

Advanced Accessibility: PowerPoint

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Vision

Every student is prepared for success.

Mission

To build a world-class education system that equips every student with the knowledge and skills to succeed in college, careers, and life in Mississippi and the world.

Strategic Plan Goals

- 1** Every child has access to a high-quality early childhood program and is prepared for kindergarten
- 2** Every student develops strong literacy and mathematics skills in all grades
- 3** Every student graduates prepared for success in college, career, or military service
- 4** Every school and district demonstrates strong academic outcomes and continuous improvement
- 5** Every school is fully staffed with qualified, effective teachers and leaders
- 6** All students attend schools and districts with safe, engaging, and supportive environments

Session Norms



Watch for info in the

CHAT



Ask questions in the

Q&A



Stay engaged with

REACTIONS

Session Goals



RECAP

digital accessibility
under ADA Title II



PERFORM

manual and automated
accessibility checks for
slide decks



REVIEW

roles, responsibilities,
and resources

What is accessibility?

[Americans with Disabilities Act Title II]

Who will benefit from these changes?

Title II requires that websites and mobile apps be accessible to individuals who use assistive technology, including people:

- Who are blind, color blind, or have low vision.
- With learning disabilities such as dyslexia, dyscalculia, dysgraphia, or ADHD.
- With head injuries or cognitive disabilities.
- Who are auditory learners.
- Who are aging.

Everyone using these technologies!



Remove some of the many **BARRIERS** still faced by the disability community that make content **inaccessible**.

Common Barriers to Digital Accessibility

1. **Content headings**
2. **Table attributes or merged cells**
3. **Alt text for images**
4. **Reading order**
5. **Color Contrast**
6. **Text size and spacing**
7. **Transcripts and closed captioning**
8. **Flashes and animations**
9. **Hyperlink text and provide the purpose of the linked text**

Meaning cannot only be communicated visually.

Images. Colors. Fonts.

**How can you ensure digital
accessibility in your PowerPoints?**

Use MDE Templates

[MDE Word and PowerPoint Templates](#) (2026) have built in styles that follow accessibility guidelines.



Ensuring compliance requires both **manual** and **automated** accessibility checks.

Manual and Automated Checks - 2

1. **Content headings**
2. **Table attributes or merged cells**
3. **Alt text for images**
4. **Reading order**
5. **Color Contrast**
6. **Text size and spacing**
7. **Transcripts and closed captioning**
8. **Flashes and animations**
9. **Hyperlink text and provide the purpose of the linked text**

Ensuring Accessibility – Step 1

Complete
manual
accessibility
checks.

Manual Checks

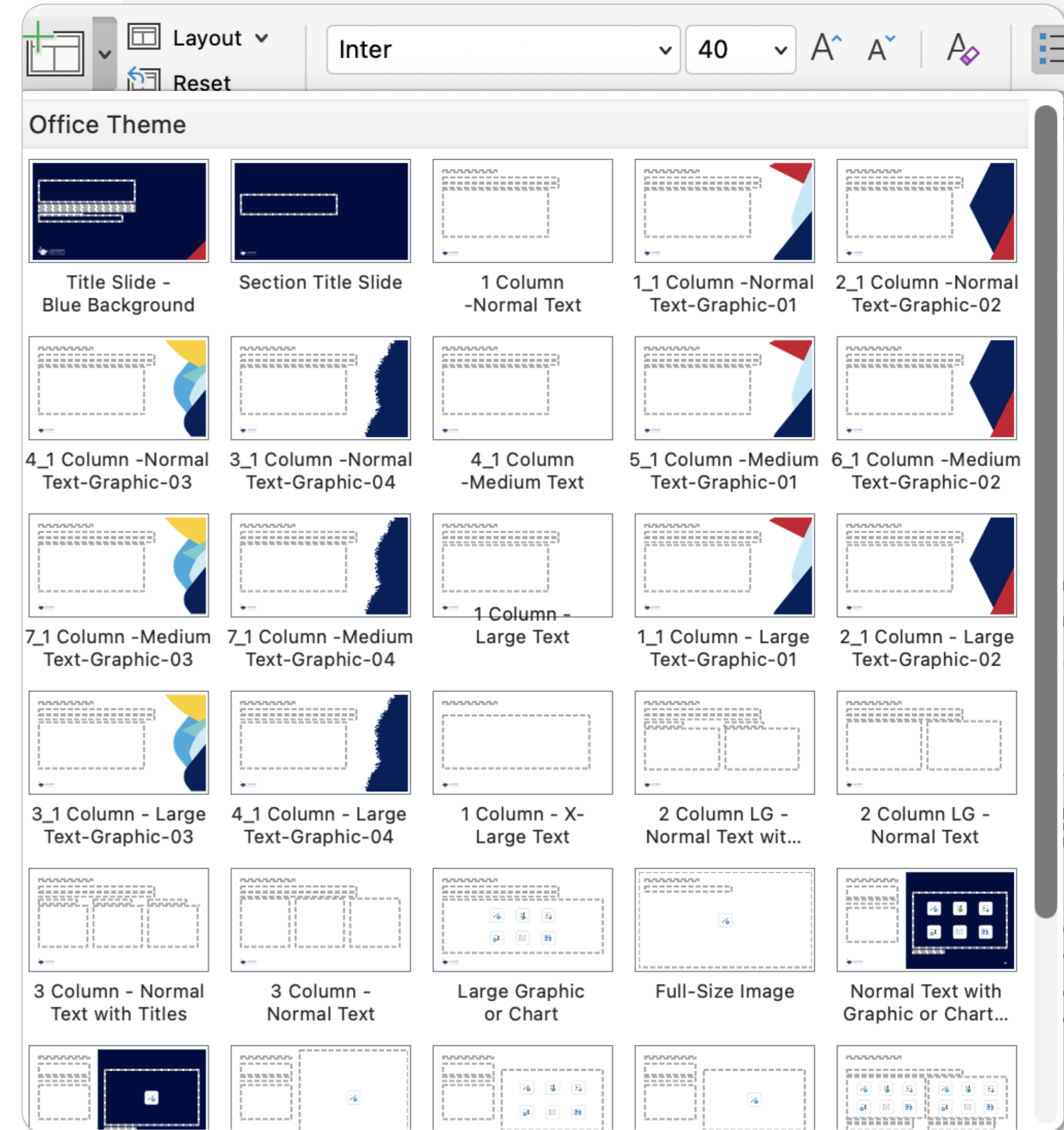
- ✓ **Content headings**
[content boxes and slide titles]*
- ✓ **Table attributes or merged cells***
- ✓ **Reading order***
- ✓ **Color Contrast***
- ✓ **Text size and spacing**
- ✓ **Transcripts and closed captioning**
- ✓ **Flashes and animations**
- ✓ **Hyperlink text and provide the purpose of the linked text**

Manual Checks (1)

* Content headings

Content boxes

- Use built-in slide layouts with content boxes to ensure branding and accessibility.
- Avoid manually adding text boxes.

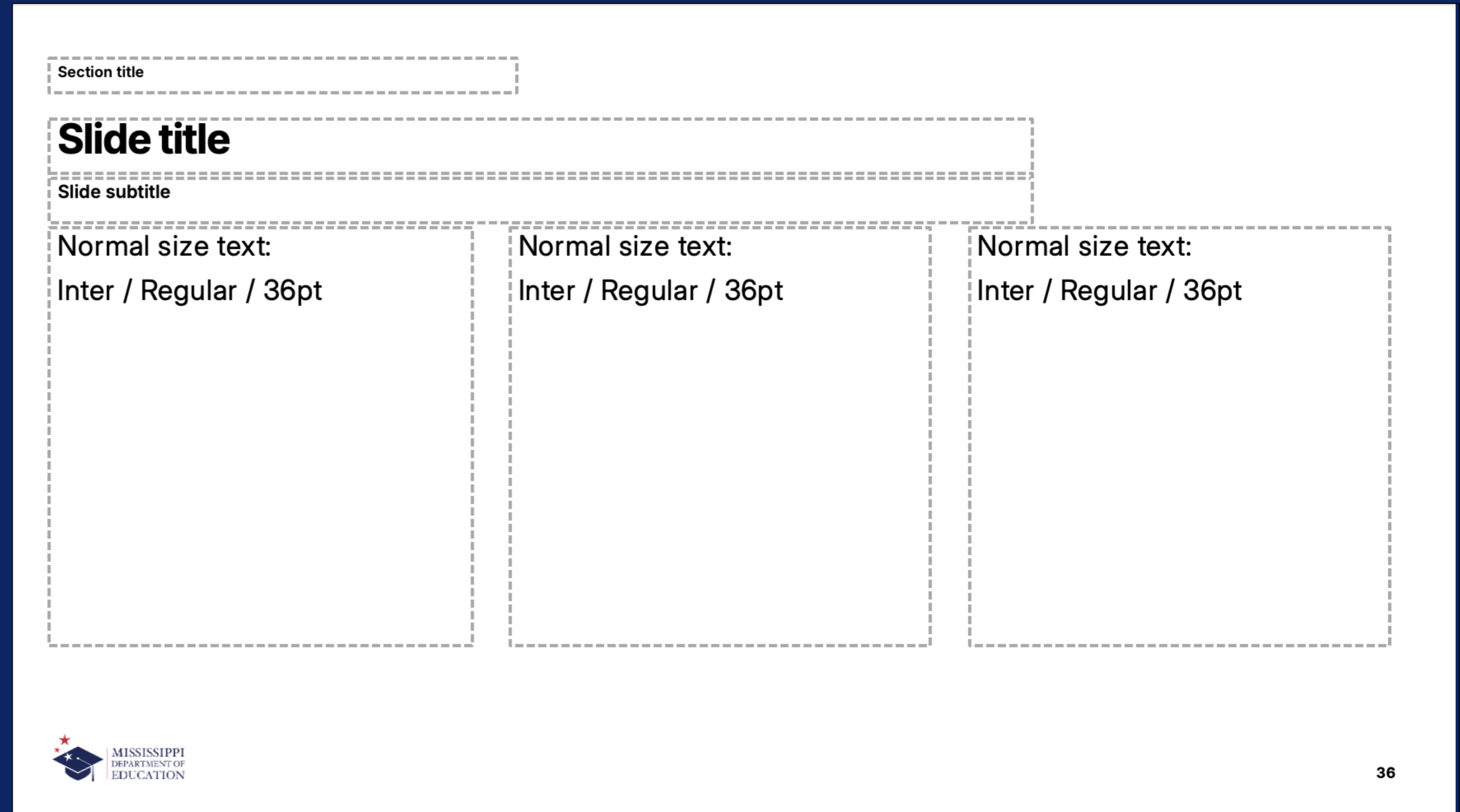


Content Boxes

PowerPoint

Slides are designed with pre-styled content boxes.

[MDE Word and PowerPoint Templates \(2026\)](#)

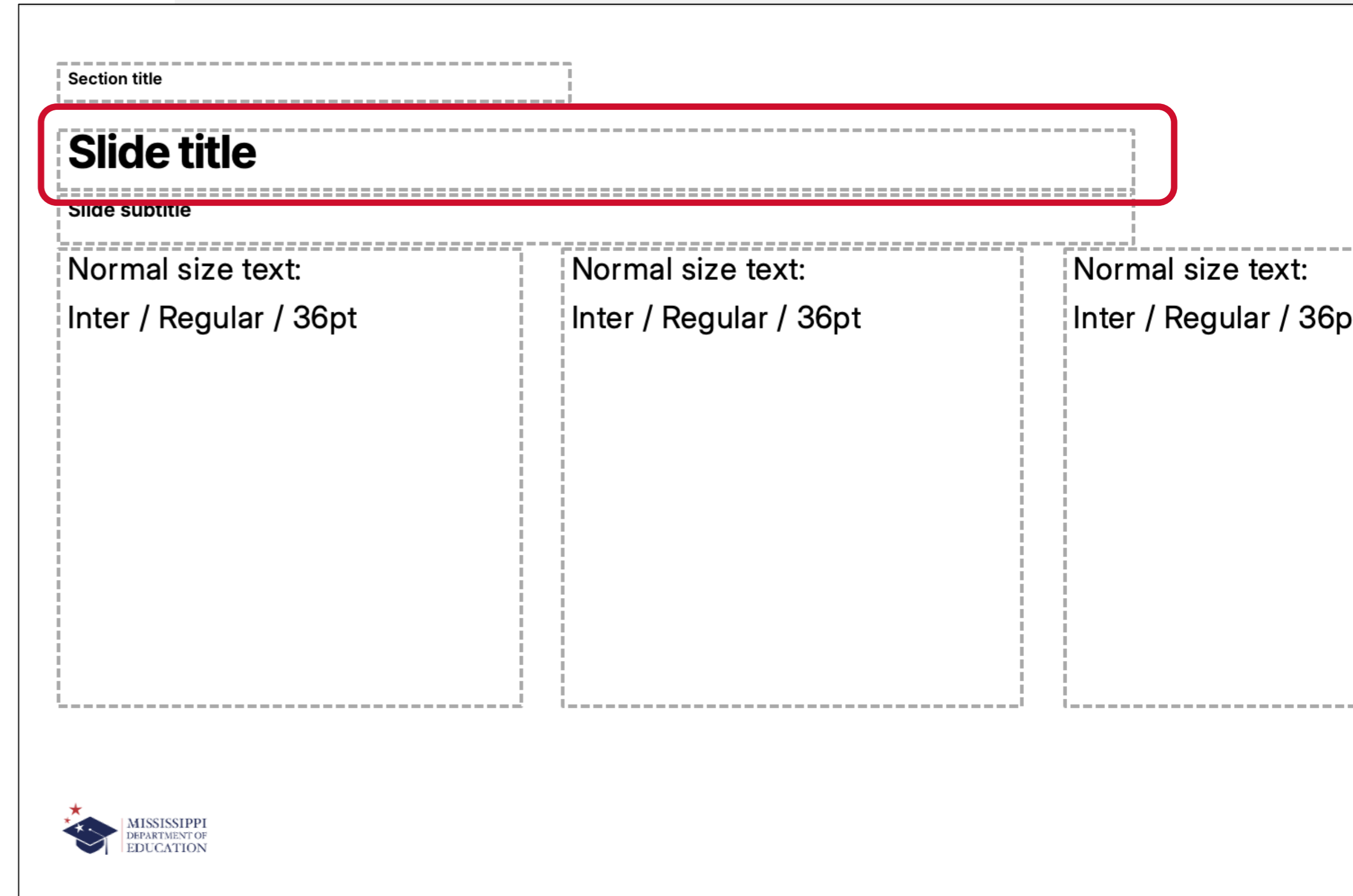


Manual Checks (1.1)

* Content headings

Slide titles

- ❑ Ensure each slide has a unique slide title that is descriptive and directly relates to the content on the slide.



Manual Checks (1.2)

* Content headings

Slide titles

- View slide in outline view to confirm slide titles.
 - View > Outline View
 - Slide titles will appear as bold text in the outline.
 - View > Normal to return to normal view.

19 Manual Checks

1 Ensuring Accessibility

3 Content headings

Slide titles

- Ensure each slide has a unique slide title that is descriptive and directly relate to the content on the slide.

20 Manual Checks

1 Ensuring Accessibility

3 Content headings

Slide titles

- View slide in outline view to confirm slide titles.
 - View > Outline View
 - Slide titles will appear as bold text in the outline.

21

Questions?

22 Manual Checks

1 Ensuring Accessibility

3 Table attributes or merged cells

- Use simple table structures (no merged or blank cells).
- Identify column and row headers clearly.
- Use the Header Row option and repeat headers on each page.
- Use table styles in available MDE Templates.

