Creating Accessible Presentations: Images, Graphics, and Videos Transcript

March 30, 2023

# Presentation

So welcome everybody. Thank you so much for attending the third webinar in the Creating Accessible Presentation webinar series. This one's going to be all about images, graphics, and videos.

For those who are new, my name is Megan Sellmer. I am the Web and Usability Assistant at the National Network for Equitable Library Services (NNELS) and am part of the Public Library Accessibility Resource Center or PLARC project.

Joining me today are Melody Shih and Tobe Duggan, who are accessibility testers and consultants at NNELS and they're going to be doing demonstrations later on in the presentation.

Just some quick housekeeping notes before we get started. So you may have noticed that we're recording the session and live-streaming it. And we have made the captions available if you would like to use them. We're going to have a question period at the end of the presentation, so if you can hold all your questions till then, that would be great. Especially we try and avoid too much, using chat too much, so only for questions because it's disruptive for screen reader users. And we will stop the recording before the question period.

For anyone who is attending this series for the first time, the slides are available on the Accessible Libraries website of the first two webinars.

And a quick note, and I apologize I keep meaning to mention this, there's a survey at the end of the webinar. When this, when it finishes if you could fill that out that would be really great. We really want to find out what you want to learn more about!

Okay, let's get started.

So I want to begin today with a land acknowledgment. "Our presenters today come from across this land, living and working in what we now know as Canada. We respect and affirm the inherent and Treaty Rights of all Indigenous Peoples and will continue to honour the commitments to self-determination and sovereignty we have made to Indigenous Nations and Peoples. We respectfully asked for you all to take a moment to acknowledge the lands on which you reside."

Thank you very much.

Okay, so we're going to start with just general considerations when using media in presentations. So, of course, we suggest that it's really good quality. So it, everything has a high resolution, so it's not blurry or unclear in your charts or your charts, apologies in your slides and that these pictures can be magnified without losing the quality. And then for media that has text we just recommend what we've talked about before, so the text should have a large font size, be in a sans serif font and have a good colour contrast.

Okay

So let's start with images, graphics, and tables.

So if your presentation has images, simple and complex, you need to add alt text or alternative text. Alt text is the textual description of an image and it's for people who can't see it, so people who are blind or deafblind. Screen readers access the image's alt text and read it aloud and that is how the image is accessible for them. So why add alternative text. If alt text isn't added, screen reader users will be excluded from accessing the full meaning of your images and graphics.

If you don't add alt text, your program, your presentation programs fill it out for you. This is so, in some way or another, like every image has alt text. Whether it's good or bad or has something, it's there. So for example, PowerPoint provides auto-generated alt text which can be really awful and confusing. So for example, I uploaded an image of a library reading space one time and it just said "may be an image of indoor." That is not a descriptive, a good description of the image. You can also sometimes just be the file's name. So a screen reader will go through your slides and they'll just have like "506.jpg," like that's all that they get from that image. Or it has nothing at all so then the screen operator will announce that there's an image or a graphic there but then they don't get any more information.

So all your images need to have alt text. So how do we create really good alt text? So the first kind of simple thing is don't include the phrase "This is an image or graphic of..." Screen readers do announce that that is an image or a graphic. If there's any text within an image you need to write it out in the alt text. Your alt text should not include information available in the surrounding text. So kind of what we mean about that is don't use the text of a caption as the alt text, right, because then the screen reader is just going to get the caption twice. Write for your audience. So what we mean by that is that you're going to write differently for say a presentation that's about, I don't know, a children's reading program then you would for a presentation to your library board about the number of books you bought that year, like it's gonna be, you write for your audience. And then in your alt text, use present tense and, sorry um, action verbs.

Okay, so also more tips for creating alternative text is adding inclusive descriptions. So if your image has a person, this is the kind of information that we suggest you follow. So use inclusive language in your demonstration. For example, avoid gendering a person unless you know their preferred pronouns.

Describe the physical characteristics of people in images, this is hairstyle, facial features, clothing, etc. For skin colour, when you're describing the physical characteristics we recommend using the Emoji scale. So an example of that is light skin tone or medium-dark skin tone in your description. And descriptions should be objective and free from censorship. People who use screen readers should receive equal access to all the information conveyed in the image. So if there's something you don't want to describe, nope don't do it, resist that urge, you need to describe everything in the image. Everyone should have equal access to what is being displayed.

Okay so now we're going to talk about how to add alt text into to images in the different presentation programs.

