

Teaching English to Visually Impaired Learners

Session 2. Tools and Resources

Creating Accessible PowerPoints

PowerPoint is generally accessible to read with screen readers like JAWS.

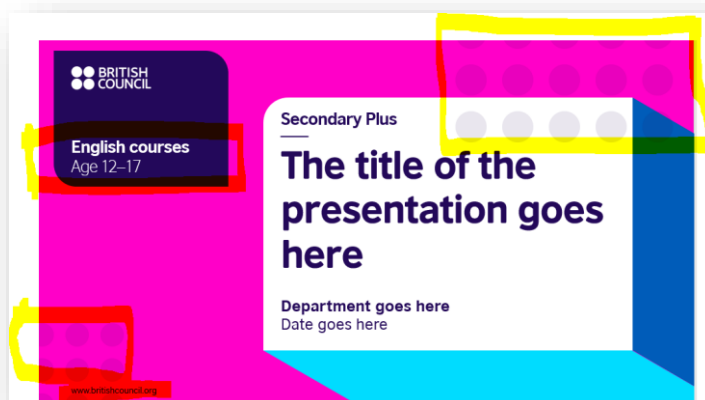
There are a few main considerations when preparing accessible PowerPoints to be read with a screen reader like JAWS. Some of the guidelines in this document are also relevant for **low-vision learners** and should be followed to create accessible resources.

1. Preparing the Master slide

All elements on a slide will be read by a screen reader. In the original Secondary Plus PPT template the title slide includes a design which consists of several small circles. Each of the circles is read by the screen reader as an object which is unnecessary and distracting. Remove any non-essential design features from the Master slide. Removing non-essential design and text (e.g., footers) will also make the document look less busy and easier to read for **low-vision learners**.

Any non-essential text can remain on the slide but marked as 'decorative' which means it will be visible but will not be read by the screen reader. Compare:

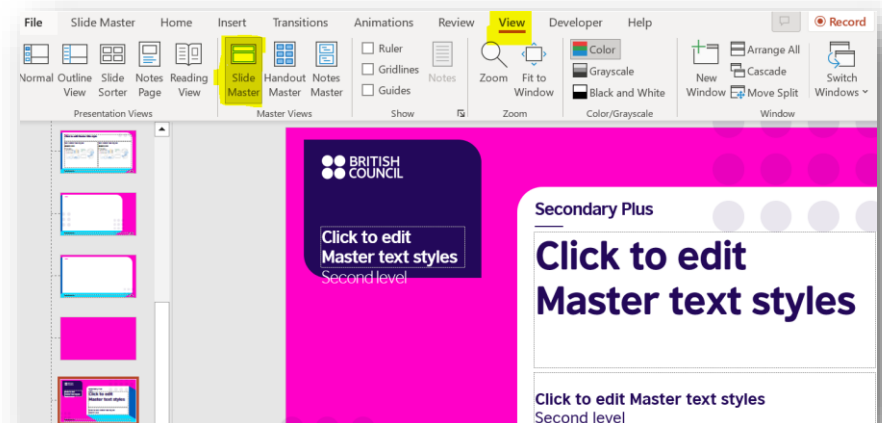
Original Master slide: each design feature circle is read as a separate element; the footer is read and the words in the dark blue box.



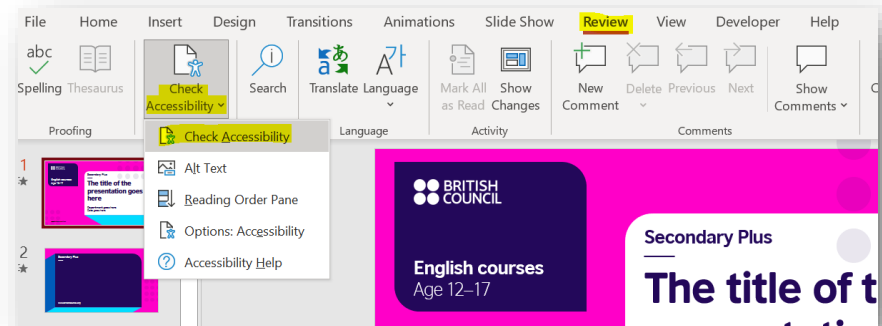
Edited Master slide: design feature circles have been removed, footer has been removed, text in dark blue shape has been marked as decorative, so no longer read out, but is visible.



