

Maine CITE welcomes you to today's webinar!

Creating Accessible Digital Content and Presentations

Lani Carlson, Maine CITE

June 16, 2026

The webinar will begin soon.



Serving all ages and all abilities

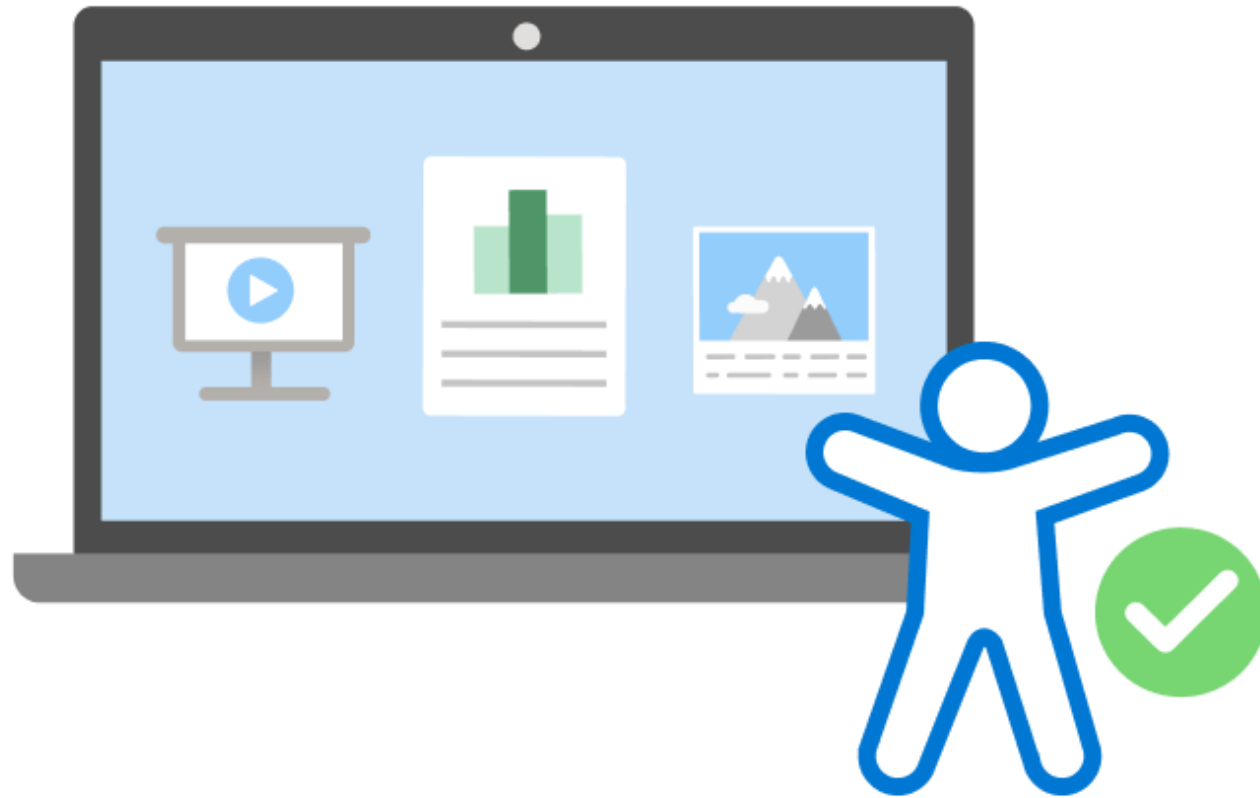
Maine CITE provides:

- Information and assistance
- Assistive technology training
- Device demonstrations
- Device short-term loans
- Device reuse

Partners:

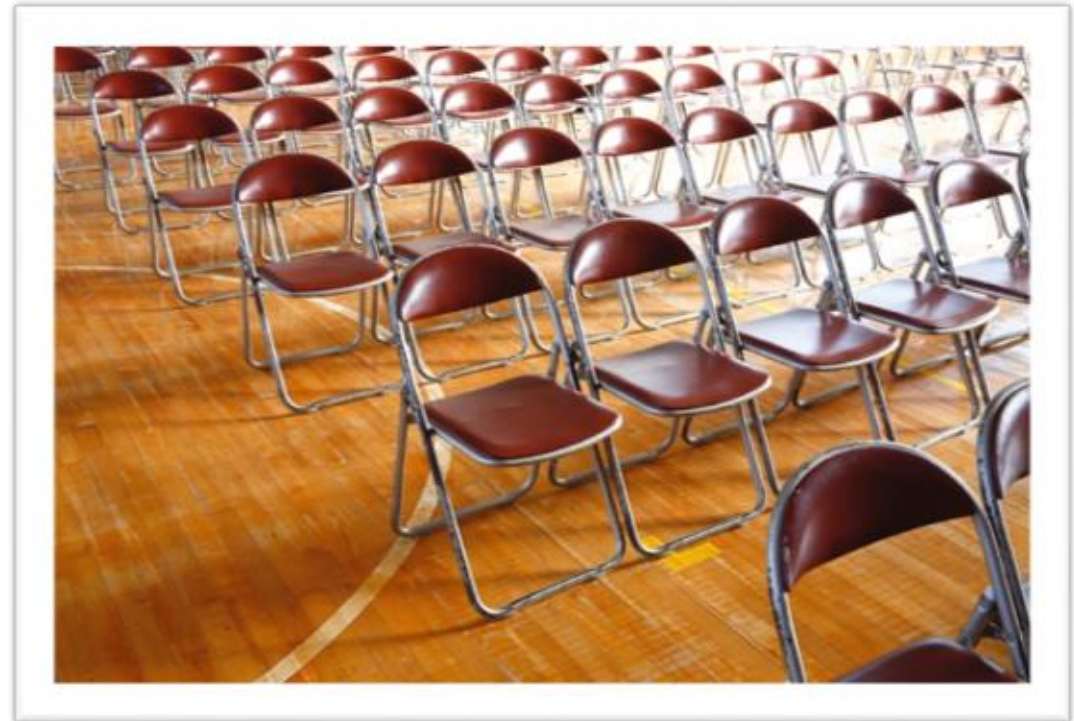
- Gallant Therapy Services
- John F Murphy Homes
- Spurwink ALLTECH
- Pine Tree Society
- University of Maine at Farmington
- Waypoint

Creating Accessible Digital Content and Presentations



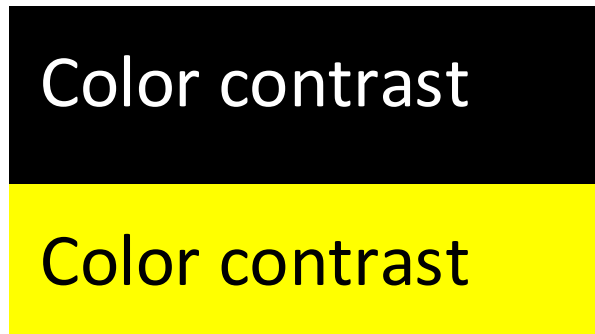
Is Your Content Understandable?

- Know your audience
- Word choices
- Design for understanding

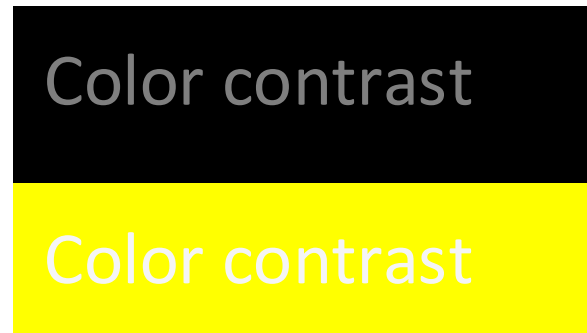


Color Contrast

Color contrast is the difference between two colors that makes it easy to see one thing from another.



