

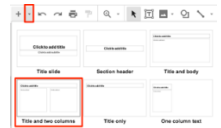
Google Slides Accessibility - Quick Start Guide

Publishing to the Web?

Unfortunately, Google Slides is currently unable to export a tagged/accessible PDF. As such, Slides that are to be published to the site must be exported to PowerPoint and then exported as a tagged PDF. To download a Slides presentation as a PowerPoint file, go to File > Download As > PowerPoint file.

Adding a new slide?

Use prebuilt slide layouts to avoid read order issues down the road.



Inserting new content (text boxes etc.) into a slide layout?

Check the reading order after doing so. Select the slide title. A blue outline will appear. Press the TAB key to move through the document. The tabbing order is the read order.

To adjust the reading order, right click an object and select Order > Bring Forward or Send Backward. Like in PowerPoint, the **read order is bottom to top**, so sending an object backward raises it in the reading order.

Adding an image?

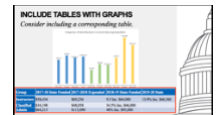
Include an alt tag describing the content and function.

Right click the image > Select Alt Text > enter the alternative text in the Description field.



Adding a graph?

Include a corresponding table, or create an alt tag that describes the data.

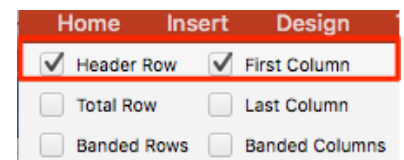


Adding a table?

Keep tables simple, avoid merged cells. Tables with merged cells can often be split into two tables.

Populate blank cells with meaningful text or "---".

If publishing to the web, tag table row and column headers when exporting to PowerPoint. In PowerPoint, select the table, go to the Table Design ribbon and check the appropriate Header Row and First Column boxes are checked.



Adding a link?

Ensure your link text is meaningful. Avoid phrases such as "click here" or "read more."

Checking Accessibility?

Run Grackle/Accessibility Checker before exporting your document. Remember, fixing the source document is easier than remediating the PDF later. To run Grackle, go to Add-ons > Grackle Slides > Launch.

To run the Accessibility Checker in PowerPoint:

- Windows: File> Info > Check for Issues > Check Accessibility
- Mac: Review ribbon > Check Accessibility

Grackle Errors and Solutions

Slides

- **Slides Should have a title** – When adding new slides, avoid adding the Blank slide, and add ones with prebuilt content holders. Ensure the title field of each field is populated. If a blank slide has been added and the content populated, you can:
 - Add a new slide type that contains the title field. Copy your content over to this slide.
 - Copy the title *field* from another slide.
- **Slides should have unique titles** -Ensure each slide has a unique title. If creating a series of slides, consider altering the slide titles to include part numbers, such as “Slide Accessibility – Part 2.”
- **Slides should have one title** – Delete the extra title field. If necessary content is in one of the fields, consider moving to a different slide type, or add a text box for the content. If adding a text box, verify the reading order after doing so.

Contents

- **Slides should not be empty** – Delete empty slides or add content to them.
- **Elements should have alternative text** – Add alternative text to the offending elements by right clicking the non-text content, selecting Alt Text, and populating the description field with alternative text.
- **Fine print should be avoided** – A minimum font size of 9 is required, though larger fonts are recommended, especially if presenting using a projector.
- **High color contrast should be used** – Ensure the text and background have a high enough contrast. Consider changing either the background or font color being used.