To edit the Master slide: Click on **VIEW – SLIDE MASTER**

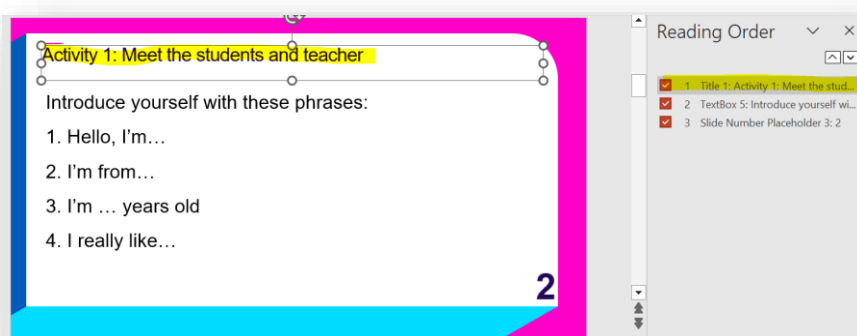


To check slide accessibility: Click on **REVIEW - CHECK ACCESSIBILITY**

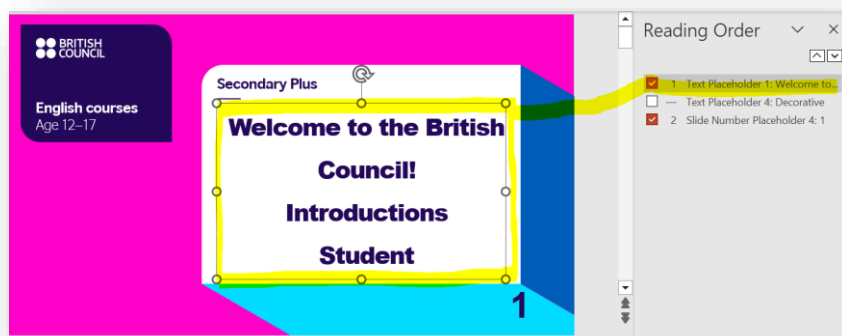


2. Title box

Each slide has a title box. Just include the title in this box. Do not include lots of extra text. Each slide title should be unique to differentiate between one slide and another, even if they focus on the same task e.g., Reading activity 1 (slide 4 title) Reading activity 1 continued (slide 5 title).

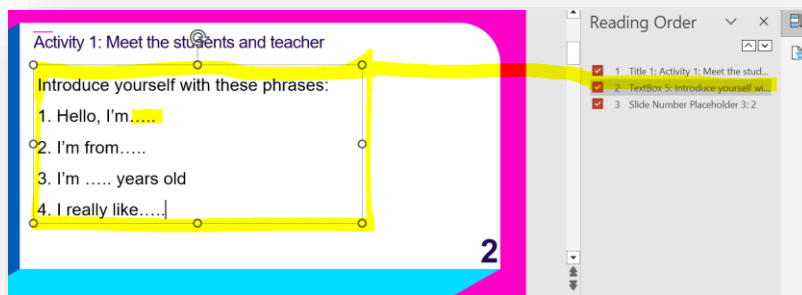



On the cover slide: mark one of the text boxes, the first to be read, as the title of the slide. Place this as the first element in the reading order.



3. Text boxes and line spacing

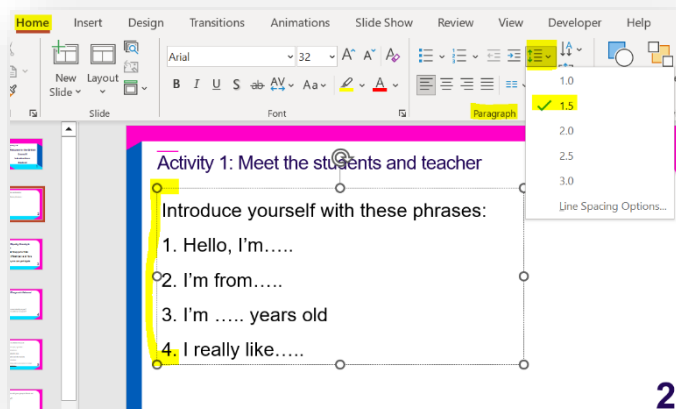
Each text box is a different element on the slide. Differentiate the text in the text box from the title box.



In each text box take out any spaces between lines. You can increase the line spacing to make the text more easily readable for **low-vision learners**. This is done in the Home tab. Click on 'paragraph' and the line spacing arrow . Select a minimum line space of 1.5.