Outline view

View > Outline

The image shows a screenshot of a presentation's outline view with four slides. Annotations with arrows point to specific elements:

- Slide 19:** A blue circle highlights the slide number '19', with an arrow pointing to the label 'Slide number'.
- Slide 20:** A red rounded rectangle highlights the slide title 'Manual Checks', with an arrow pointing to the label 'Slide title'.
- Slide 21:** A red rounded rectangle highlights the slide title 'Questions?', with an arrow pointing to the label 'Missing slide title'.
- Slide 22:** A blue rounded rectangle highlights the slide content, with an arrow pointing to the label 'Slide content'.

Slide 19 **Manual Checks**

- 1 Ensuring Accessibility
- 3 Content headings
 - Slide titles
 - Ensure each slide has a unique slide title that is descriptive and directly relate to the content on the slide.

Slide 20 **Manual Checks**

- 1 Ensuring Accessibility
- 3 Content headings
 - Slide titles
 - View slide in outline view to confirm slide titles.
 - View > Outline View
 - Slide titles will appear as bold text in the outline.

Slide 21 **Questions?**

Slide 22 **Manual Checks**

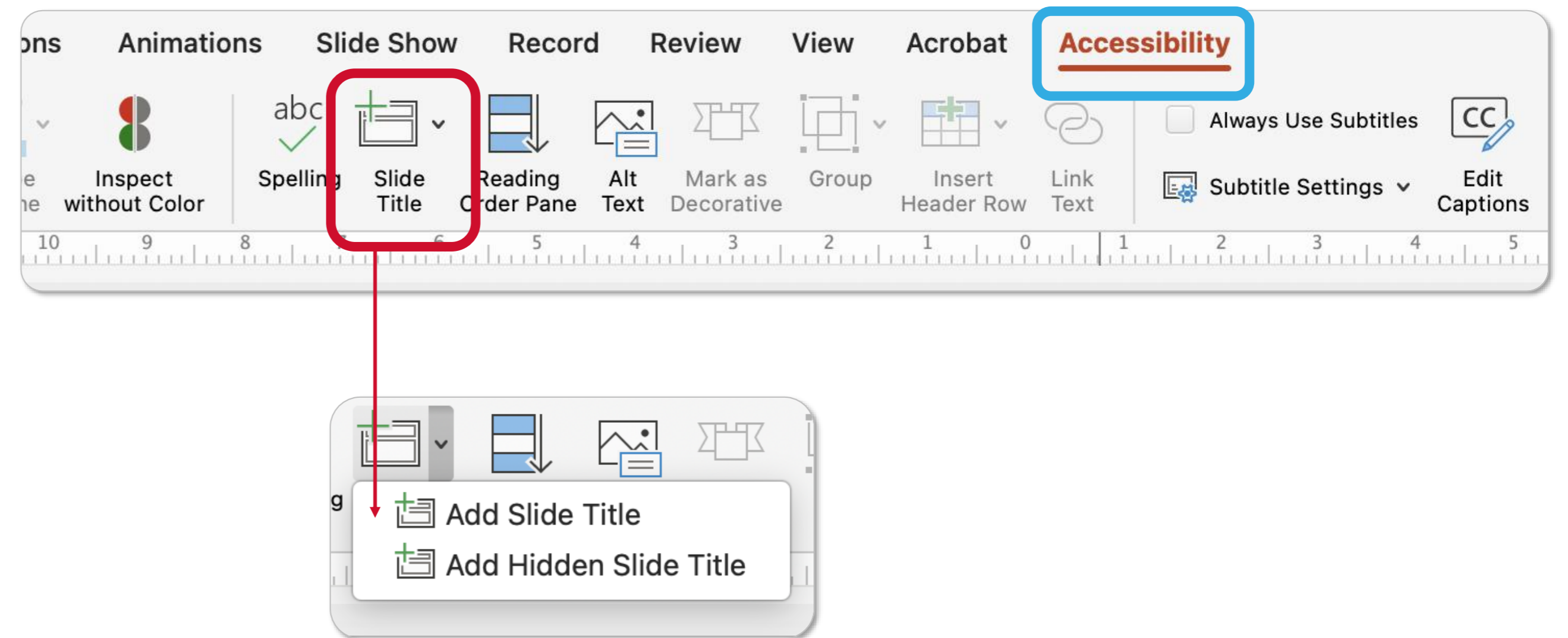
- 1 Ensuring Accessibility
- 3 Table attributes or merged cells
 - Use simple table structures (no merged or blank cells).
 - Identify column and row headers clearly.
 - Use the Header Row option and repeat headers on each page.
 - Use table styles in available MDE Templates.

Manual Checks (1.3)

* Content headings

Slide titles

- ❑ Add missing slide titles or create hidden titles. Repeat for each slide.
 - Tools > Check Accessibility
 - In the Accessibility ribbon, click the down arrow beside Slide Title
 - Add Slide title or Add Hidden Slide Title

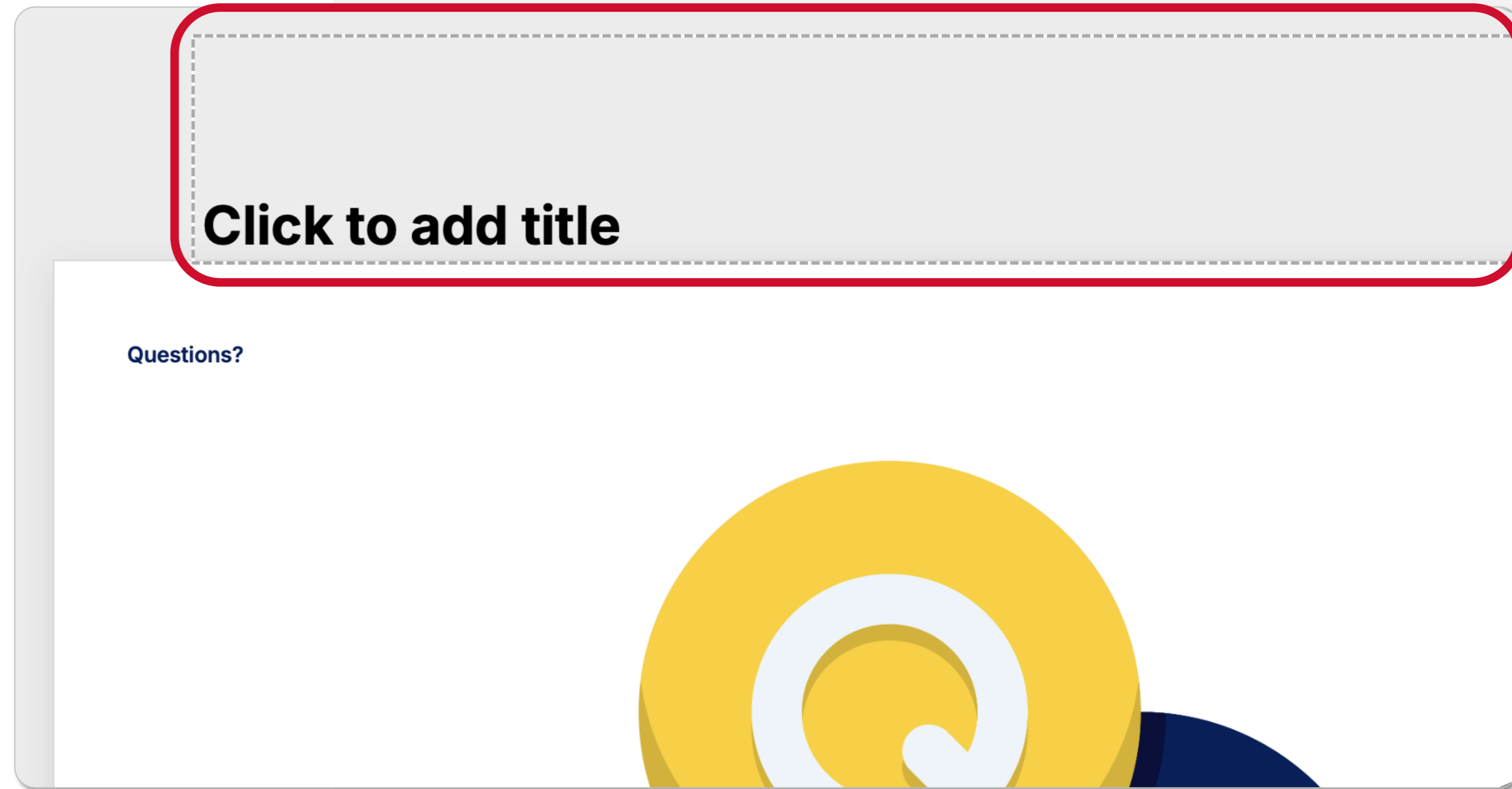


Manual Checks (1.4)

* Content headings

Slide titles

- Add missing slide titles or create hidden titles.
 - Hidden titles will **NOT** appear on the slide but will be read by the screen reader.



Questions?



Manual Checks (2)

* Table attributes or merged cells

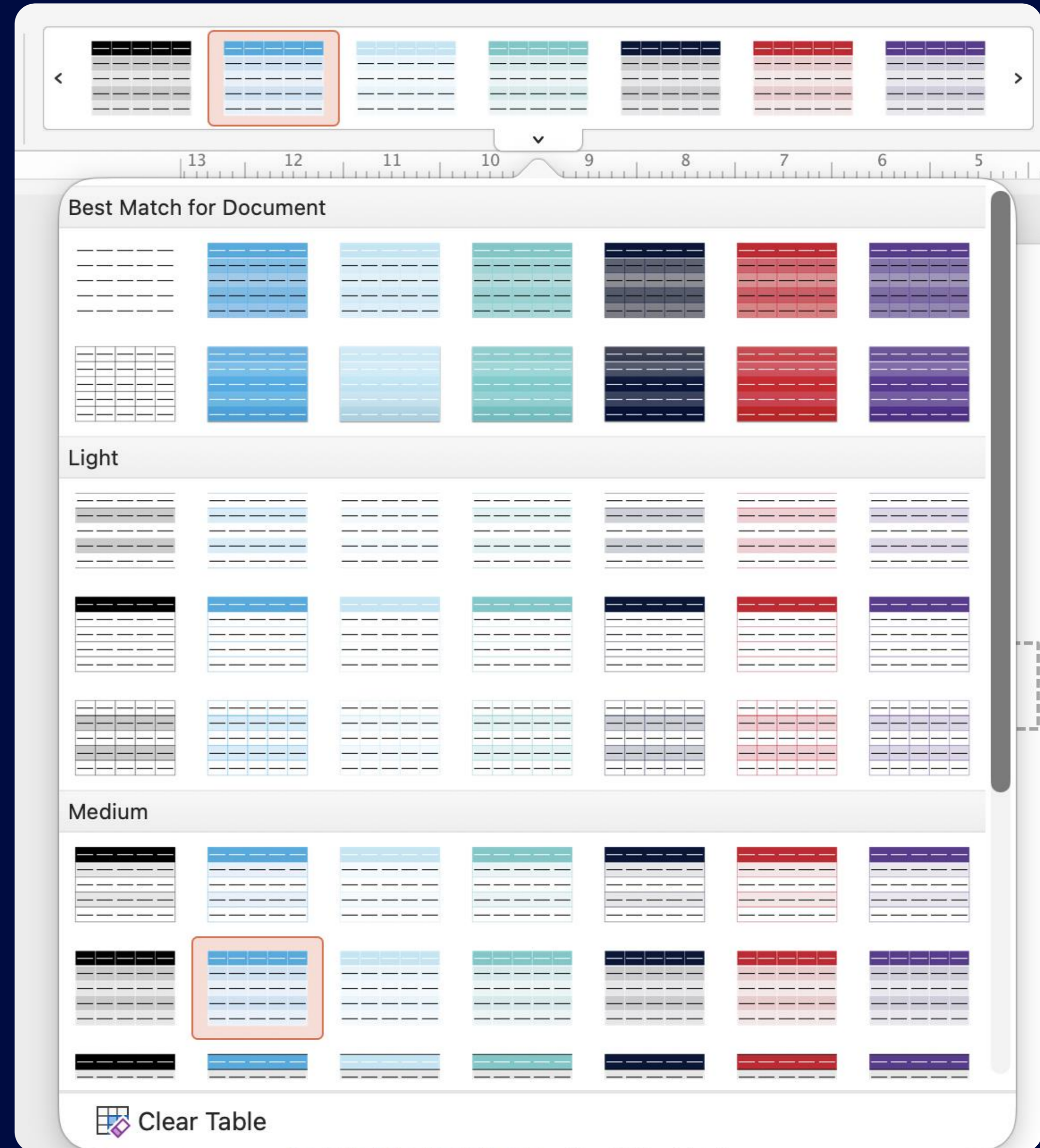
- Use simple table structures (no merged or blank cells).
- Identify column and row headers clearly.
- Use the Header Row option and repeat headers on each page.
- Use table styles in available MDE Templates.

Data Elements	Collection	Impact
LEA Sharing section <ul style="list-style-type: none">• Sharing from LEA• Sharing to LEA• Inactive date• Share Type (one-way or dual)• Program type	Entered manually by MDE	<ul style="list-style-type: none">• Personnel• Course Section• Accreditation• CTE

Table Styles

A variety of table styles are available in the new document and slide deck templates.

[MDE PowerPoint Templates \(2026\)](#)



Manual Checks (3)

* Reading order

Objects are read in the order they are placed on the slide.

- ☐ Identify reading order in the reading order pane.
 - In the Accessibility ribbon, click Reading Order Pane.

The screenshot shows a slide with the following content and callouts:

- 1** What is accessibility?
- 2** Americans with Disabilities Act (ADA)
- 3** Signed into law in July 1990
- 4** Present Day *
- 5** A specific technical standard for web and mobile accessibility has been added to the law.
- 6** (Callout pointing to a mobile device image showing a report cover)

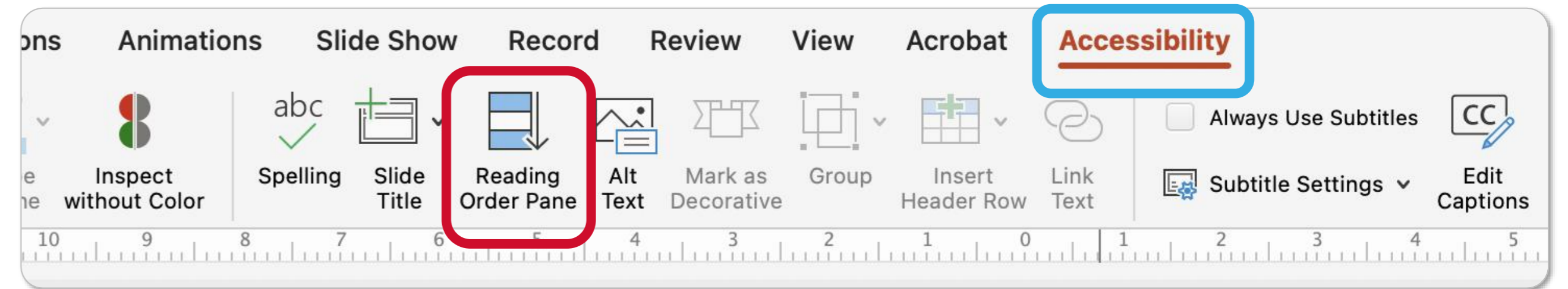
The mobile device image displays the cover of the "2024-25 Superintendent's Annual Report" from the Mississippi Department of Education.

Manual Checks (3.1)

* Reading order

Objects are read in the order they are placed on the slide.

- Identify reading order for each slide in the reading order pane.
 - In the Accessibility ribbon, click Reading Order Pane.



