

Part 2 - The Bridge to Understanding: Design Techniques for Accessible Health Literate Materials



Webinar Series

Kelli Ham, MLIS

Librarian

Welcome - we will get started at 9:00 am PT – 12:00 pm ET



Welcome to the Webinar

- **Connect to audio** using your computer speakers
 - **All attendees will be muted** during the webinar
 - **Ask questions** using the Q&A found in the bottom of your screen
 - **Technical difficulties?** Email support@healthliteracysolutions.org for assistance
 - **The webinar will be recorded and posted** in the Health Literacy Solutions Center webinar archives
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Following the webinar, you will receive an email containing a link to a brief online evaluation. If you requested CEUs when you registered, you must submit an evaluation in order to receive your certificate.



About the Speaker

Kelli Ham, MLIS

Librarian



Kelli Ham recently retired from UCLA where she was the Community Engagement Librarian at NNLM PSR, (Network of the National Library of Medicine, Pacific Southwest Region) in Los Angeles. For the past 15 years, Kelli provided outreach, health literacy education, and helped to build community partnerships in the region to support the outreach program of the National Library of Medicine.

To improve access to information for all users, Kelli provides training and assistance on electronic accessibility and usability of digital content. Kelli helps librarians and health providers imagine, develop, and deliver innovative programming and clear messaging about health and wellness, environmental health, and digital health literacy.

Objectives



Attendees will be able to:

- Check and fix errors with the help of accessibility checkers and the importance of manual review
- Integrate accessibility into the workflow using built-in tools and simple techniques
- Know additional tools and resources for future reference



New Accessibility Features in Office 365

- Desktop or older versions may differ

The screenshot shows the 'Account' settings page in Office 365. On the left is a red sidebar with navigation options: a back arrow, Home, New, Open, Info, Save, Save As, and Print. The main content area is light gray and titled 'Account'. It includes sections for 'Account Privacy' with a 'Manage Settings' button, 'Office Theme' with a dropdown menu set to 'Colorful', and 'Sign in to Office' with a 'Sign In' button and explanatory text. On the right, the 'Product Information' section displays the 'Office' logo, identifies the 'Subscription Product' as 'Microsoft Office 365 ProPlus', and lists the included applications (Word, Excel, PowerPoint, OneNote, Publisher, Access, and Skype) with icons. At the bottom of this section are 'Manage Account' and 'Change License' buttons.



Building on the Concepts from Session 1

- Discussion and demonstrations of the following:
 - Using the accessibility checker
 - Performing manual checks
 - Building custom layouts
 - Using background images to reduce repeated elements
 - Closed captioning with slide presentations



Checking for Errors and Issues

Accessibility Checker can find errors and potential problems:

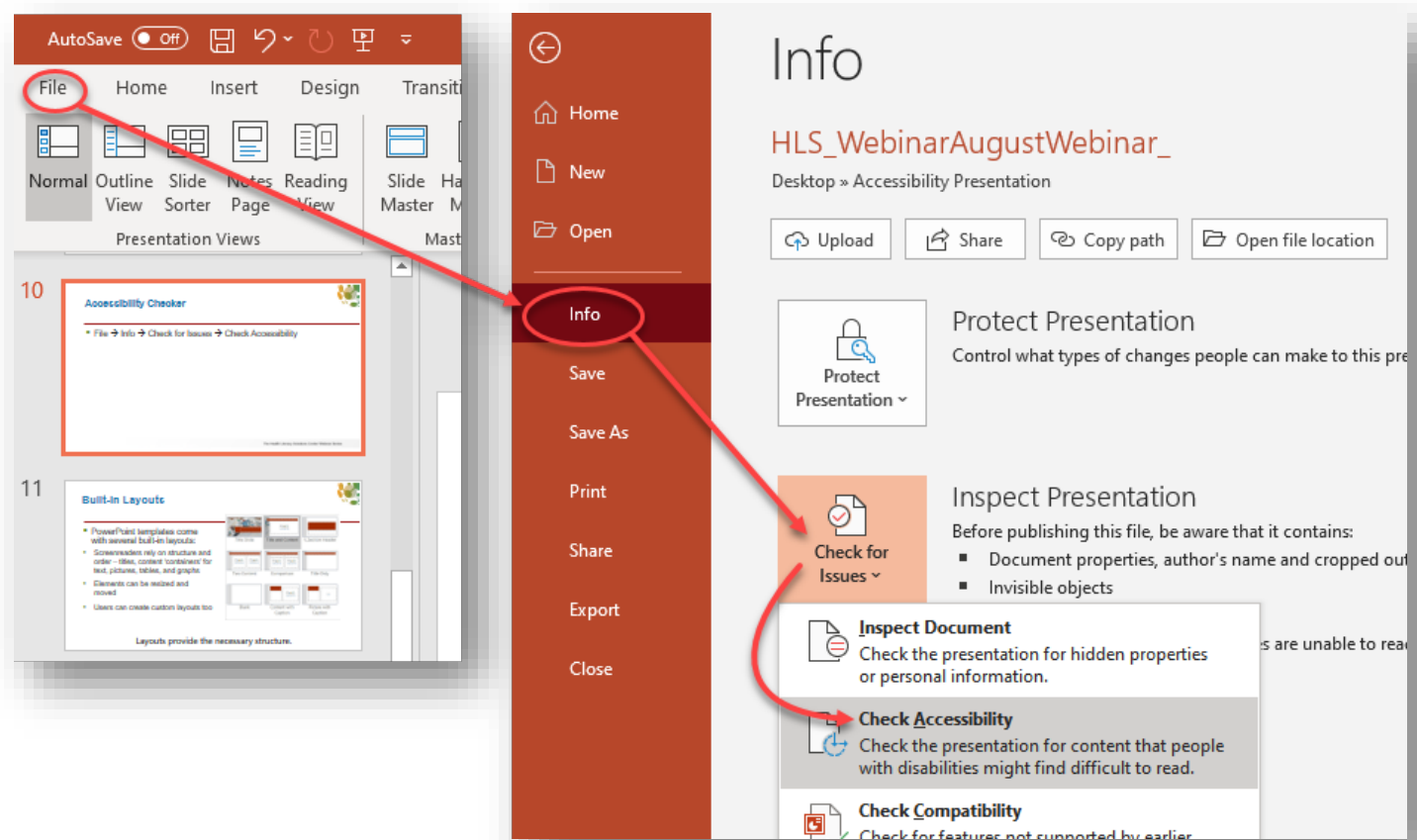
- Missing alt text
- Missing or duplicate titles
- Unclear hyperlinks
- Extra spaces
- And more

Manual check is needed for:

- Text that is on a slide but missing from outline view (in a text box)
- Proper reading order of elements on the slide
- Accurate alt text
- And more

Accessibility Checker

- File → Info → Check for Issues → Check Accessibility



Example Slide for Manual Check



- Any text on slide needs to show in outline view (unless repetitive)
- Review accuracy of alt text for all images
- Check reading order of elements on every slide
 - (Home→Arrange→Selection Pane)
 - Correct order starts at bottom and moves up
 - Tabbing through elements is a quick check

Manual Check Examples



1 Manual Check

- Any text on slide needs to show in outline view (unless repetitive)
- Check the alt text for every image
- Check the reading order for every slide (Home ribbon, Arrange, Selection Pane)
 - Correct order starts at bottom and moves up
 - Tabbing through elements is another method

2 Alt Text

How would you describe this object and its context to someone who is blind?
(1-2 sentences recommended)