Line spacing and font size are important considerations when creating accessible resource for **low-vision learners**. The recommended minimum line spacing is 1.5 and minimum font size on a text on a slide is 18. Non-cursive, plain fonts like Arial or Sans fonts are more accessible.

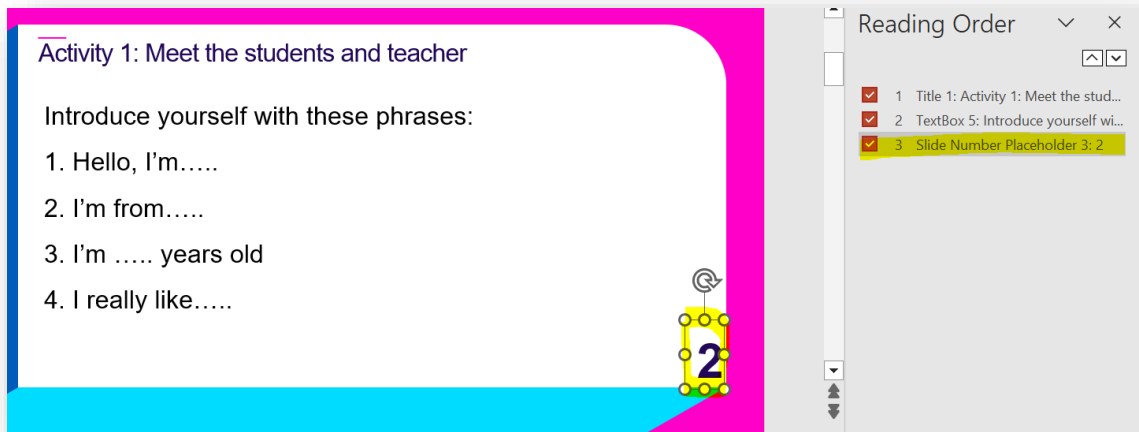
Gaps are identified by the JAWS screen reader by 5 dots, not 3. **Bold**, *italics* or underlining on student slides might not be picked up by the screen reader.



4. Slide number

A screen reader will automatically read the number of the slide at the beginning. If you want the slide number to be visible, you could leave as decorative text or leave as text to be read and place at the end to mark the end of the slide.

For **low-vision learners**, make sure the font size is big enough to be easily read and select a **high-colour contrast** between the font and background.