Reading Order Pane

- **Checked** items will be read aloud by the screen reader in the order they appear in the pane.
- **Slide titles should always appear first** in the reading pane, and the slide number should appear last.
- **Warning symbols** indicate graphics or images with missing alt text. Click the **pencil** to edit the alt text or mark the image as decorative.
- Click on the content name to select it. **Click and drag** the content to a different order or use the move buttons.
- **Repeat for each slide.**

Reading Order Pane

Set the sequence and content that accessibility tools will read

= Included in reading order
 ⚠ = Missing alt text

Sort By Rows Sort By Columns

<input checked="" type="checkbox"/>	1 Slide Number Placeholder 1: 28	
<input checked="" type="checkbox"/>	2 Text Placeholder 2: Ensuring Accessibility	
<input checked="" type="checkbox"/>	3 Text Placeholder 3: Manual Checks (3)	
<input type="checkbox"/>	- Text Placeholder 4: Decorative	
<input checked="" type="checkbox"/>	4 Text Placeholder 5: Reading order Objects a...	
<input type="checkbox"/>	- Freeform 7: Decorative	
<input checked="" type="checkbox"/>	5 ⚠ Group 6	

Move Up Move Down

Included content

Slide title

Edit alt text

Missing slide title

Questions?



Manual Checks (4.1)

* Color Contrast

- ❑ If the text color or background color deviate from the standard black and white, check the color contrast using a [color contrast checker](#).

Primary Colors & Shades

 **MDE Blue:** #00205C

Shades

-  MDE **Dark Blue:** #08173A
-  MDE Blue **80%:** #324D7D
-  MDE Blue **60%:** #66799D
-  MDE Blue **40%:** #99A5BD

 **MDE Red:** #CE0E2D


Shades

-  MDE **Dark Red:** # 9C1C26
-  MDE Red **80%:** #D83E57
-  MDE Red **60%:** #E26F81
-  MDE Red **40%:** #EB9FAB


Secondary Colors

 **Sky Blue:** # 32ACE2


 **Light Blue:** # BEE6F5

 **Teal:** # 6DC9CA

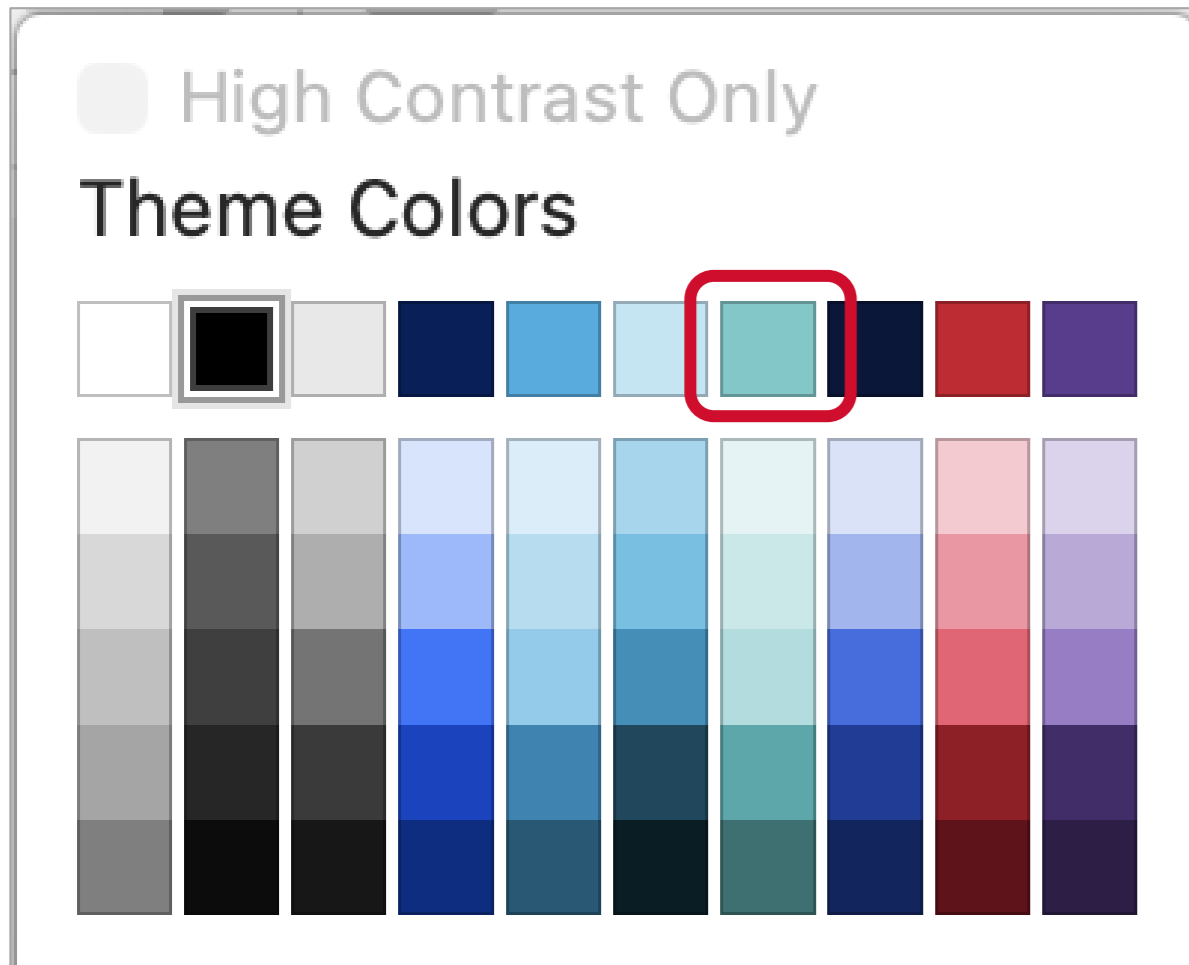
 **Orange:** # EF5B27

 **Yellow:** # FFCE07

 **Purple:** #5D3B91

 **Pink:** # E458A0

Color Contrast Checker



Text color: #6DC9CA

Background color: #FFFFFF

Contrast: 1.93

Very poor ★★☆☆☆

Small text: ★★★ Large text: ★★★

Poor contrast for all text sizes. [Click to fix](#)

Tip of the Day

Typography gives language a visual voice, shaping rhythm, hierarchy, and readability.

Color Contrast Checker (1.1)

[Colors.co free contrast checker](https://www.colors.co)

High Contrast Only

Theme Colors

Text color: #00205C

Background color: #FFFFFF

Contrast: 15.43 Super ★★★★★

Small text: ★★★ Large text: ★★★

Great contrast for all text sizes.

Tip of the Day

Typography gives language a visual voice, shaping rhythm, hierarchy, and readability.

Approved Colors

Use MDE Brand Guidelines to find the Hex Codes of approved colors.

Primary Colors

CONTROLLING THE CONSISTENT USE OF COLOR in all applications is crucial to maintaining the power of the MDE brand. The standard for matching color across various applications is the Pantone Matching System (PMS). The approved coated brand identity colors are PMS 186 C Red and PMS 281 C Blue.

When necessary, these colors may be converted to a 4-color process or RGB version.

MDE BLUE PANTONE: 281 C HEX: #00205C RGB: 0, 32, 92	MDE RED PANTONE: 186 C CMYK: 5-100-90-10 HEX: #CE0E2D RGB: 206, 14, 45
---------------------------------------------------------------------	-------------------------------------------------------------------------------------------

Tints & Shades

Our color system extends beyond a single, fixed value. Through tints and shades, our primary and secondary colors gain range while remaining unmistakably on brand. These variations allow us to create hierarchy, depth, and contrast across layouts. Lighter values bring clarity and openness; darker values add emphasis and structure. Together, they support everything from backgrounds and user interface elements to data visualization, without overpowering the content.

MDE BLUE 02 CMYK: 100-00-51-56 HEX: #08173A RGB: 8, 23, 58	MDE BLUE 40% CMYK: 42-31-11-0 HEX: #8A3C1 RGB: 152, 163, 193	MDE BLUE 60% CMYK: 64-50-19-1 HEX: #6B7BA2 RGB: 107, 123, 162	MDE BLUE 80% CMYK: 89-74-27-11 HEX: #344E7C RGB: 52, 78, 124	MDE RED 02 CMYK: 25-100-93-22 HEX: #9C1C26 RGB: 156, 28, 38	MDE RED 40% CMYK: 7-53-32-0 HEX: #E48E91 RGB: 228, 142, 145	MDE RED 60% CMYK: 9-77-47-0 HEX: #DE606C RGB: 222, 96, 108	MDE RED 80% CMYK: 11-93-62-1 HEX: #D53853 RGB: 213, 56, 83
----------------------------------------------------------------------------	------------------------------------------------------------------------------	-------------------------------------------------------------------------------	------------------------------------------------------------------------------	-----------------------------------------------------------------------------	-----------------------------------------------------------------------------	----------------------------------------------------------------------------	----------------------------------------------------------------------------

Secondary Colors

Secondary colors are used to add emphasis, energy, and visual contrast through graphic elements such as rules, icons, shapes, charts, and highlights. They are not intended for body copy, and should very rarely be used for headings. This ensures clarity, consistency, and accessibility across all communications.

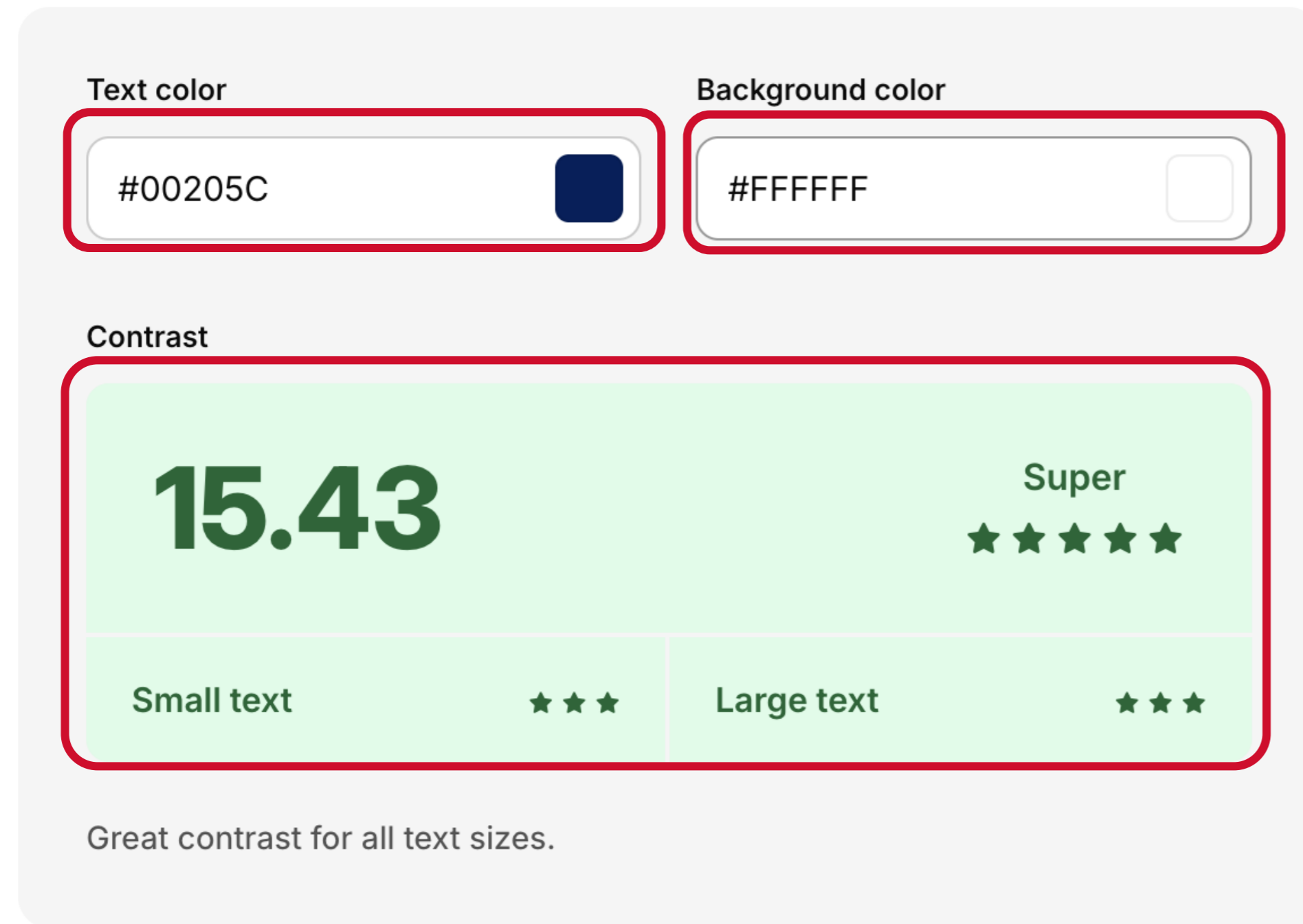
SKY BLUE CMYK: 68-14-0-0 HEX: #33ACE3 RGB: 51, 172, 227	LIGHT BLUE CMYK: 23-0-2-0 HEX: #C0E7F5 RGB: 192, 231, 245	TEAL CMYK: 54-0-24-0 HEX: #6DC9C9 RGB: 109, 201, 201	ORANGE CMYK: 0-80-97-0 HEX: #F15A26 RGB: 241, 90, 38
YELLOW CMYK: 1-18-100-0 HEX: #FDCE07 RGB: 253, 206, 7	PURPLE CMYK: 78-93-3-0 HEX: #5E3A92 RGB: 94, 58, 146	PINK CMYK: 4-81-0-0 HEX: #E557A0 RGB: 229, 87, 160	

TINTS & SHADES, CONT.