A picture containing sitting, food, holding, person

Description automatically generated

☐ Mark as decorative ⓘ

3 Selection

Show All Hide All

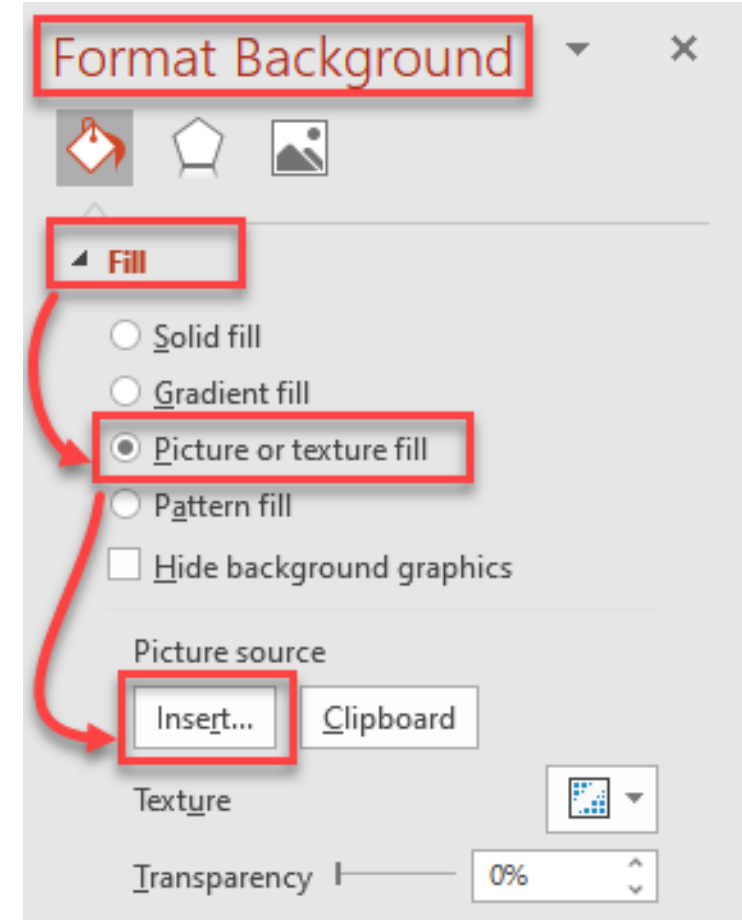
- Footer Placeholder 4
- Content Placeholder 6
- Content Placeholder 2
- Title 1