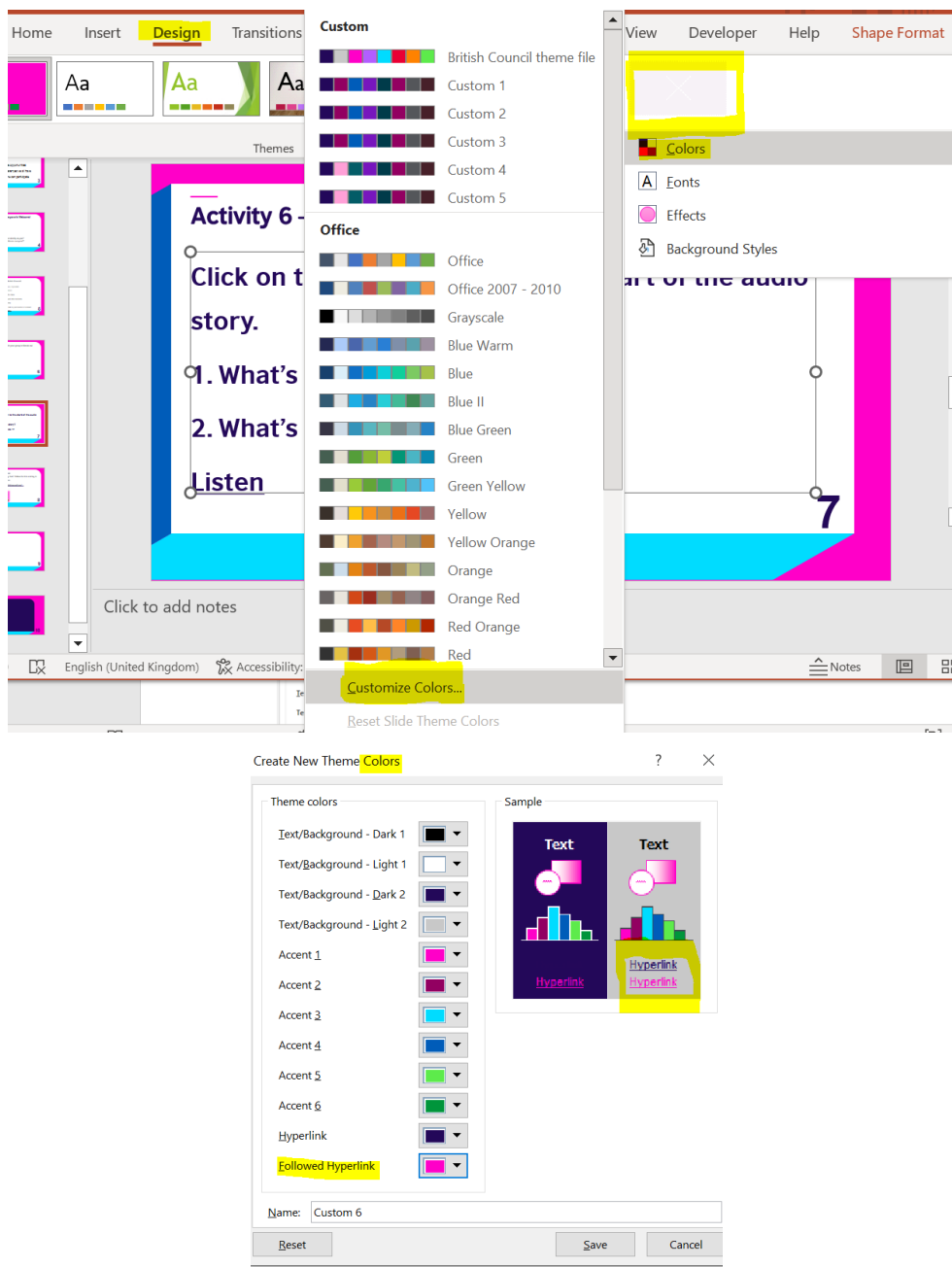
5. Colour Contrast (font and background)

For **low-vision learners** ensure that there is a **high-colour contrast** between the background and text. To test the contrast between font and background:

Contrast analyzer: <https://color.adobe.com/es/create/color-contrast-analyzer>

Visited links can grey out. You can change the colour of visited links or hyperlinks on slides:

Enter the design tab and, within it, in the tab at the bottom of Variants. A panel will open in which we can choose the colours of all the types of text that we use, including the "hyperlink" one. Click on DESIGN – VARIANTS – COLOURS – CUSTOMISE COLOURS – FOLLOWED HYPERLINK



6. Links

All links should be placed **at the end of the sentences or paragraphs** that introduce them. If they are in the middle of the sentence, JAWS reads the word “link” when it meets it, which interrupts normal reading and can also cause the student to open the link without having finished reading the whole sentence and knowing what is going to be found in the link.

Additionally, **by creating a hyperlink the student won't have to listen to the screen reader reading the whole link.** We can create a hyperlink by including a description of what students will find when they follow the link in the **link text to display** and include any **instructions at the end of the link**, so students know exactly what to do.

e.g., Edit <https://www.bbc.co.uk/bitesize/articles/zxy987h> to

[Video about the 5 senses. Press play button](#)

How to edit: Hover above the link – click on the right mouse button – select 'Edit Hyperlink'

Original:

Text to display: <https://www.bbc.co.uk/bitesize/articles/zxy987h>

Edit to:

Text to display: [Video about the 5 senses. Press play button](#)

When a student clicks on a link, they are taken to a web page. In some cases, the video starts automatically when they click on the link. But this is not always the case and sometimes students have to click on a "play" button to start the video when they get to the webpage. Therefore, in the instructions you should tell students exactly what they need to do to start the video e.g., "Press play button".

Sometimes you have to change the hyperlink to link directly to the video rather than linking to the webpage.