SKY BLUE 02 CMYK: 78-30-10-0 HEX: #2391C1 RGB: 35, 145, 193	LIGHT BLUE 02 CMYK: 72-28-22-0 HEX: #4796B2 RGB: 71, 150, 178	TEAL 02 CMYK: 65-0-24-15 HEX: #39A9B0 RGB: 57, 169, 176	ORANGE 02 CMYK: 3-80-97-17 HEX: #C74C20 RGB: 199, 76, 32
SKY BLUE 80% CMYK: 54-12-0-0 HEX: #8AB8E7 RGB: 106, 184, 231	LIGHT BLUE 80% CMYK: 19-0-2-0 HEX: #CAEBF5 RGB: 202, 235, 245	TEAL 80% CMYK: 43-0-20-0 HEX: #8SD3D1 RGB: 141, 211, 209	ORANGE 80% CMYK: 0-84-77-0 HEX: #F47C49 RGB: 244, 124, 73
SKY BLUE 60% CMYK: 41-9-0-0 HEX: #8FC6EC RGB: 143, 198, 236	LIGHT BLUE 60% CMYK: 14-0-2-0 HEX: #D8EFF6 RGB: 216, 239, 246	TEAL 60% CMYK: 32-0-14-0 HEX: #AADDDD RGB: 170, 221, 221	ORANGE 60% CMYK: 0-48-57-0 HEX: #F79A70 RGB: 247, 154, 112
SKY BLUE 40% CMYK: 27-6-0-0 HEX: #B5D7F2 RGB: 181, 215, 242	LIGHT BLUE 40% CMYK: 9-0-1-0 HEX: #E5F4FA RGB: 229, 244, 250	TEAL 40% CMYK: 22-0-9-0 HEX: #C4E7E7 RGB: 196, 231, 231	ORANGE 40% CMYK: 0-32-39-0 HEX: #FB9997 RGB: 251, 185, 151
YELLOW 02 CMYK: 13-30-100-0 HEX: #E0B025 RGB: 224, 176, 37	PURPLE 02 CMYK: 86-98-21-8 HEX: #4C2E76 RGB: 76, 46, 118	PINK 02 CMYK: 24-91-19-0 HEX: #C13C81 RGB: 193, 60, 129	
YELLOW 80% CMYK: 0-14-79-0 HEX: #FFD852 RGB: 255, 216, 82	PURPLE 80% CMYK: 62-73-4-0 HEX: #775DA1 RGB: 119, 93, 161	PINK 80% CMYK: 5-64-0-0 HEX: #E57CB2 RGB: 229, 124, 178	
YELLOW 60% CMYK: 1-11-60-0 HEX: #FEDE7F RGB: 254, 222, 127	PURPLE 60% CMYK: 47-56-3-0 HEX: #917AB2 RGB: 145, 122, 178	PINK 60% CMYK: 4-48-0-0 HEX: #E99BC3 RGB: 233, 155, 195	
YELLOW 40% CMYK: 2-7-40-0 HEX: #FAE6A8 RGB: 250, 230, 168	PURPLE 40% CMYK: 32-38-2-0 HEX: #AD9DC7 RGB: 173, 157, 199	PINK 40% CMYK: 2-32-0-0 HEX: #F1B8D6 RGB: 241, 187, 214	

Color Contrast Checker (1.2)

[Colors.co free contrast checker](https://www.colors.co)



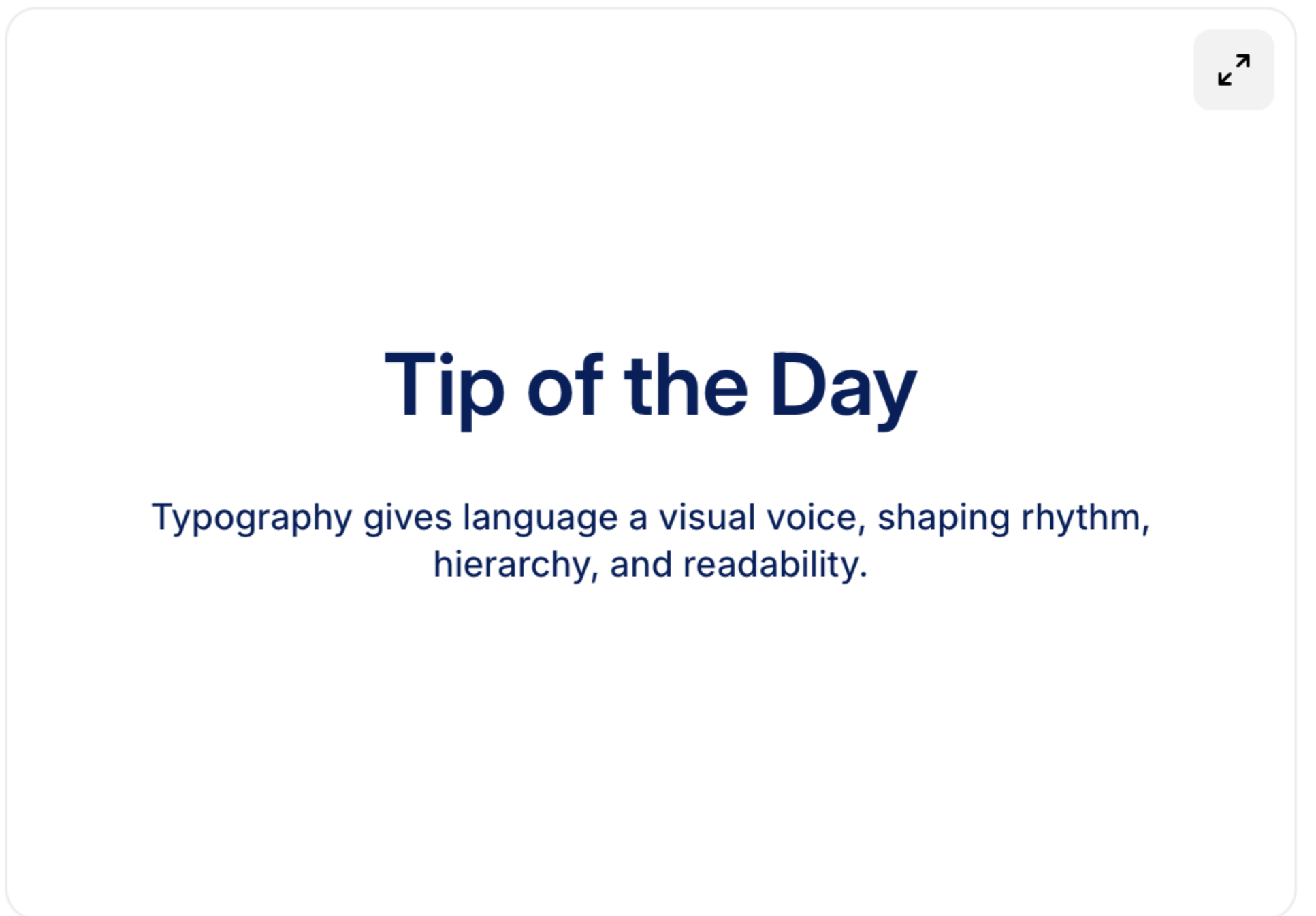
Text color: #00205C

Background color: #FFFFFF

Contrast: 15.43 Super ★★★★★

Small text ★★★ Large text ★★★

Great contrast for all text sizes.



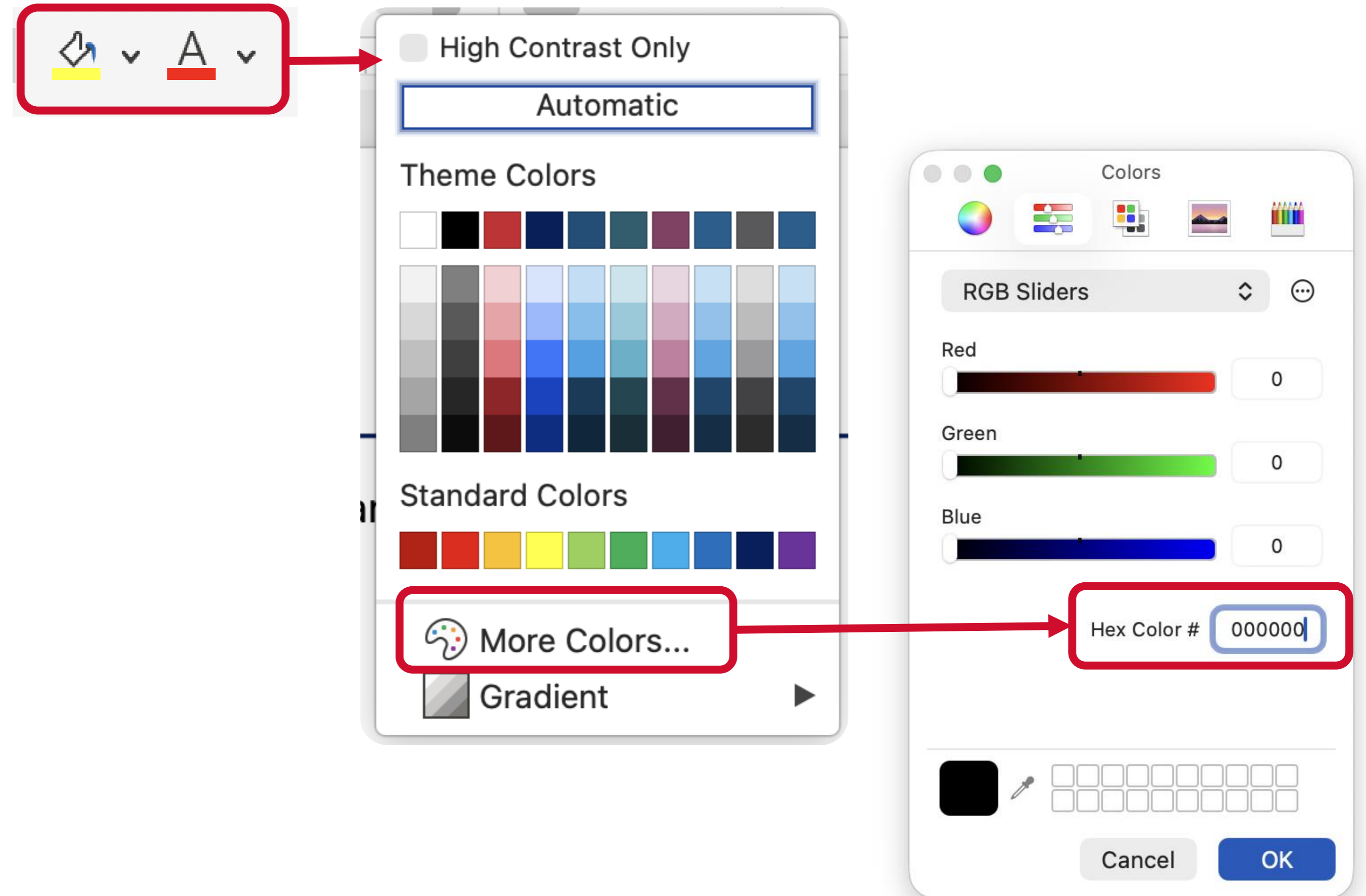
Tip of the Day

Typography gives language a visual voice, shaping rhythm, hierarchy, and readability.

Add Approved Colors

Click on the Font Color or Fill Color menus.

- Click "More Colors".
- Type the Hex Code.



Accessibility Resources (Color)

[Customer Support & Training webpage](#)

- Resource for understanding color contrast checkers

Color Contrast Checker

Color contrast ratio measures the relative brightness between the text color and the background color. An appropriate color contrast between the text and background ensures that all individuals can easily read the text on the page or screen.

Color contrasts range from 1:1 (no contrast – white text on a white background) to 21:1 (maximum contrast – black text on a white background). A contrast ratio of at least 4.5:1 is required to meet digital accessibility requirements for normal-size text (font size less than 18pt). A contrast ratio of at least 3:1 is required to meet digital accessibility requirements for large text (18pt font size or larger, 14pt bold or larger).

To determine if the text/background color combinations used in the document or slide deck meet this contrast threshold, use a [color contrast checker](#).

Hex Codes

A color contrast checker requires the hex codes for the text and background colors. A hex code is a unique 6-digit alphanumeric code assigned to a color in the color spectrum. Two common hex codes are #ffffff (white) and #000000 (black).

The MDE [Brand Guidelines](#) list the hex codes for the approved primary and secondary MDE colors, as well as their tints and shades.



Meaning cannot only be communicated visually.

Images. Colors. Fonts.

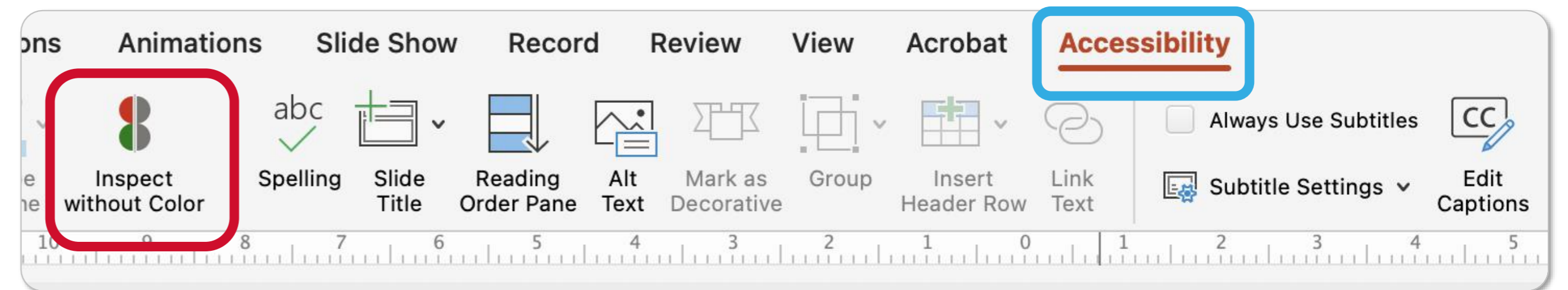
Manual Checks (4.2)

* Color Contrast

Avoid using only color to convey meaning.

Inspect each slide without color.

- In the Accessibility ribbon, click Inspect without color.




Inspect Without Color

Shows your slide in grayscale to help identify areas where color alone was used to convey information or if color combinations are difficult to perceive.

- When **color only** is used to convey information, add additional labels (text).
- Avoid color combinations such as **red and green** that can be difficult for people who are color blind to distinguish.
- If the text is difficult to read when viewed in grayscale, it has **low contrast** with the background and needs to be adjusted.
- **Repeat for each slide.**

Ensuring Accessibility

Ensuring compliance requires both **manual** and **automated** accessibility checks.




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13

Ensuring Accessibility

Ensuring compliance requires both **manual** and **automated** accessibility checks.



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13

Slide without Color

Questions?



Manual Checks (5)

* Text Size and spacing

- Use MDE Template when possible as text size and spacing are defaulted in the content boxes.
- Slides:** Text no smaller than 24 pts, line spacing no smaller than 1.0.

The diagram illustrates a slide layout with the following components and specifications:

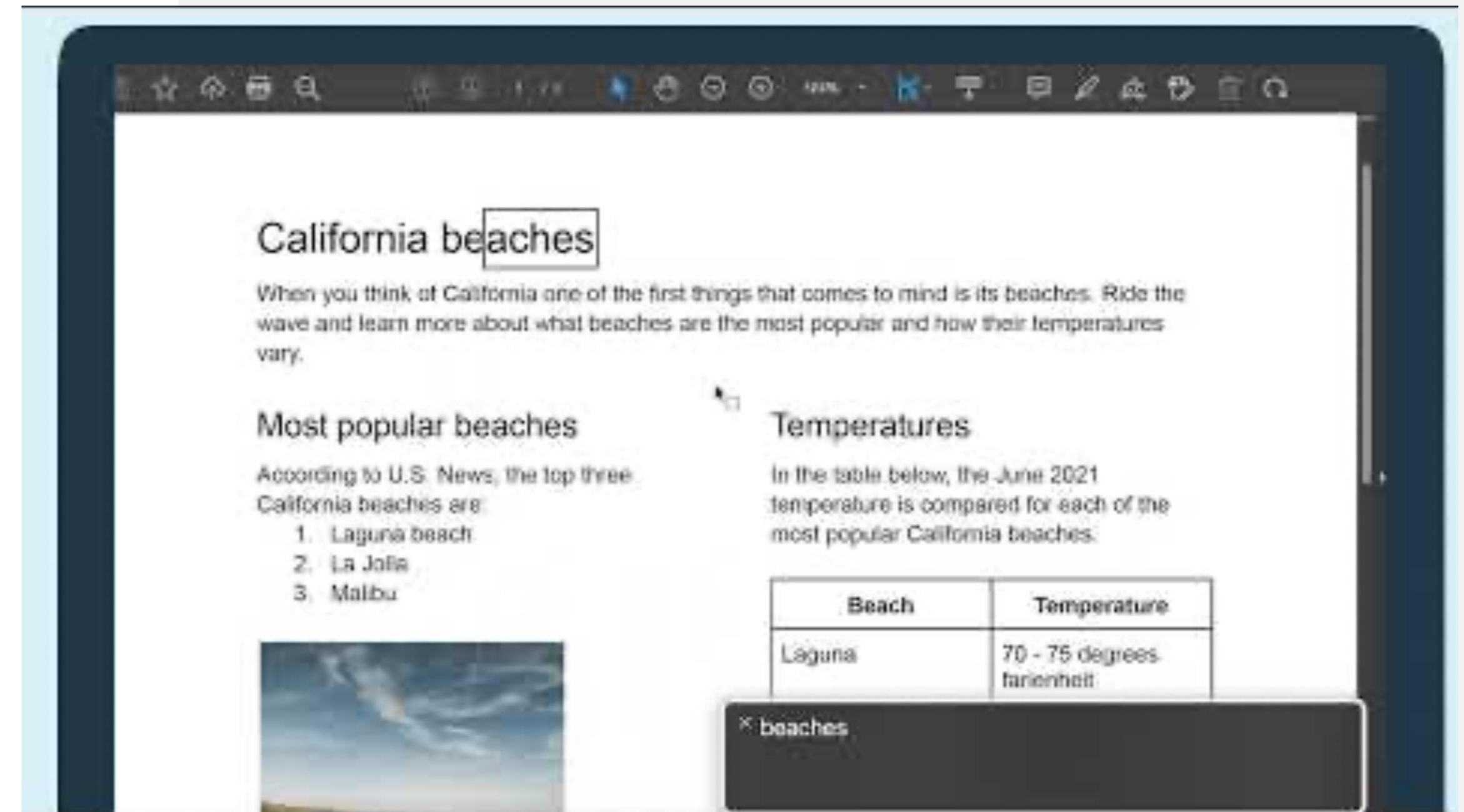
- Section title:** A dashed box at the top left.
- Slide title:** A large dashed box below the section title.
- Slide subtitle:** A dashed box below the slide title.
- Normal size text:** Three dashed boxes arranged horizontally below the subtitle, each containing the text "Normal size text: Inter / Regular / 36pt".