The Health Literacy Solutions Center Webinar Series



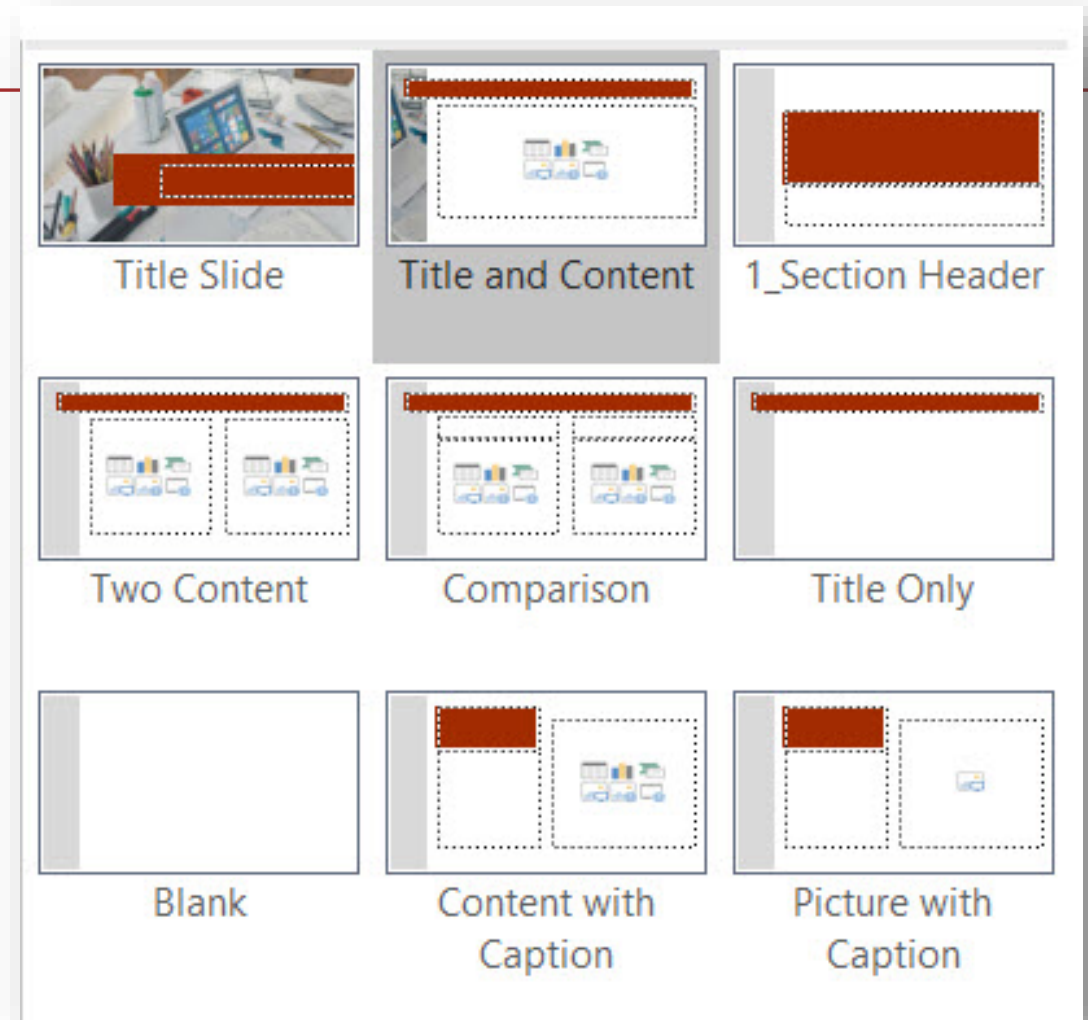
Reducing Repetitive Images and Content

- Create image or screenshot that incorporates the logo or text
- Right click on the slide; choose Format Background
- “Fill” with image chosen from saved location on computer
- May need more than one version for visual design



Review: Layouts are Essential

- PowerPoint templates come with several built-in layouts:
- Screenreaders rely on structure and order – titles, content ‘containers’ for text, pictures, tables, and graphs
- Elements can be selected, resized, and moved as needed



Layouts provide the necessary structure.

Custom Layouts



1. Click View → Slide Master → Insert Layout
2. Click drop-down arrow on the Insert Placeholder tool for options
3. Rename the new layout if desired

Let's try it out!

Best Practice for Inserting Pictures

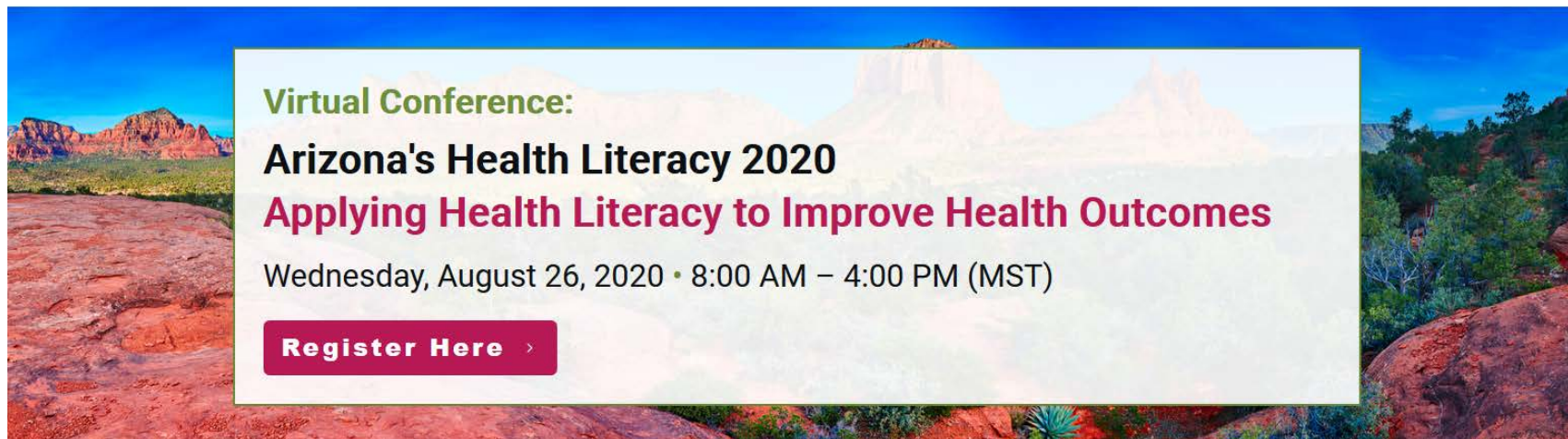
1. Create folder for your project
2. Save images in the folder
3. Insert images using the Pictures icon in the content box



