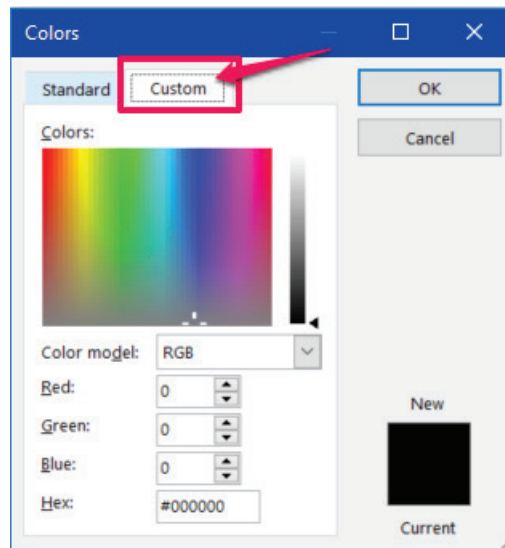
22. Go back to the Microsoft Word document. Then go to the Colors box to the Custom tab. If the Colors box has been previously closed, follow the steps below to open the Colors box.
23. Select the text that is hard to read
24. Click the font icon drop-down button



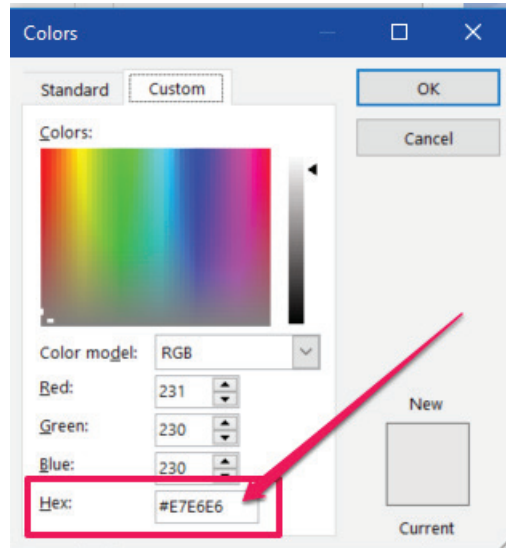
25. When the Theme Color dialog box opens, choose the "More Colors" option.



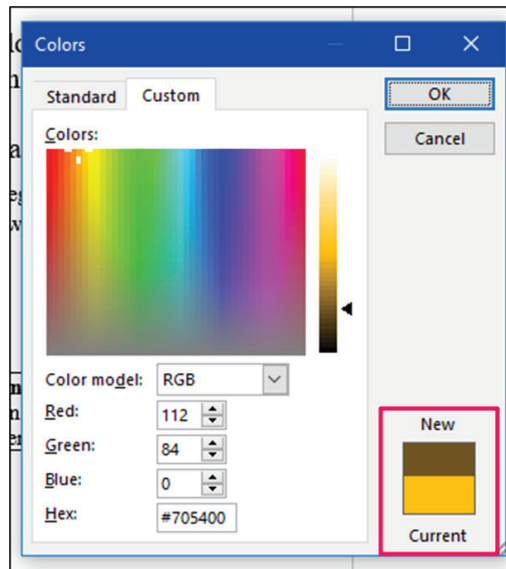
26. Be in the Custom tab of the Colors box.



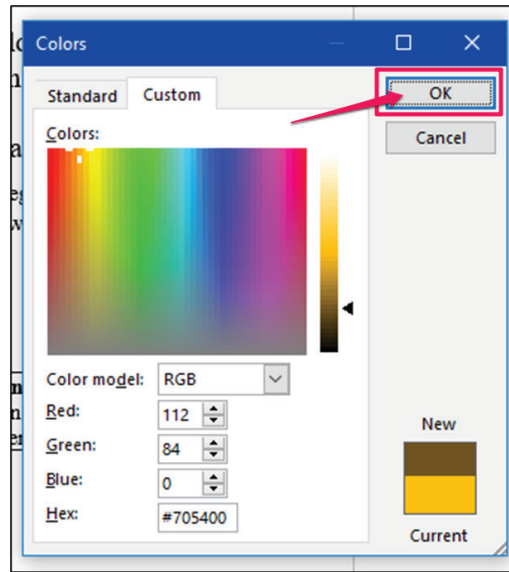
27. Find where it says "Hex" and paste the new hexadecimal number from the Contrast Checker. Then press the "Tab" button on the keyboard.



28. To the right of the Hex input box there is a box with two colors. The top that says New is the color from the contrast checker pasted in, the other is the color that is currently being used and is causing the problem for the document.



29. Click on the OK button.



30. Now the selected words/sentence with the contrast error has changed color to the one from the contrast checker and meets ADA Color Contrast requirements.

If you cannot attend the meeting, you can listen to it live over the internet. The address for the legislative websites is <http://www.leg.state.nv.us>. Click on the link "Live Meetings"- Listen or View.

31. Now there are no more Hard-to-Read Text Contrast errors. The error has now disappeared from the Accessibility Inspection Results.



**STATE OF NEVADA**

**GOVERNOR'S TECHNOLOGY OFFICE**