At the bottom left of the diagram is the logo for the Mississippi Department of Education, featuring a graduation cap and three stars.

Manual Checks (6)

* Transcripts and closed captioning

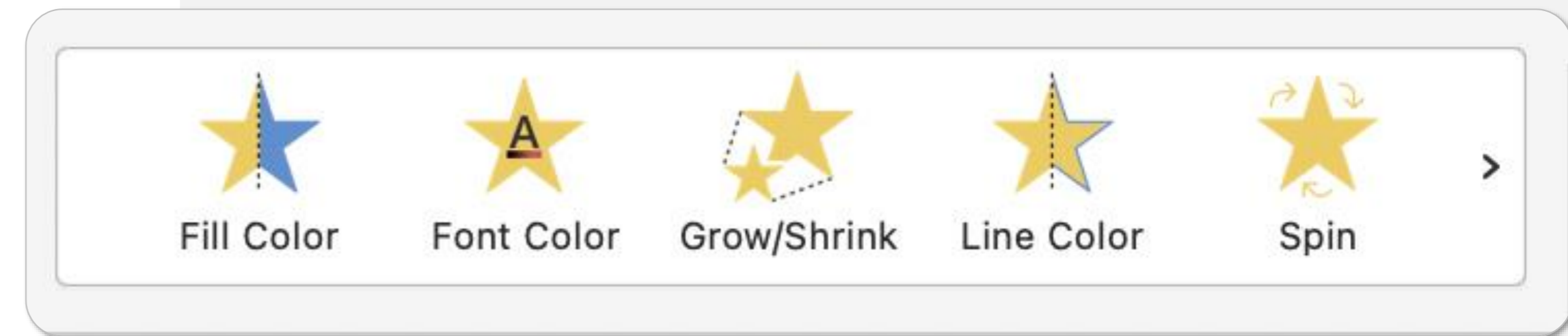
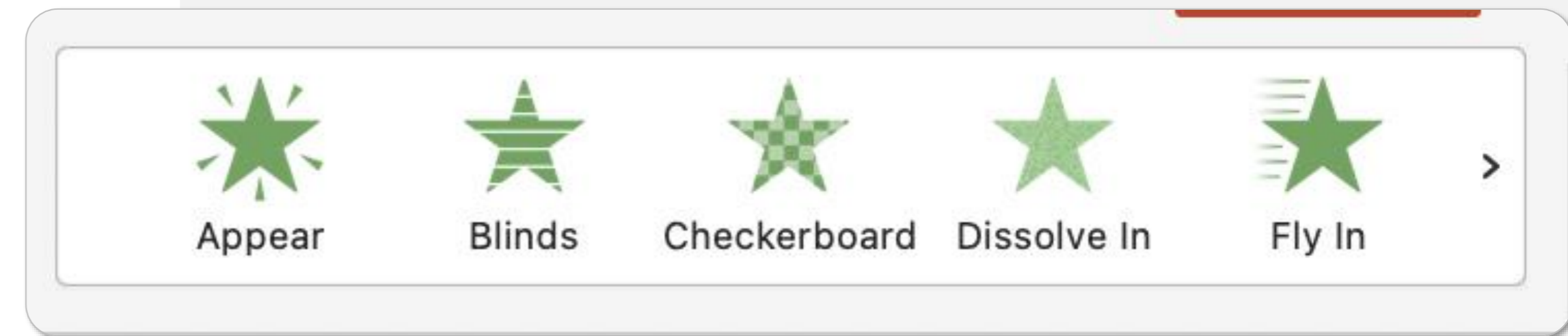
- Send videos to mdenet@mdek12.org to be posted to MDE's YouTube
- Closed Captions will be autogenerated
- Review captions for accuracy
- Ensure captions are



Manual Checks (7)

* Flashes and animations

- Limit animations and movement to avoid distractions.



Manual Checks (8)

* Hyperlink text and provide the purpose of the linked text

- If the resource will be accessed digitally (someone will click a link to access the webpage), avoid listing the URL.
- Add descriptive link text to URLs.
- Avoid linking directly to a PDF within another document. Instead, link to the website or landing page where that file is located.

Assigning a New District MSIS Primary or Secondary

If district leadership assigns a new MSIS Primary or Secondary, MDE should be promptly notified. District staff should:

- Complete the MSIS LEA Contact Update Form on the [MSIS Security Documents](#) webpage to update the district's MSIS Primary or MSIS Secondary. (This form must be signed by the district Superintendent.)
- Complete the Oath of Confidentiality (All Users) on the [MSIS Security Documents](#) webpage.
- Email both forms to the [Help Desk](#). MDE will grant the MSIS Primary or Secondary appropriate permissions and notify the MSIS Primary or Secondary that permissions have been granted.
- Enter the new MSIS Primary or Secondary information on the LEA Management screen in MSIS. (See the [LEA Management section](#) in Section II for more information on this manual input screen.)

Questions?



Ensuring Accessibility – Step 2

Complete
automated
accessibility
checks.

2

Automated Checks

- ✓ **Alt text for images**
- ✓ **Color Contrast***
- ✓ **Table attributes or merged cells***
- ✓ **Content headings***
[content boxes and slide titles]
- ✓ **Reading order***

*Perform manual checks to verify automated checks



Accessibility Checker

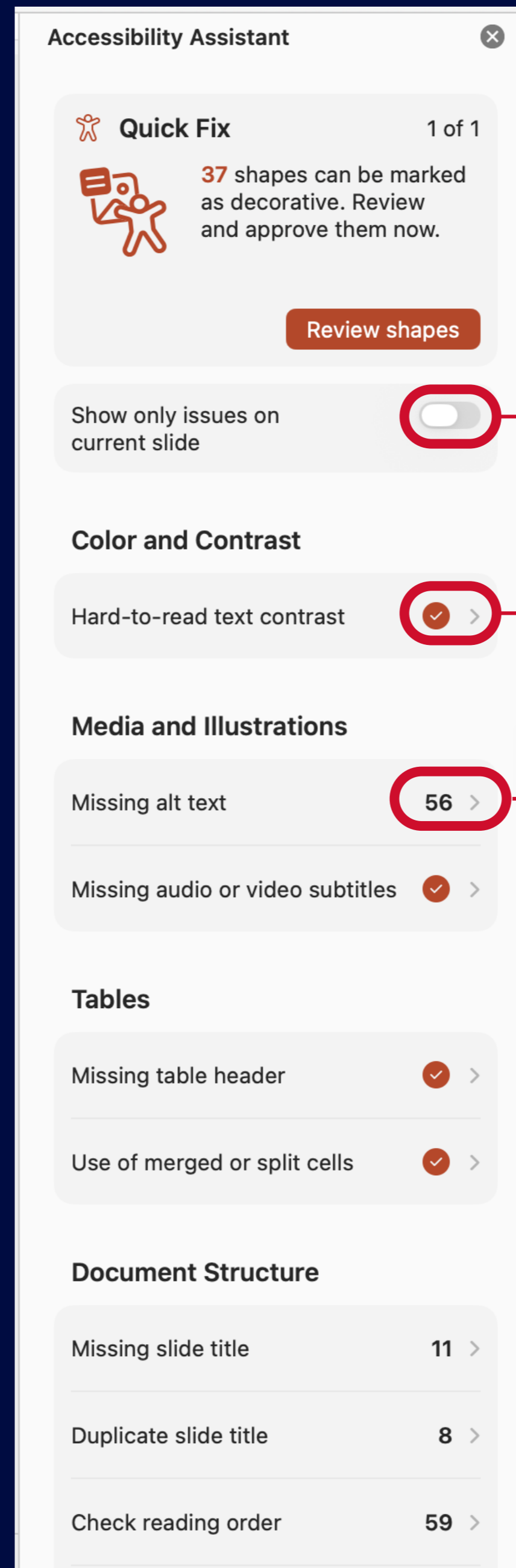
- Tools > Check Accessibility
- In the Accessibility ribbon, click Check Accessibility



Accessibility Assistant

The Accessibility Assistant panel will open on the right side of your screen and checks the following categories:

- **Color and Contrast** – identifies hard-to-read text contrast.
- **Media and Illustrations** – identifies missing alt text and missing audio or video subtitles.
- **Tables** – identifies missing table headers and use of merged/split cells.
- **Document Structure** – identifies missing and duplicate slide titles, default and duplicate section names, and prompts you to check reading order on slides.
- **Document Access** – identifies if content is restricted.



Check one slide at a time

No issues detected

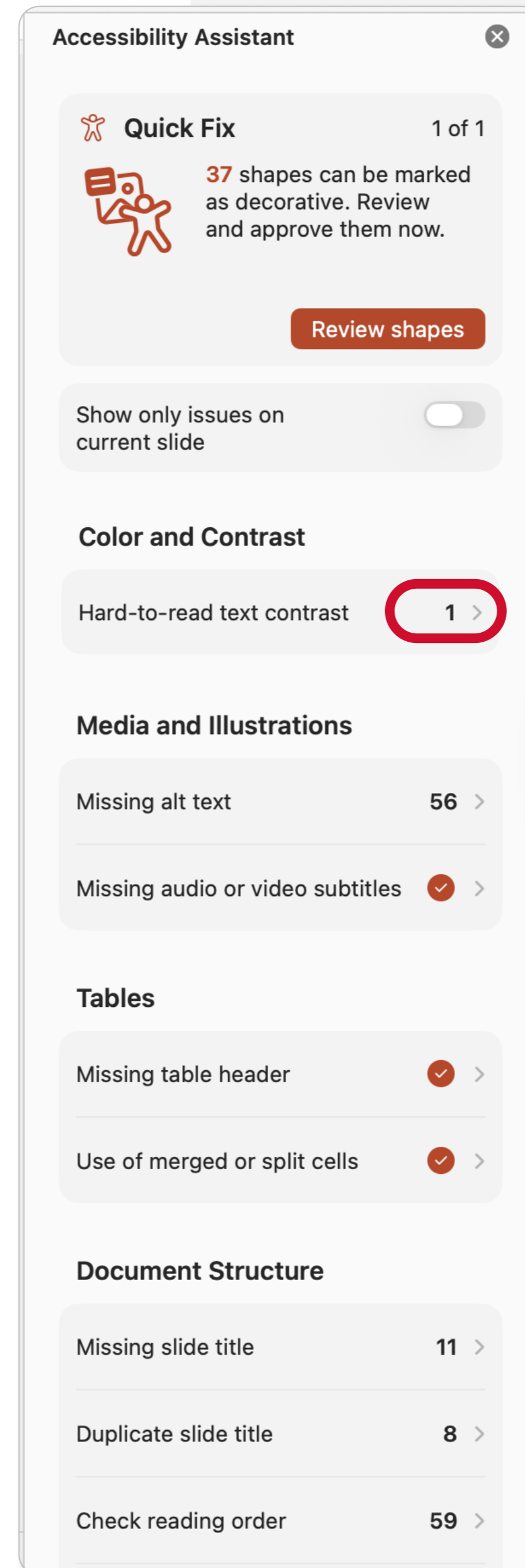
Issues detected

Click on arrow to correct issues

Automated Checks (1)

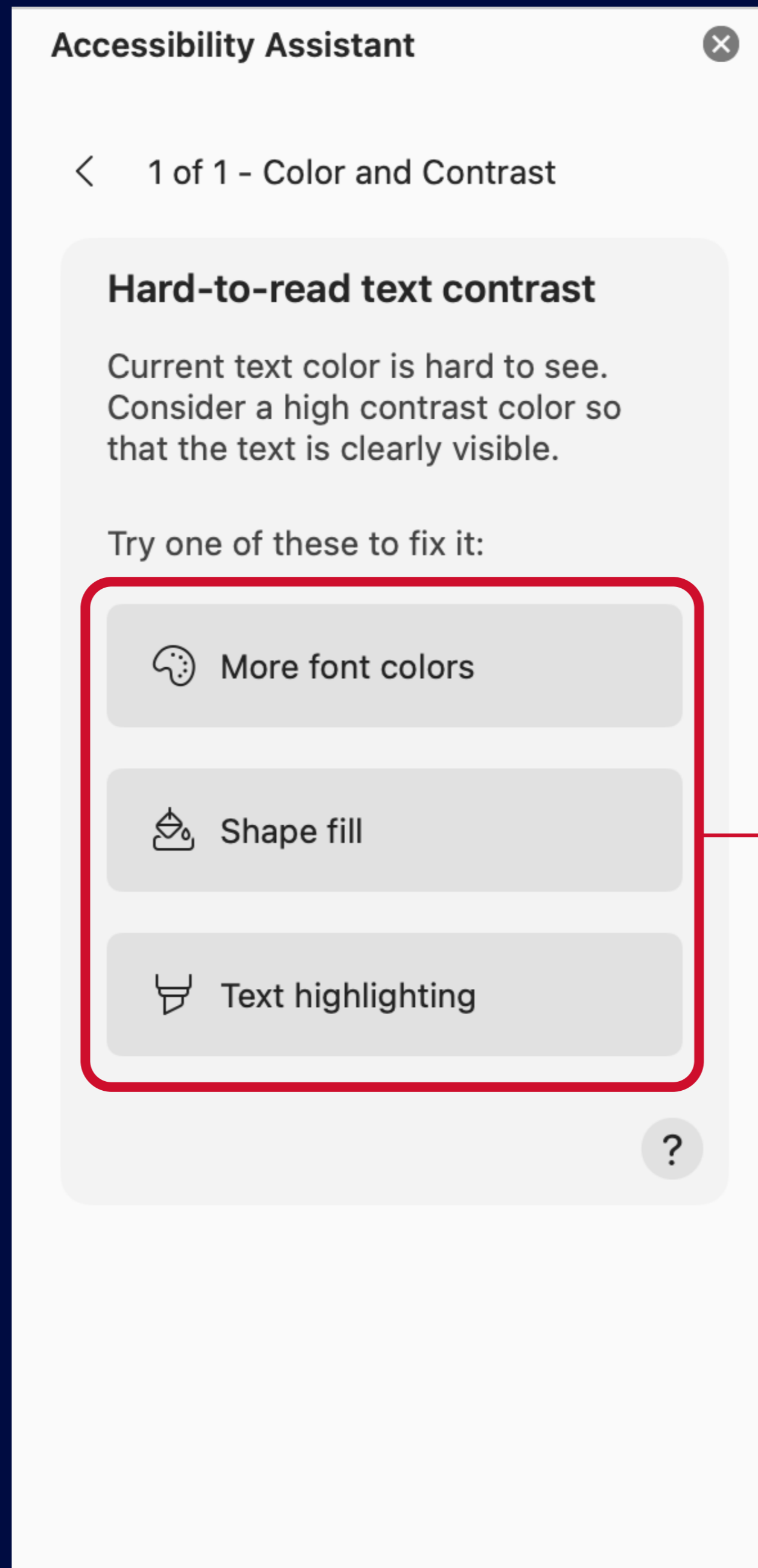
* Color Contrast

- ❑ If the text color or background color deviate from the standard black and white, check the color contrast using a [color contrast checker](#).
- ❑ Click on the arrow beside the category to correct the issues



Hard-to-read text contrast

- **Select the content color to change** (the object with hard-to-read contrast will be selected on the slide in the slide window).