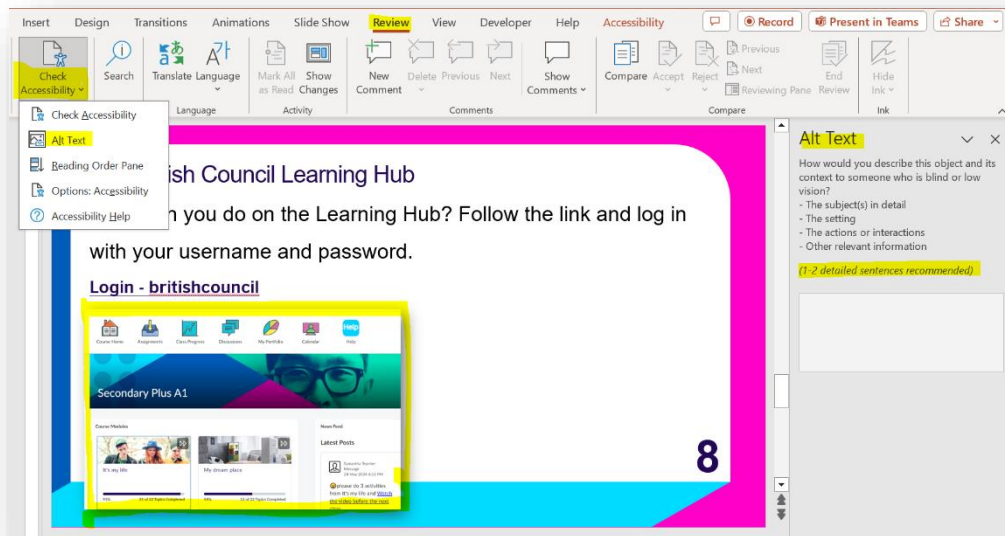
For **low-vision learners** it is also preferable to edit a link 'text to display' to reduce the amount of text on a slide to a minimum.

7. Images and Alt text to describe images.

A screen reader cannot read images i.e., screen shots or snips of texts can't be read. If there is a word version of the content available, you can copy and paste the text onto the slide so that it can be read by the screen reader.

Use the ALT text function to include a description of all essential images. To include ALT Text on a PPT select:

REVIEW – CHECK ACCESSIBILITY – ALT TEXT and write one or two detailed sentences to explain what the learners need to know about the image. If possible, write the ALT text in the learner's own language.

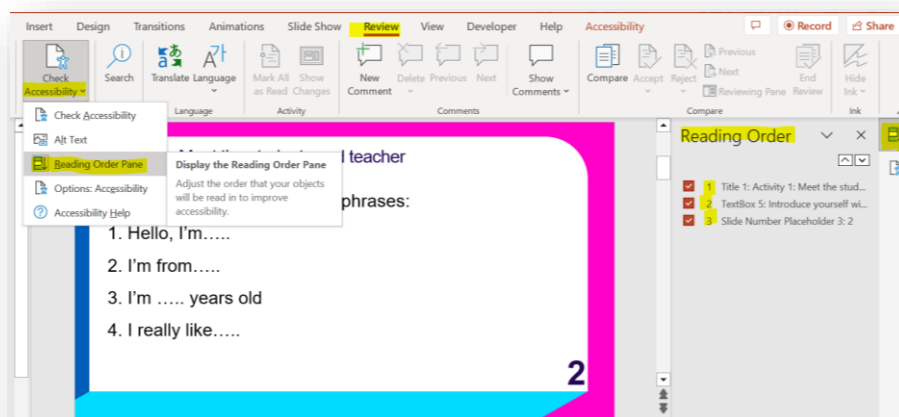


You can include clear images as decorative for **low-vision learners**.

8. Reading order of elements on the slide

The last thing to do is to **check the reading order** on all slides. Do this last, as any text or image added to an edited slide will appear as the last element in the reading order i.e., editing slides may change the reading order of the elements.

Click on REVIEW – CHECK ACCESSIBILITY – READING ORDER

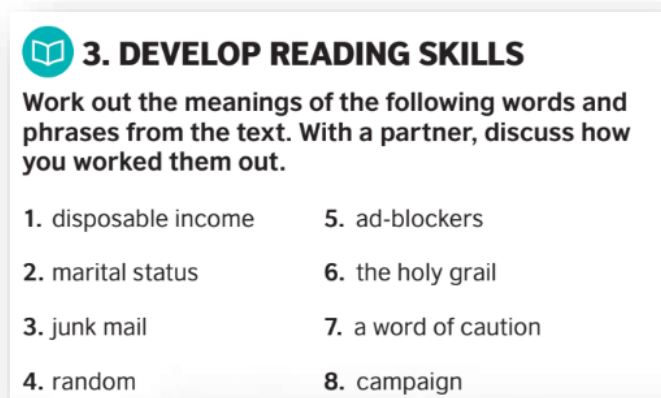


9. Using Google lens to

9.1. Acquire text from snips and images from digital books or British Council magazines.

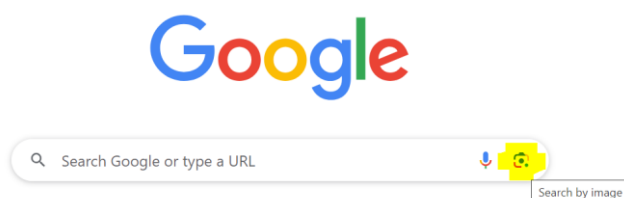
If there is some content you are unable to copy and paste, you can use the following procedure to acquire text.