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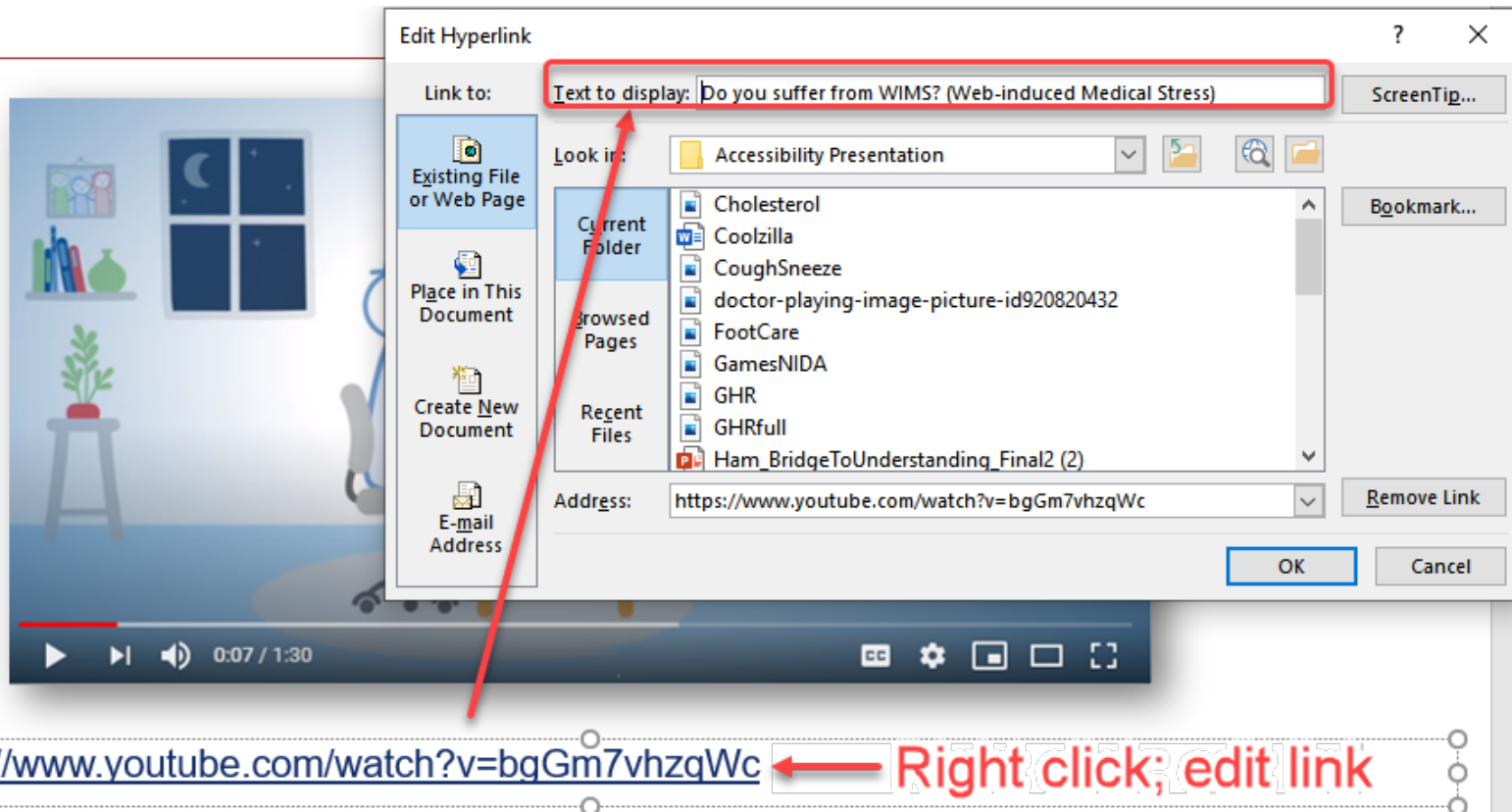