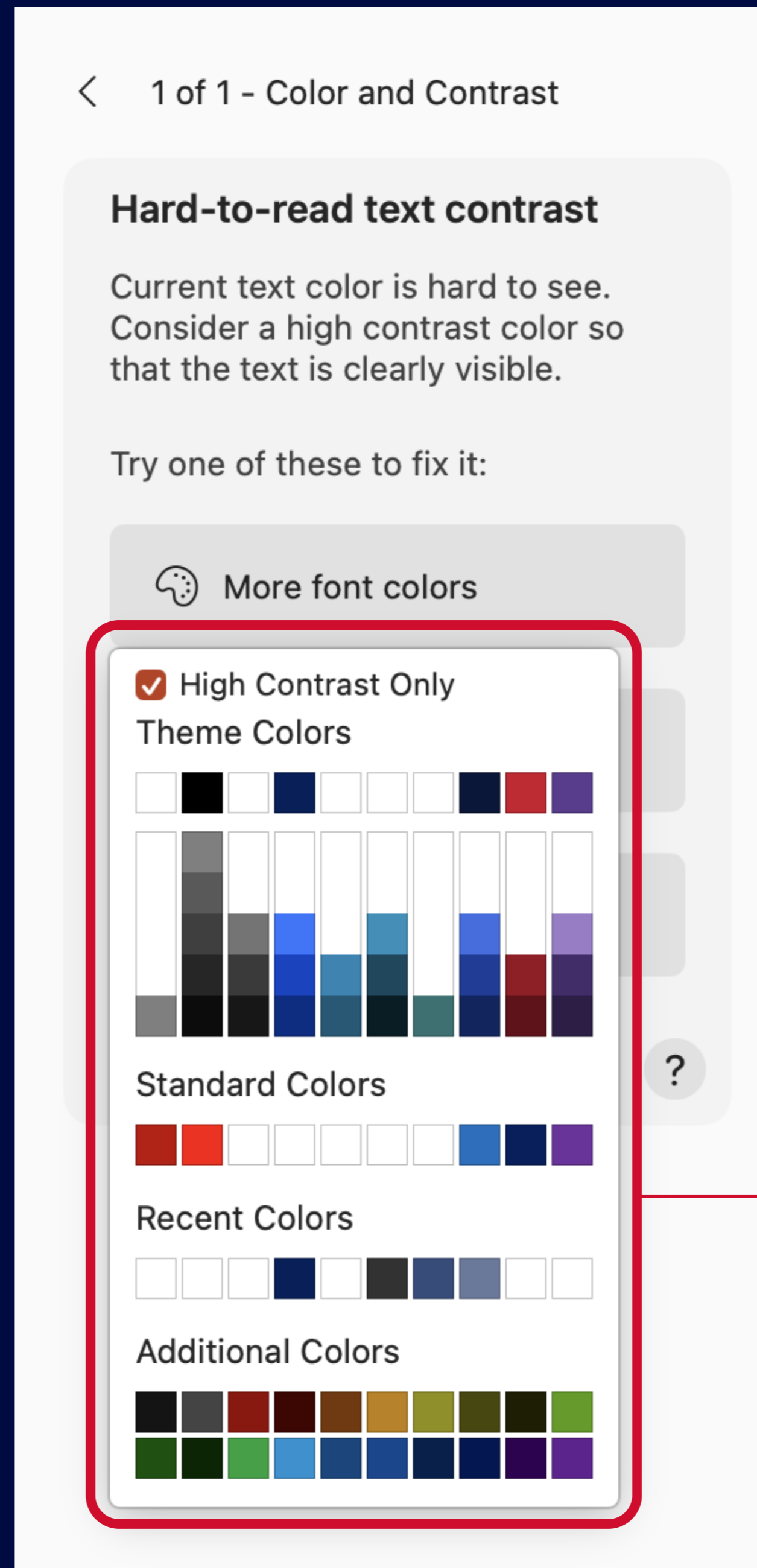


Select the content color to change

Hard-to-read text contrast (1)

- **Choose** from filtered high contrast color options.
- Alternatively, you can manually enter the desired hex code in the fill color menu.

Use the left arrow at the top to return to the Accessibility Assistant screen.

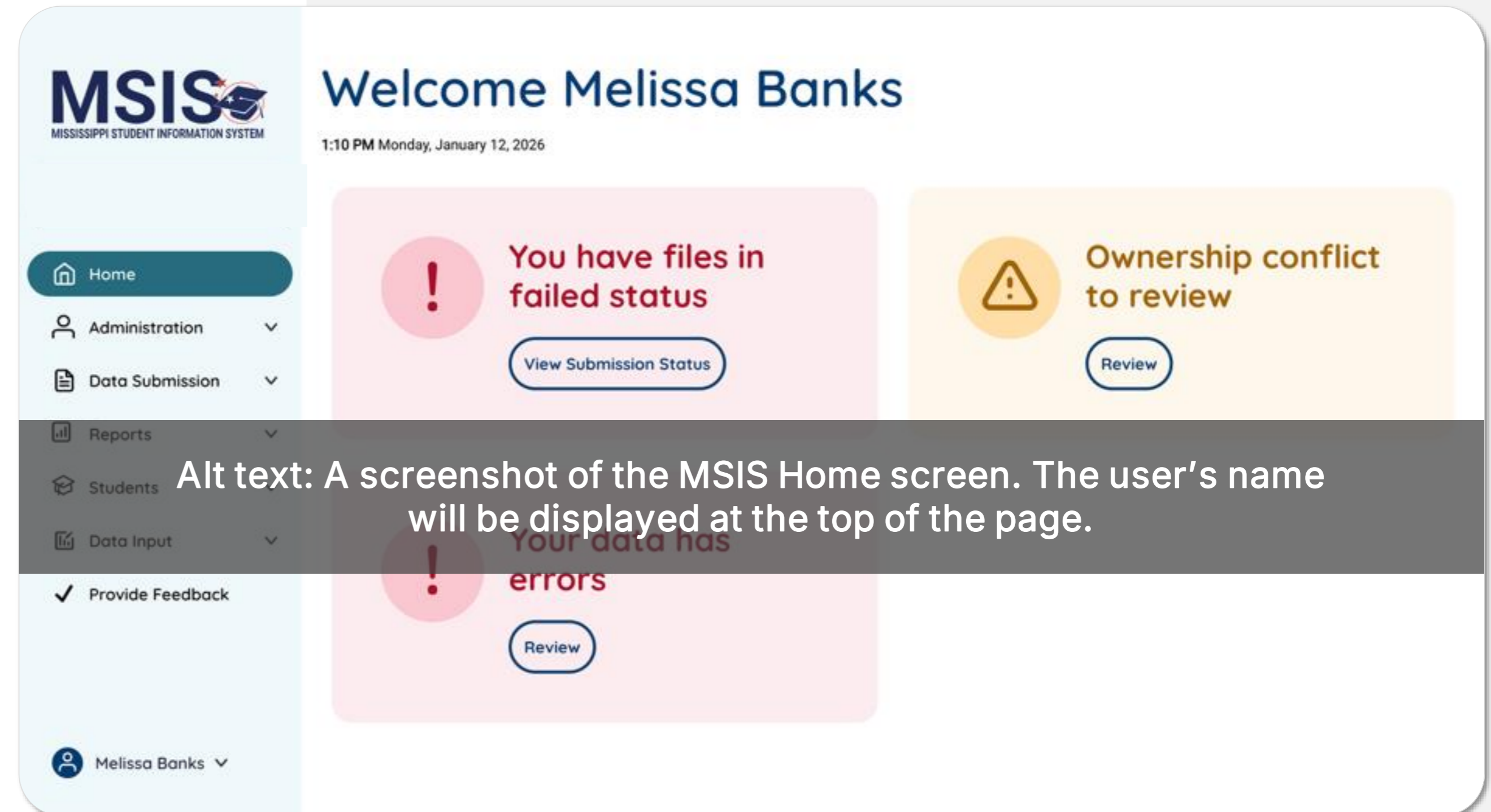


Choose from high contrast colors or manually change the color by entering the Hex code

Automated Checks (2)

* Alt text

- ❑ Ensure all images, charts, and graphs have alt text that can be read aloud by screen readers.
- ❑ Carefully write alt text to convey the images' purpose.
- ❑ If the image does not convey important information or have a functional purpose, mark it as decorative.



Accessibility Resource (Alt Text)

[Customer Support & Training webpage](#)

- Instructions on how to write alt text

Accessibility: Alt Text

Text alternatives (alt text) allow users with visual impairments to understand the context and purpose of images via screen readers. Images come in a variety of formats, including photos, clip art, illustrations, graphs, charts, and text saved as an image, and can be used in documents. However, not all images require alt text.

Visuals that convey information useful for interacting with or understanding the content should be **assigned alt text**. Screen readers will read the provided alt text aloud.

Visuals that are strictly decorative and do not provide any meaning or purpose **do not require alt text**. These images should be marked as "decorative" so that screen readers will skip over them.

When writing alt text, consider: if you were helping someone read and interact with a document and they couldn't see it, what would you say about the image? Do not simply describe what the image *looks like*. Alt text should be functional and provide an equivalent user experience, not necessarily describe the image. Carefully write alt text to convey the image's purpose.

Provide alt text that is the functional equivalent to inform users of the required action. NOTE: Do not include the words "button", "link", or "image of". Screen readers automatically provide that information. <i>Alt text example: "Print" for a printer icon.</i>	Provide the text contained in the image in the alt text. <i>Alt text example: "Mississippi Department of Education logo."</i>	Provide brief text to identify the image and then provide a detailed description of the information elsewhere. <i>Alt text example: "A chart depicting graduation rates."</i>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Automated Checks (2.1)

* Alt text

- ❑ Click on the arrow beside the category to correct the issues

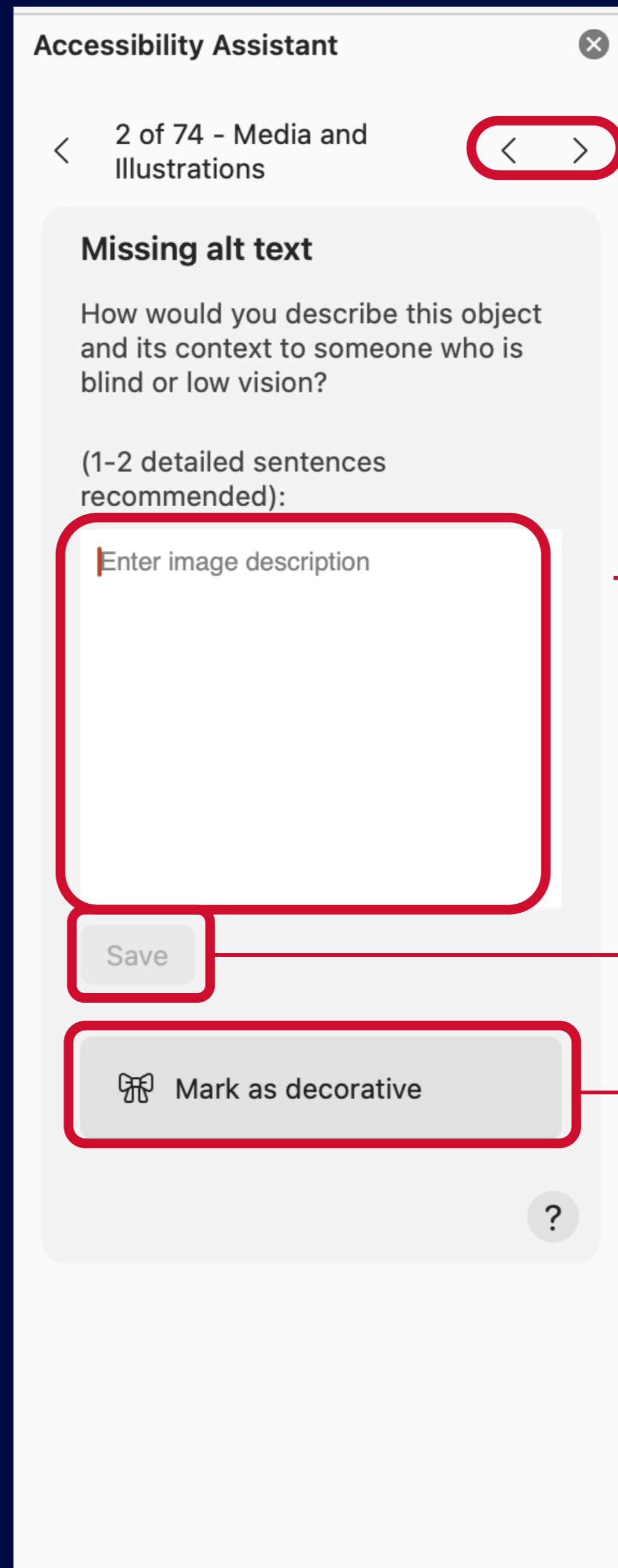
The screenshot shows the Accessibility Assistant interface with the following sections and items:

- Quick Fix** (1 of 1): 37 shapes can be marked as decorative. Review and approve them now. [Review shapes](#)
- Show only issues on current slide**:
- Color and Contrast**
 - Hard-to-read text contrast: >
- Media and Illustrations**
 - Missing alt text: **56** >
 - Missing audio or video subtitles: 1 >
- Tables**
 - Missing table header: >
 - Use of merged or split cells: >
- Document Structure**
 - Missing slide title: 11 >
 - Duplicate slide title: 8 >
 - Check reading order: 59 >

Missing Alt Text

- **Enter** desired alt text and click **Save**.
- **Mark as decorative** if the screen reader should skip over the image.
- Use the arrows at the top of the pane to **navigate** between images.

Use the left arrow at the top to return to the Accessibility Assistant screen.



Use arrows to navigate to the next image

Enter desired alt text

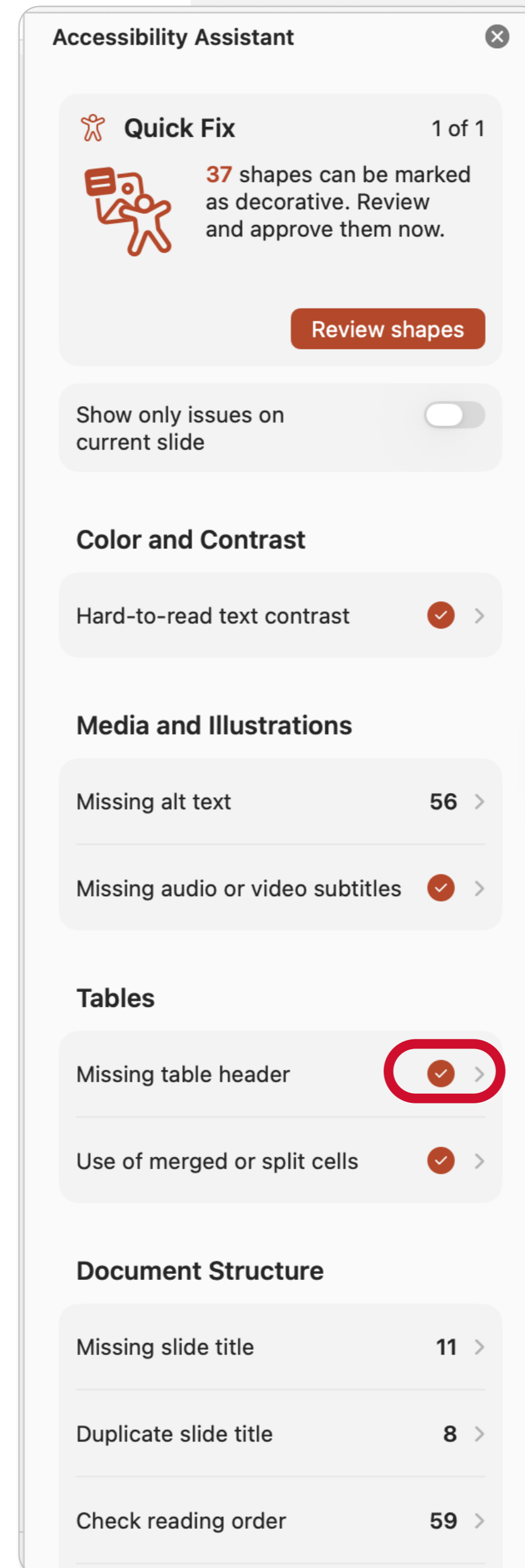
Save alt text

Mark as decorative

Automated Checks (4)

* Table attributes or merged cells

- Use simple table structures (no merged or blank cells).
- Identify column and row headers clearly.
- Use the Header Row option and repeat headers on each page.
- Use table styles in available MDE Templates.