So in PowerPoint, it's pretty easy to select, right click on the image or graphic > select "View alt text" and the alt text pop-up appears on the right side, and you can add your alt text. The image on the, there's an image on the right side of this slide and that's the PowerPoint alt text pop-up. It has black text on a light gray background, which reads "How would you describe this object and its contents cont, apologies, context to someone who is blind or low vision?" And then it has a bulleted list with: "The subjects in detail," "the setting," "the actions or interactions," and "other relevant information" in italics. Above a text box is "1 to 2 detailed sentences recommended." And then there is a text box bordered in a light red, and inside the text box is the alt text: "Graphical user interface, text application, description automatically generated." You can see how that is not a great example of alt text that's been automatically generated by PowerPoint. And then at the bottom is a text box to check "mark as decorative."

Okay, so adding alt text in Google Slides is really simple again just right-click on the image > select "Alt text" from the drop-down menu. A pop-up appears that you can add a title and a description. There is a slide on the right side of... there's a picture on the right side of this slide as well, which is the Google Slides alt text pop-up. It's a white form that sits over a grayed-out background of the slide with the image. The form has black text which reads "Alt text is accessed by screen readers who might have trouble seeing your content." There are two form fields: "Title" and "Description," with text box boxes bordering in grey situated to the left of each. A yellow "OK" button is at the bottom right of the form and a white "Cancel" button is just to the left of it.

Okay and so describing images in Keynote is really simple as well. So you just click on the image, on the right toolbar, there's an image tab that pops up and at the bottom of that image tab is a description box that you can write the alt text into. So on this slide, there's an image on the right as well and it's the bottom of the Keynote image toolbar, excuse me, is the white text box with the field "Description" where you can add the alt text in black above it.

Okay, so what we talked about is for photos, simpler more common images, so now we need to talk about describing complex images. If your presentation has complex images you need to include long descriptions. So a complex image includes graphs, tables, infographics, maps. There's... yeah anything that has a lot of information.

So when we say you need to include a long description we're talking about a detailed text description of an image that can be up to several paragraphs long. It describes all the information readers need to know to understand that image. So long descriptions are also used in conjunction with alt text, so yeah so add a, we suggest adding a link to the long description using an informative hyperlink in your presentation and they should include, they should be included in the supporting documents as well.

So let's talk about creating long descriptions. So long descriptions need a clear structure and we suggest working from the general to the specific. So first describe the overall image and then break the image up into chunks of content and describe each separately and in logical order. So what I mean about that is for a chart, for example, I would first describe what the chart is and then I would describe what the data, like what is the reasoning for the chart. Often and that would be the alt text that I'd previously created, and then I would go into talking about the X and Y axis labels and what the chart means and then you go into talking about the statistics in the charts. And so as I mentioned, you should repeat the alt text in long descriptions. It's just a reference point back to the initial complex image used in your presentation for anyone who's going to the long description at a later time. And so for that alt text, we just suggest you follow the tips that we just talked about.

All right zooming along. Okay, so this section talks about captions, audio descriptions, and transcripts, so for audio-visual media.

So captions, captions are a text version of the audio users need to understand the content. So it commonly includes the speech in the audio, so the narration, the character dialogue. But it should also include important background noises, so birds chirping or a door slamming. And yeah so and any captions that are created by programs and not a person should be edited before they're used.

So I personally, let's talk about creating and adding subtitles in YouTube. I personally use YouTube, but there's many different ways to do it, but I use YouTube. And so I just listed my process [on the slide]. So in YouTube, you upload your

video, it takes a while to process, once it has you need to click on the "Subtitles" menu option > select the video that you would like to edit the subtitles > and click on "Duplicate and Edit" and then creates a pop-up where it's got the video in a small, smaller frame to the right. And then you can edit, play the video and edit the subtitles as the video plays or you can download that document if you want to edit it on your desktop.

So the video has cations, now we need to add any audio descriptions. So you need to add audio descriptions to videos if there is undescribed visual information that users need to understand the content. They provide context to persons who are blind and who have low vision. And describe any visual information needed to understand the content, including text displayed in the video.

So for an example would be like in a movie, they're driving into town and it shows the population sign and it's a horror movie, and you know that population is about to go down, right. Like that's something that should be described in the video. This is also known as describe video or video descriptions.

