Making Your Electronic Poster Accessible

What Are Accessible Posters?

These instructions focus on making your 2020 Fall Poster Forum electronic posters accessible by using MS PowerPoint. Accessible posters will be able to be read by people who are blind, visually impaired, and/or use adaptive technology, such as screen readers. You can make your posters accessible by following some easy steps.

Why Make Posters Accessible?

If your poster is available to people who have low-vision or use screen readers, even more people will be able to read your research or creative work. Learning how to make your work accessible is an important part of training to become a scholar and researcher. Many academic conferences and journals require work to be made accessible. ScholarWorks, the institutional repository at Sacramento State where your posters will be stored, requires all materials to be "508 Compliant" -- another way of saying accessible.

Instructions

Step 1: Slide Template

Built-in slide layout templates are designed so the reading order is the same for people with vision and for people who use assistive technology such as screen readers. They also contain all the formatting, such as theme colors, fonts, and effects.

  ➢ Slide templates are under the **Design** tab.
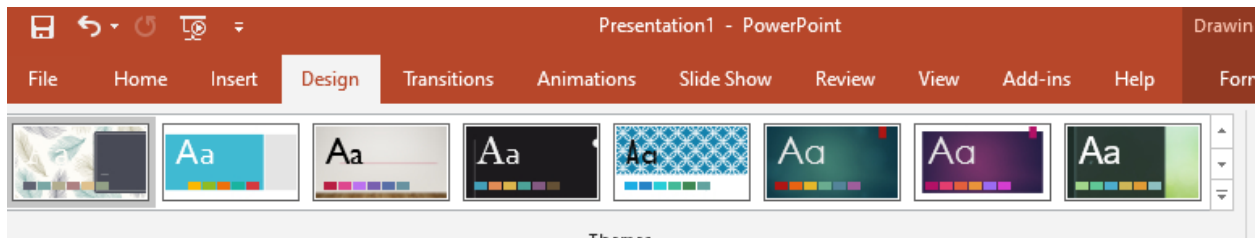
Step 2: Font

For online reading sans-serif fonts are considered more legible. Examples of sans-serif fonts are Arial, Verdana, and Calibri. Decorative and narrow fonts should be reserved for headlines and decorative texts only.

  ➢ Suggested sans-serif fonts include Arial, Verdana, and Calibri

Step 3: Color Contrast

Use a color scheme that provides enough contrast between the text and the background. You can check your color combinations at the WebAIM Contrast Checker.

  ➢ Examples of high contrast colors are black/white, navy/white, cream/ dark brown, yellow black, dark green/white.

To help colorblind viewers can access and understand your presentation avoid using the colors red, green, and orange; use textures instead of colors in graphs; and draw attention to important information on slides by circling it rather than changing its color.

Step 4: Add Alt Text to Images, Charts, Graphs, and Tables

Alt text (Alternative text) for images, charts, graphs, and tables allows viewers to have access to the information included in these images. How would you describe your visual to someone who cannot see it?

Alt text for simple images should be concise, generally around 125 characters. For more complicated items like charts, graphs, and tables will need longer descriptions. The more important an image's content is the more descriptive the alt text should be. If your poster already contains a detailed description, the alternative text can simply identify the image so that the reader knows when it is being referred to.
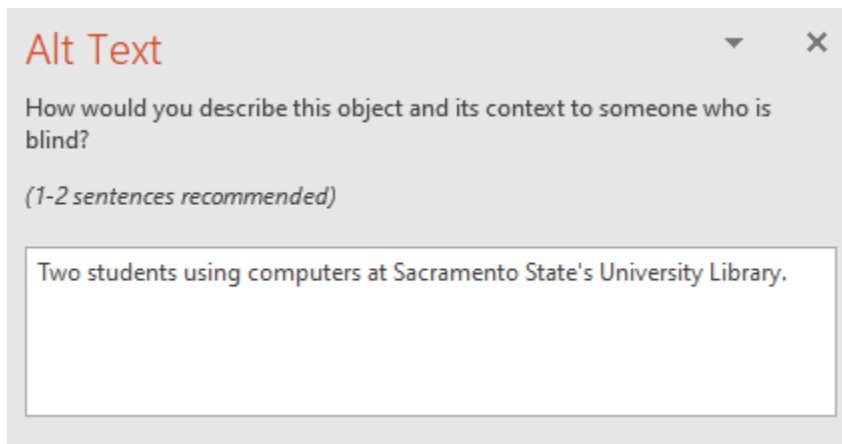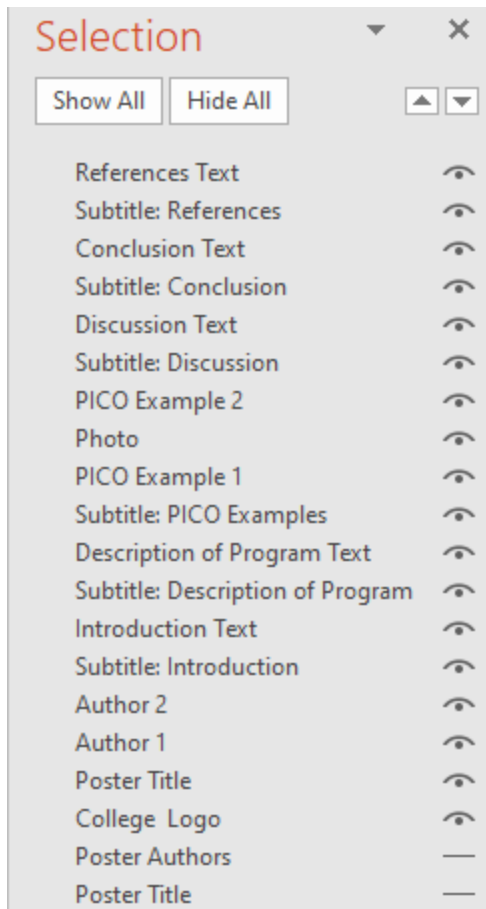