Automated Checks (5)

* Content headings

Slide titles

- Ensure each slide has a **unique slide title** that is descriptive and directly relates to the content on the slide.

Accessibility Assistant

Quick Fix 1 of 1

37 shapes can be marked as decorative. Review and approve them now.

Review shapes

Show only issues on current slide

Color and Contrast

Hard-to-read text contrast ✓ >

Media and Illustrations

Missing alt text 56 >

Missing audio or video subtitles ✓ >

Tables

Missing table header ✓ >

Use of merged or split cells ✓ >

Document Structure

Missing slide title 11 >

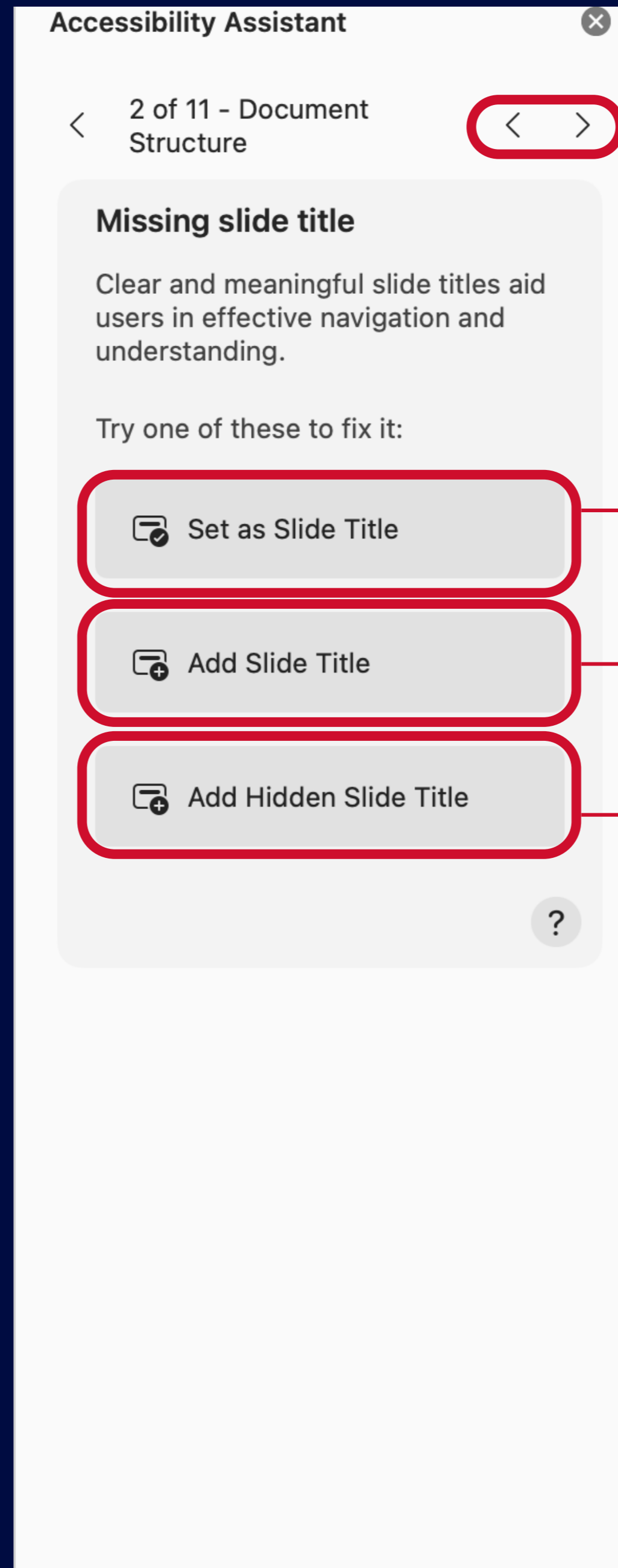
Duplicate slide title 8 >

Check reading order 59 >

Missing Slide Title

- Choose from one of the provided options to fix the missing title.
- Use the arrows at the top of the pane to **navigate** between slides.

Use the left arrow at the top to return to the Accessibility Assistant screen.



Use arrows to navigate to the next missing title

Set selected text box as the slide title

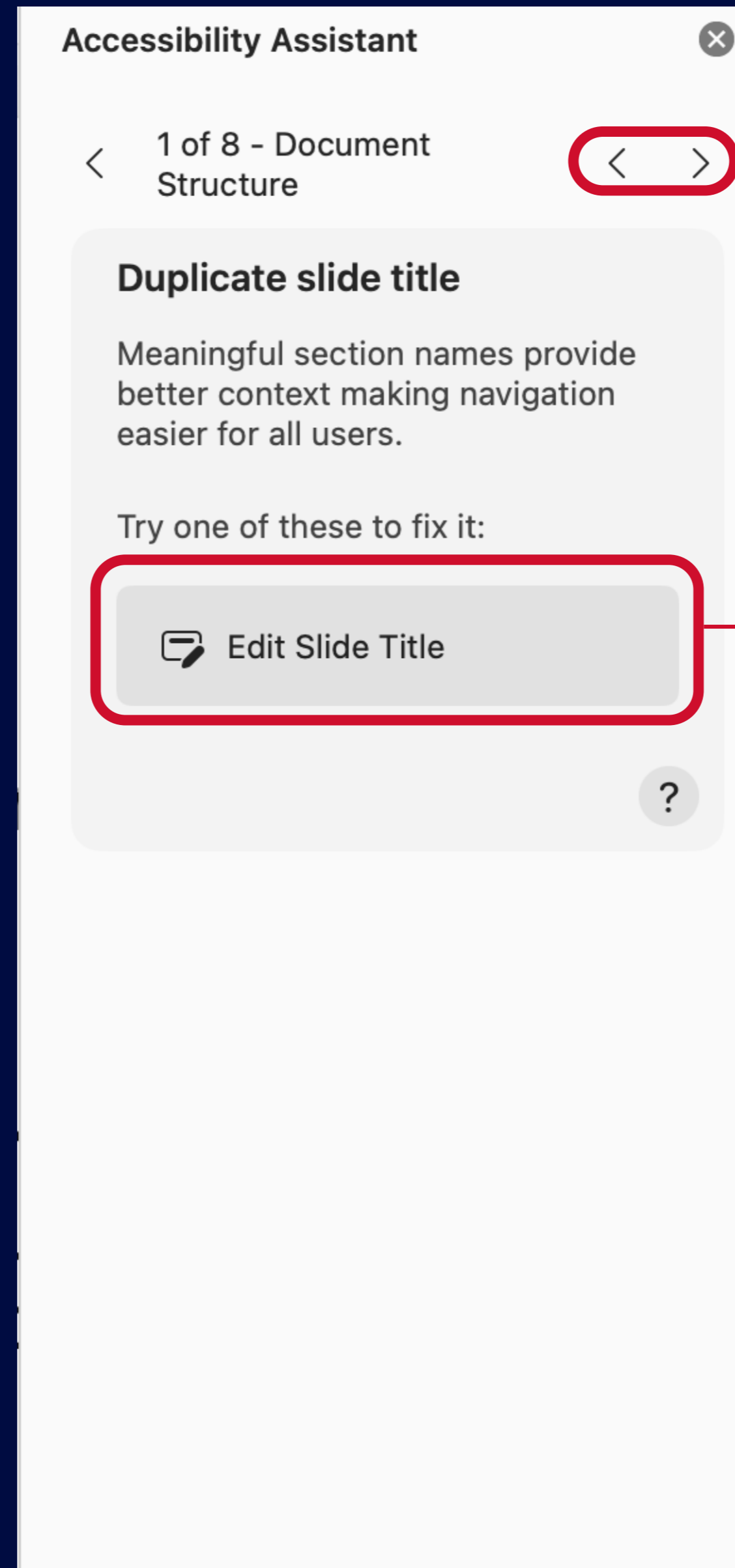
Add a new text box as the slide title

Add a hidden slide title

Unique Slide Title

- **Edit** the existing slide to a unique descriptor.
Ex: Manual Checks (2)
- Use the arrows at the top of the pane to **navigate** between slides.

Use the left arrow at the top to return to the Accessibility Assistant screen.



Use arrows to navigate to the next image

Edit text box designated as the slide title

Automated Checks (6)

* Reading Order

Objects are read in the order they are placed on the slide.

Slides that have not been manually ordered in the reading order pane will appear in the automated checklist.

The screenshot shows the 'Accessibility Assistant' window with the following content:

- Quick Fix** (1 of 1): 37 shapes can be marked as decorative. Review and approve them now. [Review shapes](#)
- Show only issues on current slide** (toggle off)
- Color and Contrast**
 - Hard-to-read text contrast (checked) >
- Media and Illustrations**
 - Missing alt text (56) >
 - Missing audio or video subtitles (checked) >
- Tables**
 - Missing table header (checked) >
 - Use of merged or split cells (checked) >
- Document Structure**
 - Missing slide title (11) >
 - Duplicate slide title (8) >
 - Check reading order (59) >**

Reading Order Pane (2)

- **Checked** items will be read aloud by the screen reader in the order they appear in the pane.
- **Slide titles should always appear first** in the reading pane, and the slide number should appear last.
- **Warning symbols** indicate graphics or images with missing alt text. Click the **pencil** to edit the alt text or mark the image as decorative.
- Click on the content name to select it. **Click and drag** the content to a different order or use the move buttons.
- **Repeat for each slide.**

Reading Order Pane

Set the sequence and content that accessibility tools will read

= Included in reading order
 ⚠ = Missing alt text

Sort By Rows Sort By Columns

<input checked="" type="checkbox"/>	1 Slide Number Placeholder 1: 28	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2 Text Placeholder 2: Ensuring Accessibility	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3 Text Placeholder 3: Manual Checks (3)	<input type="checkbox"/>
<input type="checkbox"/>	- Text Placeholder 4: Decorative	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4 Text Placeholder 5: Reading order Objects a...	<input type="checkbox"/>
<input type="checkbox"/>	- Freeform 7: Decorative	<input type="checkbox"/>
<input checked="" type="checkbox"/>	5 ⚠ Group 6	<input type="checkbox"/>