So creating audio descriptions. When you do this, they should be concise, the audio description track needs to be audible on top of the video, but not overlap with the video description. So it, you need to really be concise with those descriptions You should be objective in your audio description. So you only describe what you see in the video, don't reveal key information before they are shared with everyone else on the screen, even if there's room prior right, like only describe what's on there. And describe the physical characteristics of people in the video. We suggest the, what we use for the alt text it would be a good way to describe the physical characteristics. Don't censor your audio descriptions, so if there's a swear word, there's a swear word right. And it probably isn't so much for your presentations, but I mean there's going to be times where the image might have something you don't want to write out but you need to or describe, consider the video context to decide what's important to describe. So you need to describe the important visual elements and information that cannot be understood solely through the diagram but the... apologies, the dialogue and sound effects. So actions, expressions, things that go on silently that aren't described aloud.

So there's a few ways to few ways to add audio descriptions. When we create videos for Accessible Libraries, we use the first option. We integrate them into our video script by describing aloud what we're doing as we're recording, so they're already they're already in there, and they're in there forever. You can add them in post-production, so just add audio descriptions files in between characters speaking. We won't really go into this, you need to use special software to do this. And then there's a website called You Describe or YouDescribe.org, and this lets you, well, for the most part, you can volunteer to describe videos, and it lets you pause the video and quickly describe the action of the previous scene, unpause and let the video keep going. It's a really cool website, we suggest you check it out.

And transcripts, so any audio-visual content should have transcripts for your presentation. These should be part of your supporting documents. You can create transcripts really easily, so if you've created the captions just download that caption file and you can, from there, work and create a quick transcript of your presentation video.

All right well I flew through that a little quick.

# Demonstrations

So today, Melody... Tobe and Melody are going to demonstrate how inaccessible images, graphs, and graphics and videos can be in presentations Toby do you want to take it away

[Tobe] Hi there, I'm just...

[Megan] I'm just gonna stop sharing my screen.

[Tobe] Okay. Continue, all right and can you guys see my screen?

[Megan] Uh, no.

[Tobe] No? I wonder why?

[Megan] Maybe try it again?

[Tobe] Okay here we go, a share button in the uh yes okay. Hi, thank you for joining us again.

Yes, what about me? What about my needs? I've been wanting to call this presentation that for the entire time, I've been doing this and you can put any kind of inflection on it that you want and I take no offence, but I oh my goodness, yeah.

So considerations for you know an inclusive presentation. I jumped ahead there before I had an opportunity to say that I, apologies to those who are are been here multiple times, but I just quickly will just say that I have a visual impairment and I wear contact lenses and glasses and in order to take part in presentations. I need to, you know, sit very close to the front, and so I'm always looking. And I've done some presentations as well one of the issues that I have is that I'm not able to use presenter notes during that time. So I'm trying to strike this balance between making slides that I can see from a distance that have enough information, and I can present cohesive, coherently and that are also clear to other people. And so uh I've learned a lot doing this with NNELS working with people who depend on, who rely on screen readers and one of those things I had previously used a lot of pictures.

One of the things I didn't use were Comics because I have never been able to see them. So this, on the right side of the page here I have a Far Side comic, notice that it is blurred out because just I don't know I just thought it was kind of interesting to do that on and on. And I will also say that not only are they inaccessible from any distance, almost any distance, they're rarely even this large on people's slides they're always really spoiled and it's one of those rare things where, like, if everyone's laughing at something and I can't see it I feel like ugh, well you know. The other thing is stock shots, and I this is not a stock shot. I actually took this from one of Megan's slides, but just as an an example where sometimes there's images that are placed sort of like a placeholder and I've used them myself and they don't really serve a purpose they're just kind of there. Something visual on the screen and since becoming more aware of alt, including alt text and images, they added quite a lot of work and

maybe not a lot of value to the presentation. So I encourage to look for alternatives to doing to doing that, it will makes your, will make your present life easier.

One of the, there are some graphics that are particularly challenging to see and a Venn diagrams such as these examples here, which I just pulled them off Wikipedia. I have always struggled with these and the, you know, it's one of those situations where, you know, can the visual be described in a live setting with uh with that with accuracy clearly. And, in my case anyway, is there a copy available, ideally an electronic file that I can use on a usually an iPad but I usually have... or a laptop. That is key and one of the things, like I never want to say well don't use these because I can't see them, but the more in, you know, sort of engagement that you want with your audience in terms of like people, participation, reflection, you know, what do you think of this? Asking those sort of questions, the more important it is that a some, a copy of the file. And I have to say the other thing is these sorts of images are not accessible if they're in print either unless it's on a big piece of paper. And yeah, even in full screen that's all I wanted to do, I knew there was something else about this. Even in full screen these on a, in a lecture hall, these are challenging to see and read and under and understand, and this isn't even a particularly busy Venn diagram. I would suggest that the co, that for shade for colours is use one circle in high contrast, white font on black, gray with black in the middle, the shared items, and then black on white on the other

on the other circle, that makes sense.