To add Alt Text descriptions:

> ➤ Right click your image
> ➤ Select **Edit Alt Text**
> ➤ Enter your description

Step 5: Reading Order

Screen readers read the elements of a slide in the order they were added to the slide, which might be very different from the order in which things appear. To make sure everyone reads the contents in the order you intend, it's important to check the reading order by using the Selection Pane. From here, you can drag and drop to adjust the reading order of the contents on the slide.

Selection

Show All	Hide All

References Text
Subtitle: References
Conclusion Text
Subtitle: Conclusion
Discussion Text
Subtitle: Discussion
PICO Example 2
Photo
PICO Example 1
Subtitle: PICO Examples
Description of Program Text
Subtitle: Description of Program
Introduction Text
Subtitle: Introduction
Author 2
Author 1
Poster Title
College Logo
Poster Authors
Poster Title

➢ Click the **Home** tab, choose the **Select** drop-down, click **Selection Pane**. You will arrange your reading order here.

➢ The reading order in the Selection Pane should be arranged from the bottom up. The title should be at the very bottom with content following it.

Step 6: Use the Accessibility Checker

Microsoft products have a built-in accessibility checker which can help the document author test the overall accessibility of the document. The checker provides Inspection Results, feedback about the importance of each item, and tips on how to repair issues. If you have already created your poster and need to go back and make it accessible, you can start here and work backwards.
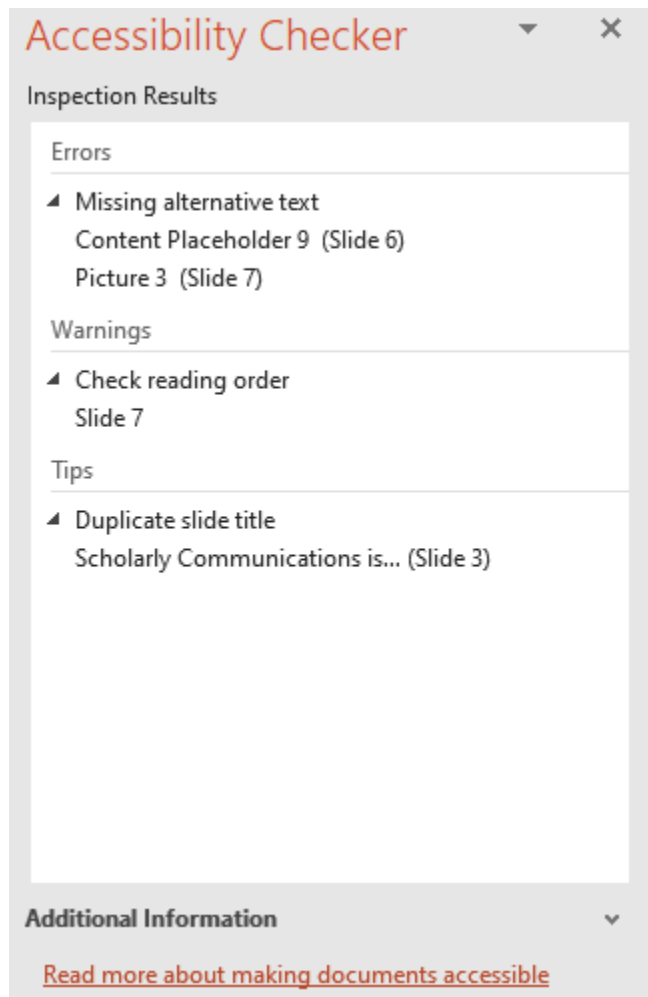
> ➢ Under the **Review** tab, choose **Check Accessibility**. It will show any accessibility errors and suggest how to fix.

Questions?

Email lib-508accessibility@csus.edu for any questions you have about creating accessible posters for the 2020 Fall Poster Forum.