Creating content for everyone

Tips to create accessible content and have accessible meetings
Create emails that everyone can understand
Creating a more accessible world for everyone

- With remote work and global colleagues, it’s difficult to know everyone’s situation
- Colleagues are managing many different work and personal scenarios
- A few simple actions can help recipients get the most out of your content
Tip 1: Ensure readability when using color

Did you know that approximately 1 in 12 men and in 200 women are color blind? There are multiple ways to make sure your content is noticed and readable by all.

Ensure that color is not the only means of conveying information

Instead of just using color:
Please respond by **this Friday** if you’ll attend.

Use color and a different font:
Please respond by **this Friday** if you’ll attend.

Check color contrast

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Sufficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Budget</td>
<td>Monthly Budget</td>
</tr>
<tr>
<td>$100,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**Automatically check for color contrast**
Tip 2: Add descriptive text to images

Descriptive text helps when an image won’t load or if a recipient can’t see the visual.

1. Right click on your image
2. Select ‘Edit Alt Text’
3. Input copy describing your visual
Tip 3: Use descriptive hyperlink text

Descriptive hyperlink text helps recipients understand where the link will take them. Helpful for colleagues who use a screen reader.

Instead of this

- Click here
- Learn more

Write this

- Read our FY22 plan
- Watch the video from our meeting
Tip 4: Always check accessibility

Run Accessibility Checker before hitting send on any email

Just as you check spelling and grammar before sending, also check to ensure accessibility is addressed so that all recipients can understand it.
PowerPoint presentations that everyone can read
Tip 1: Use more than color to illustrate your concept

Insufficient labeling and color contrast can impact those who are color blind or have dyslexia.

Chart with color alone

Chart for color blind colleagues

Chart with data and titles
Tip 2: Create slides with proper reading order

Important for colleagues using a screen reader for a vision or reading disability.

Select a pre-existing generic template and type ‘accessible’ in the search field.

Proper reading order is built into the slide.
Tip 2 continued: Ensure proper reading order with Accessibility Checker
Tip 3: Add descriptive text to images

Descriptive text helps when an image won’t load or if a recipient can’t see the visual.

Right click on your image
Select ‘Edit Alt Text’
Input copy describing your visual

If the content isn’t pertinent to the meaning of your slide, mark it as decorative, and a screen reader will skip over that.
Keep Accessibility Checker running in background

The ‘Accessibility: Investigate’ prompt will help you find problems before your deck is final.
Run a Teams meeting where everyone can participate
Tip 1: Turn on your video

Turning on video is useful for colleagues that are deaf or hard of hearing, or for those who need more context for the discussion—for example, if they speak a different language.

Helps colleagues see your facial expressions, providing important context for your message.

1. Click on the video icon
2. Hover over video icon to preview
Tip 2: Blur your background or use a background image

Improves focus on the participants and reduces distractions if there is movement on screen.

1. Go to meeting controls and select ‘More actions’
2. Select ‘Apply background effects’
3. Select ‘Blur’ or choose background

Note: Do not blur background if communicating in sign language.
Tip 3: Use PowerPoint Live when presenting

Participants can move at their own pace, turn on live subtitles, use screen readers, and high contrast mode without impacting the presenter.

Share your screen and select file from PPT Live section

Participants select preferences without impacting presenter
Thank you!