Another thing that I have done in the past and I now, I have a much greater understanding of this, the issues is like copying graphics, copying tables and putting them in slides. Unlike the examples we looked at in a couple of other presentations, where you can adapt them, you can "I don't know, I'll change the font colour" something that you've made yourself. This graphic which I copied from the Winnipeg Free Press is locked in, a screen reader would not be able to read that and for myself I the only way, it provided if I had a copy, I would still need to do a significant amount of but magnification in order to read it.

And again it's really important you know if you're presenting and this is something you're talking about a lot and talking about the the what's on the, what the table is about it's really important that people have a version that they can refer to either a screen, in my case, a copy on a tablet or a version that can someone with a screen reader can access. There's, yeah there's limited options to make these readable. It can't be edited and again it's inaccessible to uh screen readers.

I want to talk about videos a little bit, like the most of the all of the previous slides were really sticky about about being in a lecture hall, I have here two screenshots of videos that I'm they're not they're not going to play. The top one on the right is a, uh it's been embedded into a slide when you play the video it's on YouTube. The bottom one is or whether it's linked into the slide, in the bottom one is the same video but it's a embedded as a file into the into the PowerPoint presentation. Now, yeah some of the key things to remember are describe every step in the process and in this case I'm thinking about, really about demonstrations, which I think over the course of, especially during the pandemic, there were you know I do a lot of online computer sort of training things in the places I was, I've been working. And in the past, in a classroom setting, where I'm watching something that's on a, you know, projected and I got a monitor in front of me there's always some really nightmarish scenarios where I just could not keep up. And I actually when it was online I thought this is going to be great the screen is right in my out of my face how can I okay I can't lose, but in fact I can because there's all kinds of factors which seem to play into how cohesive the presentation is, you know.

It's easy to assume that every attendee can follow what's taking place on the screen and so, especially when you're really familiar with what you're demonstrating or that you know you can skip steps or just move so quickly. And I'd be interested to know what if other people have experienced this sometimes with the recordings, sometimes also live, if there's a lot of people on time the video will be choppy and the and the pointer will skip and stutter across the screen. And they the and increasing the pointer size can help immensely. I don't know if my pointer is visible on the screen right now, but it's a pretty good size, it actually kind of gets in the way of things sometimes but that's really helpful. And the other thing is to go slow and steady. Go through processes if you're following if you're a number of steps at a fraction of your regular pace. That will help when things get choppy. You know that when I'm taking part in these often, I'm on one Monitor and oh sorry not on, it's all on one monitor, but I'm on I have I can't work in two windows that are small, so I'm toggling back and forth between the, you know. I'm trying to follow along, for example, and often there is it just things move slow and I get behind and things are smaller. And so on the screen and so I'm magnifying in to see what's going on, on the screen, zoom back out trying to follow the steps and basically lagging far behind.

The other thing is I said clean, that's clean your desk sometimes if the if demos involved and I'm sort of not hanging up on a computer processes because this is what Megan had made a video about and that's where I run into the most issues, but if um if the demo involves showing the desktop like you're going back to open a file and follow this and that sometimes the background can be an issue in combination with these other things I mentioned. So on this top slide on the image in the top right there's a background it's very simple it's quite frankly exactly the same as what I have on my uh desktop behind this slide presentation. But on but if there's a bunch of other folders on it, one time I was in a thing where someone had a picture of their dog at about 4 000 folders and it was and they were opening various things, and it was like I'm if I'm not the only one I would have been amazed if I wasn't the only one who couldn't follow what was going on. And the other thing is moving folders all into if it's practical into a single file, just to clear things up. It's a small step and risky I guess in someways, but I've done it before as well. I would show you my desktop but it's a mess.

Quotations or text excerpts on a slide, again I've obstructed this one but I was modelling bad presentation, bad presentations here by not reading my text but I do it is helpful if everything's read aloud. And especially important if the purpose of the of whatever is being read is a quote to generate participation, avoid using italicized text. Often and in this case, it's a serif font that is, the contrast I worked really hard to make the contrast as bad as I could.