Hyperlink Issues



- <https://www.youtube.com/watch?v=bgGm7vhzqWc> → **This is an unclear hyperlink!**

Editing Hyperlinks



1. Select entire link
2. Right click to launch Edit Hyperlink window
3. Type in Text to Display
4. Click OK

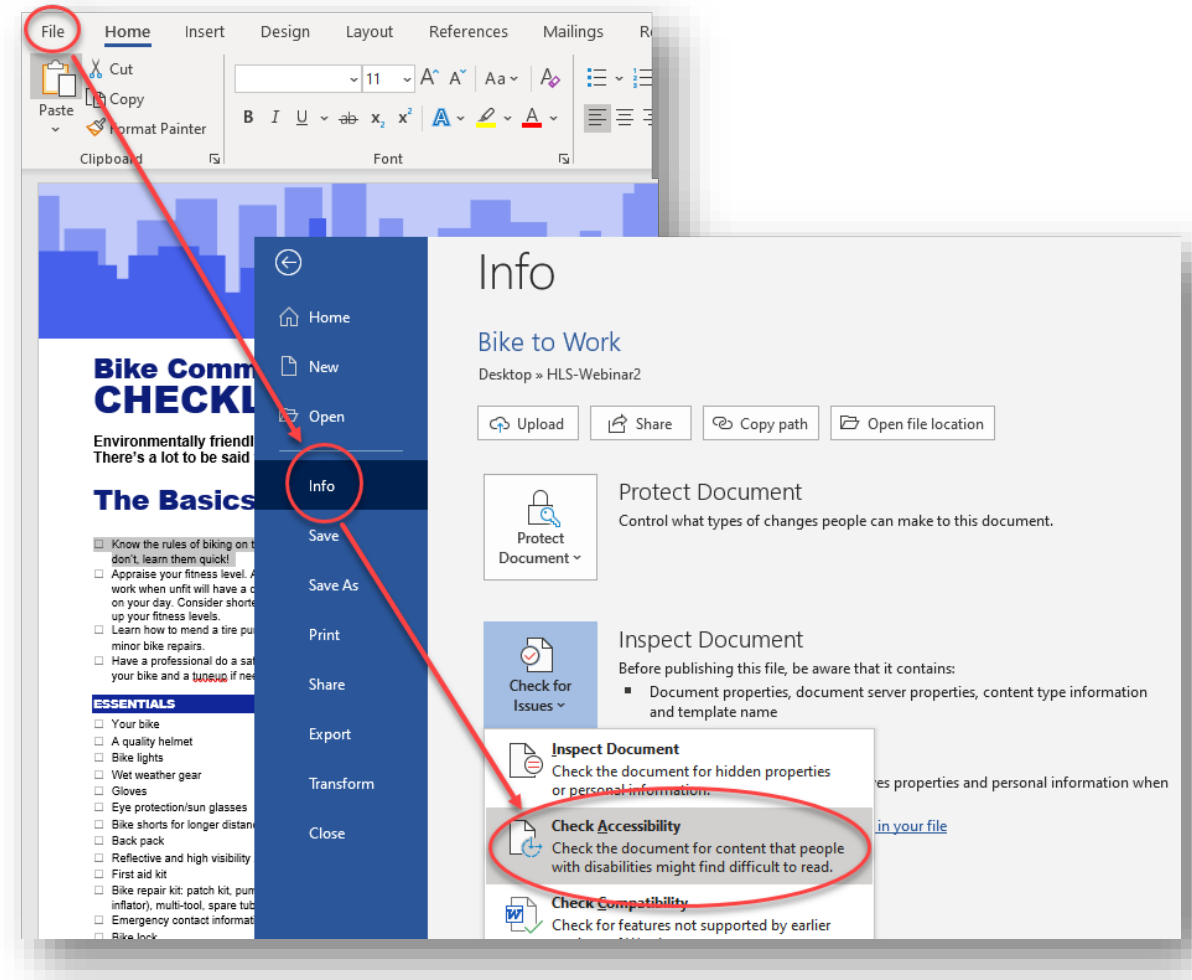
Meaningful and Accessible Hyperlink



YouTube video from Healthfinder.gov: [Do you suffer from WIMS? \(Web-induced Medical Stress\)](#)

Microsoft Word

- Use styles to create structure (headings, subheadings, paragraph text)
- Accessibility checker is similar to PowerPoint
- Avoid formatting text to indicate headings or structure (bolded, italicized, or colored font is meaningless to screenreaders)





Real-time Automated Captions

PowerPoint Subtitles

- Must be presenting in Slide Show
- Can recognize several languages
- Subtitles settings under Slide Show
- Works best with microphone
- Short pauses are interpreted as end of sentence, and a period is inserted
- Customizable

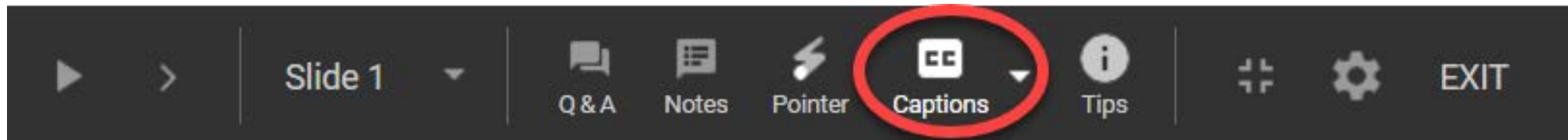
Google Slides Closed Captions

- Requirements:
 - Must use Chrome browser
 - Plugged in headset or earbuds with microphone
 - Must be in presenter mode to enable Captions tool
- Customizable

Google Slides



- Similar features to create good structure or inaccessible slides – it's up to the user!
- layouts, headers, ability to add alt text
- has unique features such as closed captions





Additional Resources

Microsoft Resources:

- [Accessibility in Office 365](#)
- [Subtitles and Captions:](#)
 - [Real time captions while presenting](#) – (avail for Office 365 only)
 - [Captions for media content](#) (videos,
- [Accessibility Resources](#) Guides for vision, hearing, speech, mobility and learning

Google Resources:

- [Make your document or presentation more accessible](#)
- [Present slides with captions](#)
- [Accessibility – Official Blog](#)



Resources from Session 1

National Center on Disability and Access to Education (NCDAE)

- Cheatsheets: <http://ncdae.org/resources/cheatsheets/>

PDF Accessibility (Acrobat Pro)

- <https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>

WebAim – an essential resource. Many accessibility tools, including:

- Contrast checker: <https://webaim.org/resources/contrastchecker/>
- MS Office evaluation checklists: <https://webaim.org/resources/evaloffice/>
- WAVE Accessibility Evaluation tool: <https://wave.webaim.org/>



What questions do you have?

Please type your questions in the Q&A in the bottom of your screen

Thank you for joining today's webinar



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