Move Up Move Down

Included content

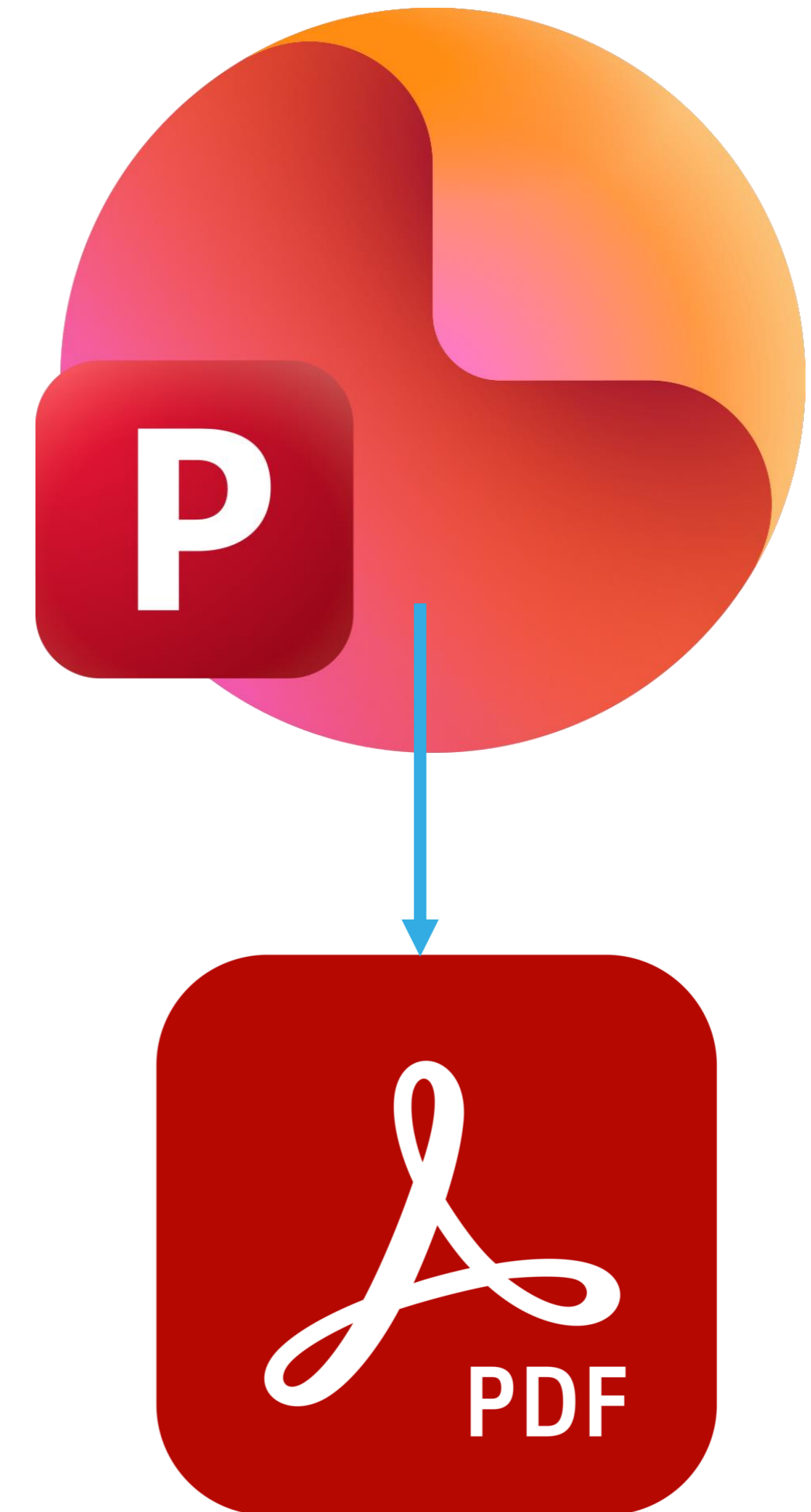
Slide title

Edit alt text

Missing slide title

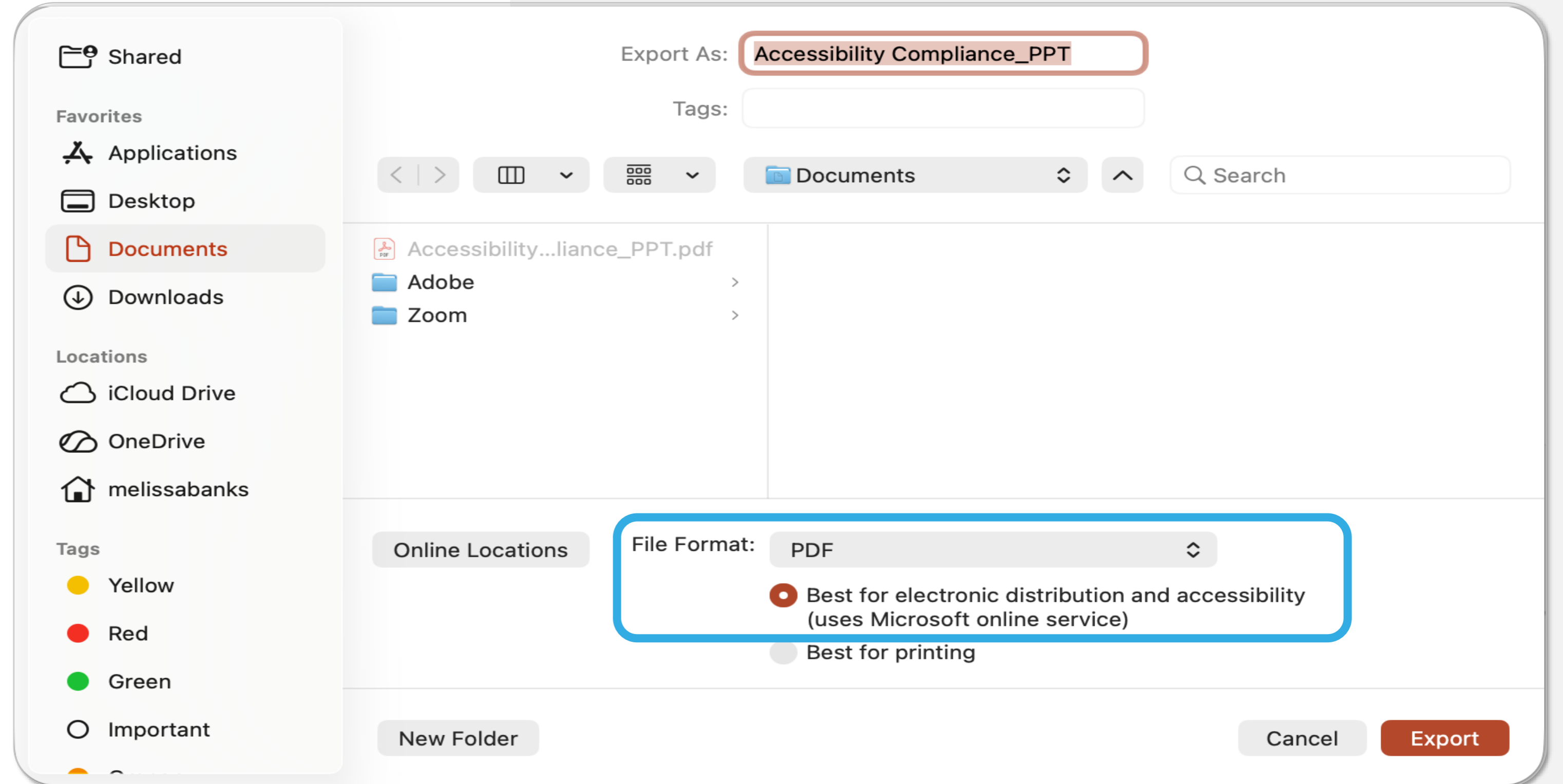
PDF Compliance

- **Slide decks** should be checked compliance using built-in accessibility checks within PPT.
- **If slides are saved as PDFs** to be distributed electronically, the PDF should be **checked for compliance** again using built-in accessibility checks within Acrobat.



Save as a PDF

- File > Export
- File Format: PDF
- **Best for electronic distribution and accessibility**



Accessibility Resource (Adobe Acrobat)

[Customer Support & Training webpage](#)

- Checklists & Instructions for performing accessibility checks

Accessibility Checks: PDFs



In accordance with Title II of the Americans with Disabilities Act (ADA), all digital content must be carefully reviewed to ensure compliance with digital accessibility guidelines. When creating a resource in an authoring program (e.g., Microsoft Word), it should be checked for compliance using the program's built-in accessibility features. (See Accessibility checklists and instructions for running accessibility checks on our [Customer Support and Internal Training](#) webpage.)

After ensuring compliance within the authoring program, if the resource is saved as a PDF for electronic distribution, the PDF must also be reviewed for compliance.

The following steps outline how to use Adobe Acrobat's built-in tools to complete an automated accessibility check and note the accessibility standards that must be reviewed manually.

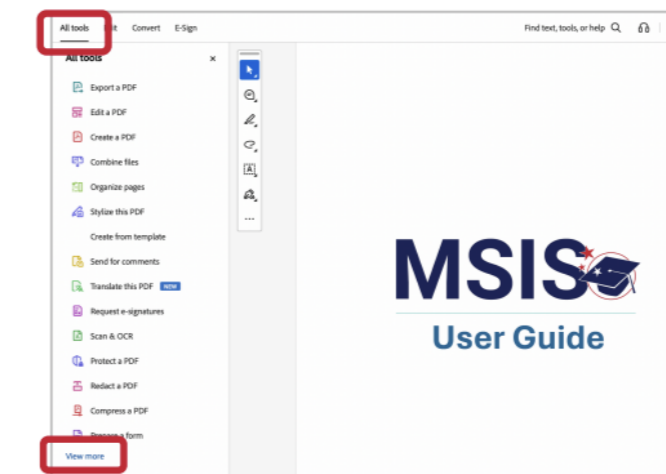
Automated Accessibility Checker

Adobe Acrobat includes integrated tools that flag common accessibility barriers.

Acrobat Reader (i.e., the free version) can perform the needed accessibility checks. However, Acrobat Pro is required to correct issues in the PDF that may be flagged for compliance concerns. Employees can email mdenet@mdek12.org to request access to Acrobat Pro.

Step 1: Open a PDF file using Adobe Acrobat Pro.

Step 2: Click "All tools". Click "View More" to see all tools.



Questions?



**What is your role in digital
accessibility compliance?**

Digital Accessibility Compliance (ADA Title II)

Any **NEW** digitally-accessed documents, media, or posts must be compliant by **April 24**.

- ✓ Slide decks
- ✓ Documents or other media posted to the MDE website

Compliance Exceptions

1. **Archived web content**, including content not currently used.
2. **Pre-existing conventional electronic documents**, **unless** such documents are currently used to apply for, gain access to, or participate in the public entity's services, programs, or activities.
3. **Content posted by a third party**, **unless** the third party is posting due to contractual, licensing, or other arrangements with the Title II entity.
4. **Conventional electronic documents** that are about a specific individual, their property, or their account and **that are password-protected or otherwise secured**.
5. **Social media posts** that are made by a Title II entity **before the date** the entity must comply with this rule.

28 CFR 35.201

Roles & Responsibilities

MDE Employees

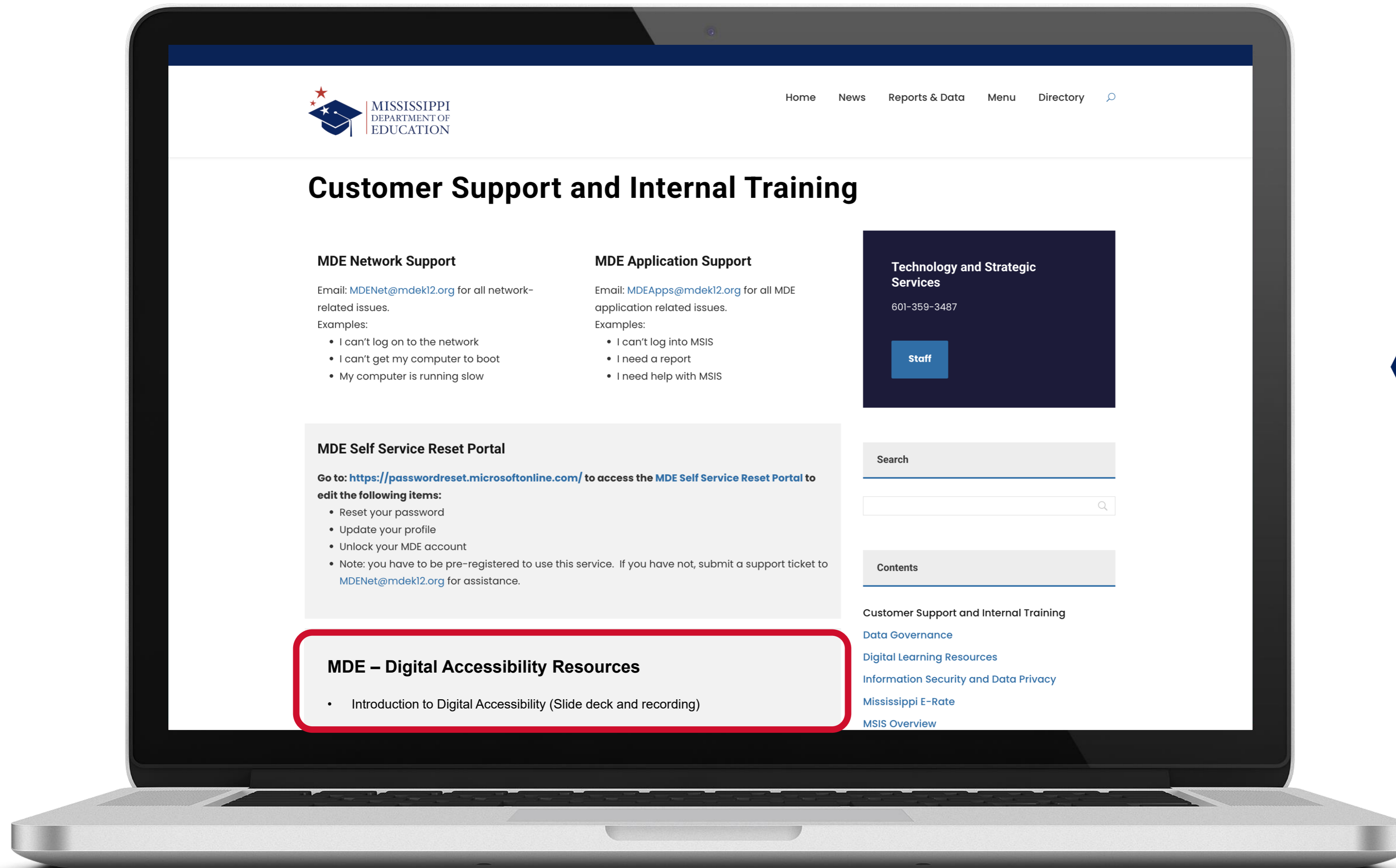
- **Participate** in Accessibility training based on your role (Basic and/or Advanced).
- **Ensure** accessibility compliance of digital resources **before** emailing, posting, or sharing.
- **Email** mdenet@mdek12.org with any issues when attempting to ensure accessibility compliance.

Office of Technology & Strategic Services

- **Provide** Accessibility training.
- **Post recording, slide deck, and other resources** on the [Customer Support and Training](#) webpage.
- **Provide** assistance to any tickets received at mdenet@mdek12.org.

Office of Communication & Government Relations

- **Review** any digital resources before posting them to EdUpdate, the MDE website, or social media. **Resources that are out of compliance will be returned to the requestor to correct.**
- **Upload videos** to YouTube and ensure close captions are generated.



Customer Support and Internal Training

MDE Network Support

Email: MDENet@mdek12.org for all network-related issues.

Examples:

- I can't log on to the network
- I can't get my computer to boot
- My computer is running slow

MDE Application Support

Email: MDEApps@mdek12.org for all MDE application related issues.

Examples:

- I can't log into MSIS
- I need a report
- I need help with MSIS

Technology and Strategic Services

601-359-3487

Staff

MDE Self Service Reset Portal

Go to: <https://passwordreset.microsoftonline.com/> to access the MDE Self Service Reset Portal to edit the following items:

- Reset your password
- Update your profile
- Unlock your MDE account
- Note: you have to be pre-registered to use this service. If you have not, submit a support ticket to MDENet@mdek12.org for assistance.

MDE – Digital Accessibility Resources

- Introduction to Digital Accessibility (Slide deck and recording)

Search

Search

Contents

Customer Support and Internal Training

[Data Governance](#)

[Digital Learning Resources](#)

[Information Security and Data Privacy](#)

[Mississippi E-Rate](#)

[MSIS Overview](#)

Accessibility Resources

[Customer Support & Training webpage](#)

- Slide deck and recording
- Checklists & Instructions for performing accessibility checks
- Resources for understanding color contrast and alt text

Accessibility Checks: PowerPoint



In accordance with Title II of the Americans with Disabilities Act (ADA), all digital content must be carefully reviewed to ensure compliance with digital accessibility guidelines. This review requires a two-phase approach: first, complete a manual review to ensure the document is functional for all users, then use PowerPoint's automated Accessibility Checker to catch additional technical errors.

The following steps outline which accessibility standards must be checked manually and how to use PowerPoint's built-in tools to complete an automated review.

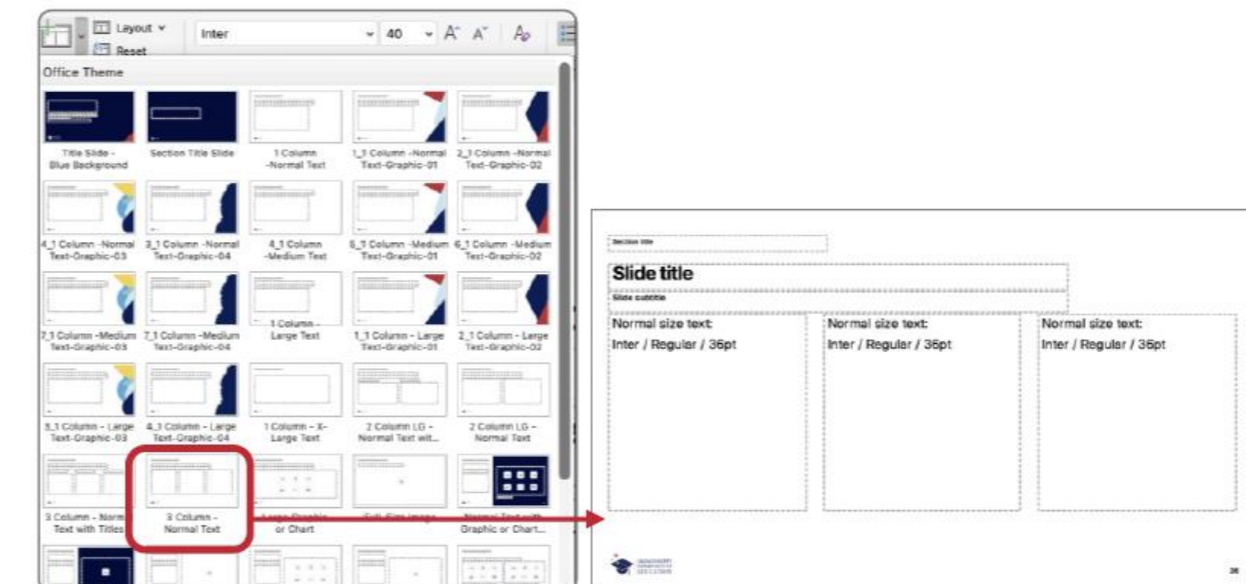
1: Manual Accessibility Checks

Manual checks require users to personally verify that the document's logic, layout, and visual elements meet accessibility standards.

Content headings [content boxes and slide titles]

Use built-in slide layouts within the MDE PowerPoint template to assist with organization for screen readers.

- Use **built-in slide layouts with content boxes** (e.g., slide title, slide subtitle, etc.) to ensure MDE branding and accessibility.



Questions?



Let us know how we did!



forms.office.com/r/2ZQAFLxKzT

Advanced Accessibility: PowerPoint

Melissa Banks | mebanks@mdek12.org