And it was really hard correcting it into this next slide which is just the final thing I wanted to say. Which is about the curb-cut effect which is the phenomenon of disability-friendly features being used and appreciated by a larger group than the people they were designed for. I believe it was originated in Stanford University. Go to this curb cut effect on Wikipedia, where I found this, but there's a good article on a Stanford University and I mentioned because who hasn't taken advantage of curbs that have been adapted so that people with who use wheelchairs can use them. I kind of feel making text more readable is the same thing. I, you know, I've presented enough to know that people have, you know, I've had people say to me I can read your slides really well and also that the handouts I would give too because I had to make everything in a large font. And whether they were in a PDF the half dozen slides on them or sometimes I would break them in you a smaller number of slides on the page with some notes beside it and people, not... I didn't hear tons, but enough to make me know that that it is, it benefits other people who appear to be fully sighted. So that's all I had to share today, thank you very much.

Thank you again for taking, for being here I really appreciate your time and attention.

[Megan] Awesome, thank you so much, Tobe. Melody are you ready to go?

[Melody] Yes that one file is still loading but I have the other one to start with. So I can totally do that.

[Megan] Okay.

[Melody] Give me a second... Okay

[Screen reader speaking very quickly]

[Melody] I hope you can see my screen here. I'm sorry my thing is kind of annoying if you don't like hearing this thing...

[Screen reader] Rate 100, rate 80, 80, rate 7..

[Melody] So we're gonna be looking at this presentation today and let's see what are the goods and bads about the presentation. We'll see how the medias are handled.

[Screen reader] Slide two, slide one images graphs and videos slide view, center subtitles, PowerPoint slideshow accessible presentation.

[Melody] Oh there we go.

[Screen reader] Accessible, press images graphs, images graphs and videos an accessible and accessible presentation

[Melody] So there's not much here.

[Screen reader] slideshow, slide two accessible presentation

[Melody] That was just the title.

[Screen reader] bullet images with alt text accessible presentation examples, bullet images with alt text, bullet a described graph and link to the long description...

[Riane] Sorry Melody, can I get you to slow down your screen reader just a little bit more. I'm used to it, but I don't know everyone...

[Melody] Hahaha, sounds good.

[Riane] Thank you.

[Screen reader] audiovisual media with captions, content placeholder, an open book with aged pages that fan out in a semi-circle sits on a gray wood table.

[Melody] These are just mostly a list, and here I see that there was a very detailed alt text that has that's probably for an image.

[Screen reader] Content placeholder, cont..

[Melody] Can one of you tell me If there's anything else, what else is on there?

[Megan] No there's...

[Melody] So it's just text and that image? Okay, so that's nice.

[Screen reader] Slideshow slide two.

[Melody] I have nothing to complain about.

[Screen reader] Accessible press, accessibility images with alt text bullet, bullet content, describe graph content placeholder, a described graph

[Melody] Okay, so let's see how graphs should be described.

[Screen reader] Content placeholder a bar graph shows the data distributions of participant library content is accessible, separated by physical and digital content categories. A long description is available accessible libraries.ca/2023/03/ld/ a long description is...

[Melody] Okay, so usually it depends on the type of charts. You may want to provide like different types of description, so for example if it's like data chart maybe you want to give all the important datas, like all the numbers. To say like the, what do you call them? Like the attributes and the like the, what is it called like the values, the description the descriptions right and maybe like the how the line goes. If your target is like a very general public you may not want to use like super technical mathy words to describe it. If it has, maybe some audience may not totally understand what it means, then the description could be a little pointless. whereas you're talking about let's say some kind of math graphs, you know, you could say like "Oh this is a sine wave," then like you're maybe more people understand it and stuff like that. These are kind of the main things to watch for.

[Screen reader] A long discript...

[Melody] For their previous slides, if it was like a very general picture like I may not always need to know that, you know, there's like little little flowers the edge of your picture. Like it doesn't hurt to put it there it's just I want mostly, I want the relevant info. And I mean if you're the one that's creating the presentation, then it's pretty easy to know, to include what is actually relevant. But if you get someone else to do it then you may not understand exactly what is worth adding to the description. Let's see what else is on here.

[Screen reader] Presenting graph data as a list.

[Melody] Presenting data as a list.