1. Use the snipping tool to select the text from the source

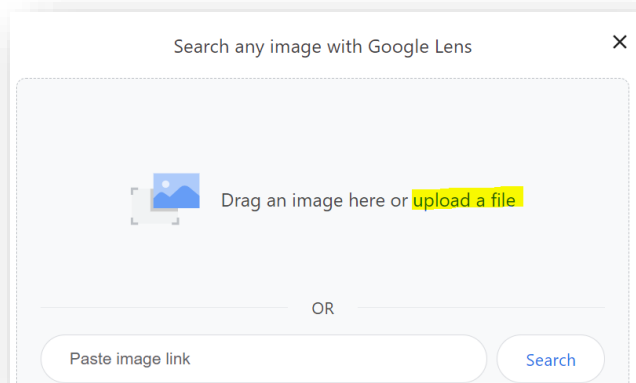


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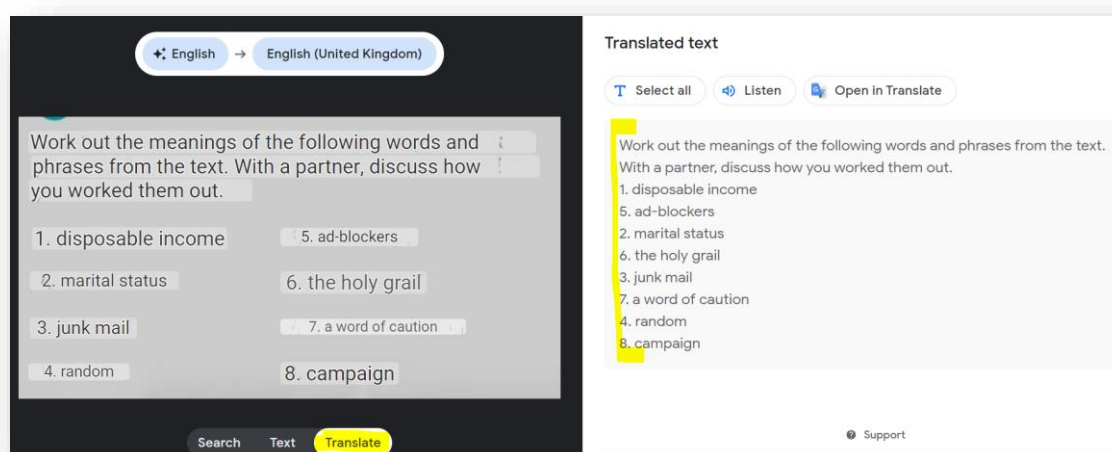
2. Save as an image
3. Open Google lens



4. Upload the saved image



5. Select 'translate'. This will translate the text into text you can copy. Note that because of the original formatting, the items are not in chronological order in the activity.



6. Copy and paste the text into the Word document and **order the items correctly**:

Work out the meanings of the following words and phrases from the text. With a partner, discuss how you worked them out.

1. disposable income
5. ad-blockers
2. marital status
6. the holy grail
3. junk mail
7. a word of caution
4. random
8. campaign

Items in **correct order**:

Work out the meanings of the following words and phrases from the text. With a partner, discuss how you worked them out.

1. disposable income
2. marital status
3. junk mail
4. random
5. ad-blockers
6. the holy grail
7. a word of caution
8. campaign

9.2. Acquire text from snips and images from physical books.

If we only have access to the **physical book** the same process can be carried out with a mobile phone's camera using the Google Lens function.

Some phones have **Google Lens integrated into their cameras**:



In other cases, **the app will need to be downloaded**:



Google Lens

1. Open Google lens on your phone.

2. Point at the text and click on Search à Select text à Copy text.
3. Paste the text onto an email or Word doc and send it to your email address.
4. Open email on your PC and tweak format as explained above.