[Screen reader] bullet physical content, o 36 selected yes, o 4 selected no, o 17 selected I don't know, bullet digital content, o 45 selected yes, o 2 selected no, o 10 selected I don't know, o 10 selected I don't...

[Melody] So this is a very common way to describe like a simple chart is to put it as a list. You may not want to do this if it's like a very long like a very detailed chart because who wants to go through that much data as a list. In that case, I would recommend having it as a table and as far as I know those tables are not the best in PowerPoint slides for screen readers. So like I mentioned this before it's probably easier to have it in HTML format and use the actual table elements and do it that way if you're chart is detailed enough. If it's like only a few items like what is on here, totally cool describe it as a list. Most people can totally understand it and won't just wonder after their entire like its own little world while you're trying to catch their attention to your presentation.

[Screen reader] not a picture of a slide, bullet, not a picture of a slide.

[Melody] Not a picture of a slide, I'm not sure what that means, let's see what else is on the slide.

[Screen reader] bullet, this slide is not an image and has several components, o A title, o a text box, o an image, content placeholder, interior of the library looking down a library aisle towards an office and window on the left side are white and black shelves filled with multi-collared books the library floor walls and ceiling are white.

[Melody] Okay this is a very detailed alt text. I do like it I can totally picture that in my head.

[Screen reader] content placeholder, o an image, content..

[Melody] But I think one thing we should do is, like probably not right now, we could possibly, maybe next time show an image and have everyone like tell us what you think the best alt text would be that's kind of a fun little activity. But in this case, I think this is a perfect example of a alt text.

[Screen reader] Creating an HTML document, creating an HTML document from PowerPoint slides.

[Melody] Okay so how do you create HTML document file from PowerPoint slides.

[Screen reader] This demonstration describes the actions taken to create an HTML document, unlike the inaccessible demo, online media, a video about how to create an HTML document from PowerPoint slides each step from exporting the slides to saving it as a web page are described online media a video online.

[Melody] Is there something that I need to play here or just...

[Megan] It is a video, is it not playing?

[Melody] I don't think so. I'm not sure how to access it there's gotta be a way.

[Megan] Yeah, I don't... Riane do you know?

[Riane] No...

[Melody] Well...

[Tobe] It looks like an image.

[Riane] Yeah sometimes like they just they play, sometimes you need to click play, sometimes they click play and they don't play so..

[Tobe] I think this is just a screenshot.

[Melody] This is why HTML is so much better.

[Megan] It's supposed to be a video.

[Melody] Okay well I am personally a little bit biased here because I know way too much of HTML and how to do all this on a browser. Comparing to PowerPoint, I personally if I were to create a presentation it is much easier for me to it like embed a video into a web onto a web page then to get it into a PowerPoint slide. Yeah I don't know how to play it, yeah maybe if I...

[Screen reader] Slide two, slide four presenting graph data slide slide six creating an HTML title text video, a video about how to create an a 40.1...

[Tobe] That's an image.

[Melody] Yes it looks like an image.

[Megan] Okay yeah the media has been blocked, but that's like it's okay. It's online, we can have a link to it.

[Melody] Yes that is actually a very good way to do that just provide a link, don't try to mess with your slides. And also if you have actual video that goes with that it can make your file very big, and it's much easier to have a link so your slides are portable. Yeah that's it for this one.

[Screen reader] Accessible present Microsoft, don't save, accessible presentation images dot pp3 window, meeting control downloads profile code,

[Melody] Okay,

[Screen reader] downloads tab selected Edge three meet downloads College

[Melody] I hope my file finished

[Screen reader] selected, early earlier this today, today images and accessible presentation.pptx one of four three meeting three column images and accessible prep, waiting for PowerPoint....

[Melody] This file I believe has a video in it.

[Screen reader] protected view

[Melody] and so it took like, you know, like three minutes to finish downloading on my browser.

[Screen reader] bottom three images and axis images unknown PowerPoint slide show image images images graphs and videos image images slides bullet for alt text.

[Melody] Okay let's see how bad this presentation can be.

[Screen reader] Bullet bad image quality, bullet undescribed chart, bullet picture of a slide, bullet audio visual media without captions or descriptions, content placeholder may be an image of a fan blank auto-generated alt text, auto-gen,

[Melody] So auto-generated alt text is a very common thing to have nowadays. A lot of people just they don't care enough or... I mean it's still better than nothing sometimes my phone, or it depends on things I'm using. On social media is one of the places that I see a lot of auto-generated alt text and then sometimes I see like very useless things like "text on a piece of paper" or "a person" and I'm just like okay, that's very helpful. I don't actually know what is there, but I have to say that it is definitely

better than nothing at all. So one place that I really like is my the photos on my own phone. If I'm like, if I took a photo today I probably know what it was and if that that generated alt text could be like a little hint or so I can kind of remember what I did. But if I actually want to know what is there um you know I'll probably add a little caption or alt text to the photo so I don't actually forget what is there. But in general don't use generated alt text they're not detailed enough and they may give you some like unexpected result that you don't want to see.

[Screen reader] an undescribed, cont..., an undescribed chart, content placeholder chart, content...

[Melody] "Chart," very not helpful. I definitely had like an experience in this before at school. So I had people from my school's library making my PowerPoint slides from courses for me and so they assumed that I would have a person that would go over all of my course materials with me, which I definitely don't and I much rather study myself. And so instead of describing all my pictures they just tell me "slide one, picture" and that drive me crazy. I definitely did not like that. It it's not at all better than telling you nothing. It's like, it's as useless as like if I ask you what's for dinner today and you said "oh it's food." You see how that that info is, like if you're just having a some kind of text to get around what is it called, like passing, like getting away from just to have something there. Just so, oh yeah like my software or whoever is checking my the accessibility of my document, like it will pass that like don't even try you're wasting it like everybody's time.

[Screen reader] Picture screenshot 2000 picture screenshot 2023.03 28 and October 12 2028 a.m picture screen...

[Melody] So I see the only intro I can get out of this is the date and the fact that it is a screenshot just as meaningless.

[Screen reader] video, video demo, of video, video demo of how to create an HTML document from PowerPoint slides demo right video.

[Melody] Video.

[Megan; video narration] I'm now going to create an HTML document oh from PowerPoint slides.

[Melody] I don't know why but this lets me play this.

[Screen reader] video demo, video demo.

[Melody] Is that all there is?

[Megan] The video is playing, it's just silent.

[Melody] Oh cool, see very useful. I love it!

[laughing]

[Melody] Now like if it's silent, I don't even know if it's actually it's if it's still playing. I'm sure there was a way to tell if a video is playing in the background, but you know like this is too long of a silence. Please like if you're gonna have a video at least if you don't know how to have like proper audio description in here or have like good like how to like put the captions in, like do something about it while you're presenting. Or if you didn't, you're not the one that's creating the video please describe it while presenting. It's still not ideal and I understand that a lot of like content from presentations are not like original and it is maybe like it may be hard to add your own thing to videos, but, you know, like...

[Megan; video narration] There you go an HTML document from our PowerPoint slides.

[Melody] Oh, I did not know that this whole thing, this whole time the entire thing was playing. But that's good to know I guess. Yeah because sometimes a video could be going too fast that it's difficult to add like audio descriptions to it or sometimes it's like I don't have a little cartoon or a little animation that like you're not good at describing or it may take you don't have to you don't have the time outside your presentation to do that at least come semi-prepared and like say something. Give as much detail as possible while the video is playing so there's that.

[Screen reader] slideshow complete.

[Melody] Yeah that's it's for these slides. And I think I like I kept repeating myself but

[Screen reader] participant has left the meeting...

[Melody] Oh okay somebody left us. Yeah I kept repeating myself but the key point is just you know describe as many things that you possibly can and provide some kind of alternative options if you really don't have the time or energy to put the proper captions and audio descriptions in your videos. And same thing is for for your pictures like do something about it. I think that's it.

[Megan] Awesome thank you so much!

[Melody] I hope that's helpful.

[Megan] It was, yes. The one image in the inaccessible version...

[Melody] Let me.. sorry, there we go.

[Megan] one of the images, so the screenshot that you have heard is that it was an image of a slide and I was shocked at how many past presentations do that.

[Melody] How many?

[Megan] There's probably four or five in that. I just spent like, I don't know, a couple hours looking at them so... "C'est la vie." Okay, thank you everybody. Just let me share my screen really quick. Okay so thank you for attending this webinar and we're, the next webinar, the last one, is Hands-On practice where we're... I'm gonna send out a really inaccessible PowerPoint presentation that we can all work to fix. And Melody I'm totally gonna borrow that suggestion where we can all like describe an image together. That would be really, I think that would be really fun.