Color contrast



Color contrast



TPGi Colour Contrast Analyser

[Tpgi.com/color-contrast-checker/](https://tpgi.com/color-contrast-checker/)



Colour Contrast Analyser (CCA)


Foreground colour (black)
HEX #000000

Background colour (white)
HEX #FFFFFF

RGB HSL HSV

Synchronize colour values

Red 255
Green 255
Blue 255

▼ Sample preview
example text showing contrast 

WCAG 2.1 results Contrast ratio 21:1

- ▶ 1.4.3 Contrast (Minimum) (AA)
 - ✓ Pass (regular text) ✓ Pass (large text)
- ▶ 1.4.6 Contrast (Enhanced) (AAA)
 - ✓ Pass (regular text) ✓ Pass (large text)
- ▶ 1.4.11 Non-text Contrast (AA)
 - ✓ Pass (UI components and graphical objects)

Color Contrast Tool

WCAG 2.1 Minimum contrast ratio:

- 4.5 : 1 for “regular” text
- 3:1 for large text (18 pt)

WCAG 2.1 results Contrast ratio 21:1

▼ **1.4.3 Contrast (Minimum) (AA)**

Paraphrased Text (including images of text) has a contrast ratio of at least **4.5:1** for "regular"; sized text and at least **3:1** for large scale text (at least **18pt** / **24px**, or bold and at least **14pt** / **18.5px**), unless the text is purely decorative.

✔ Pass (regular text) ✔ Pass (large text)

Colour Contrast Analyser (CCA)

Foreground colour (black)
HEX #000000

Background colour (white)
HEX #FFFFFF

RGB HSL HSV

Synchronize colour values

Red 255
Green 255
Blue 255

▼ Sample preview
example text showing contrast

WCAG 2.1 results Contrast ratio 21:1

▶ **1.4.3 Contrast (Minimum) (AA)**

✔ Pass (regular text) ✔ Pass (large text)

▶ **1.4.6 Contrast (Enhanced) (AAA)**

✔ Pass (regular text) ✔ Pass (large text)

▶ **1.4.11 Non-text Contrast (AA)**

✔ Pass (UI components and graphical objects)

Minimum Contrast Ratio = 4.5:1



21 : 1 Ratio

19.4 : 1 Ratio

21 : 1 Ratio



5.2 : 1 Ratio



1.8 : 1 Ratio



1.4 : 1 Ratio

4.5 : 1 Ratio

1.4 : 1 Ratio



TPIg CCA

WCAG 2.1 Minimum contrast ratio:

- 4.5 : 1 for “regular” text
- 3:1 for large text (18 pt)



1.4 : 1 Ratio

The screenshot shows the Colour Contrast Analyser (CCA) interface. At the top, the foreground color is set to red (#FF0000) and the background color is set to green (#06B050). Below this, there are sliders for Red (6), Green (176), and Blue (80) values. A sample preview shows the text "example text showing contrast" in red on a green background. The WCAG 2.1 results section shows a contrast ratio of 1.4:1, which is below the required minimum of 4.5:1 for regular text and 3:1 for large text. The results are categorized as follows:

- 1.4.3 Contrast (Minimum) (AA): Fail (regular text), Fail (large text)
- 1.4.6 Contrast (Enhanced) (AAA): Fail (regular text), Fail (large text)
- 1.4.11 Non-text Contrast (AA): Fail (UI components and graphical objects)

Keep it Simple

Approximately 1 in 12
men are color blind (8%).



Approximately 1 in 12
men are color blind (8%).



Navigation



Headings

- Documents: Headings
- PPT Presentations: Reading Order

The College Application Process

Choose Desired Colleges

Visit and evaluate college campuses

Visit and evaluate college websites

Look for interesting classes

Note important statistics

Student/faculty ratio

Retention rate

Prepare Application

Write Personal Statement

Choose interesting topic

Describe an influential person in your life

Favorite high school teacher

Grandparent

Include important personal details

Volunteer work

Participate in varsity sports

Review personal statement

Compile resume

Screen Reader Example

How a Screen Reader Works

Reading a Document

tinyurl.com/4s2tesmn

Reading Order (PPT)

Title

Information Must Be Understandable

Text box

- Know your audience
- Shorter sentences, smaller words

Image



Reading Order

- Provides navigation
- Elements are 'layers'



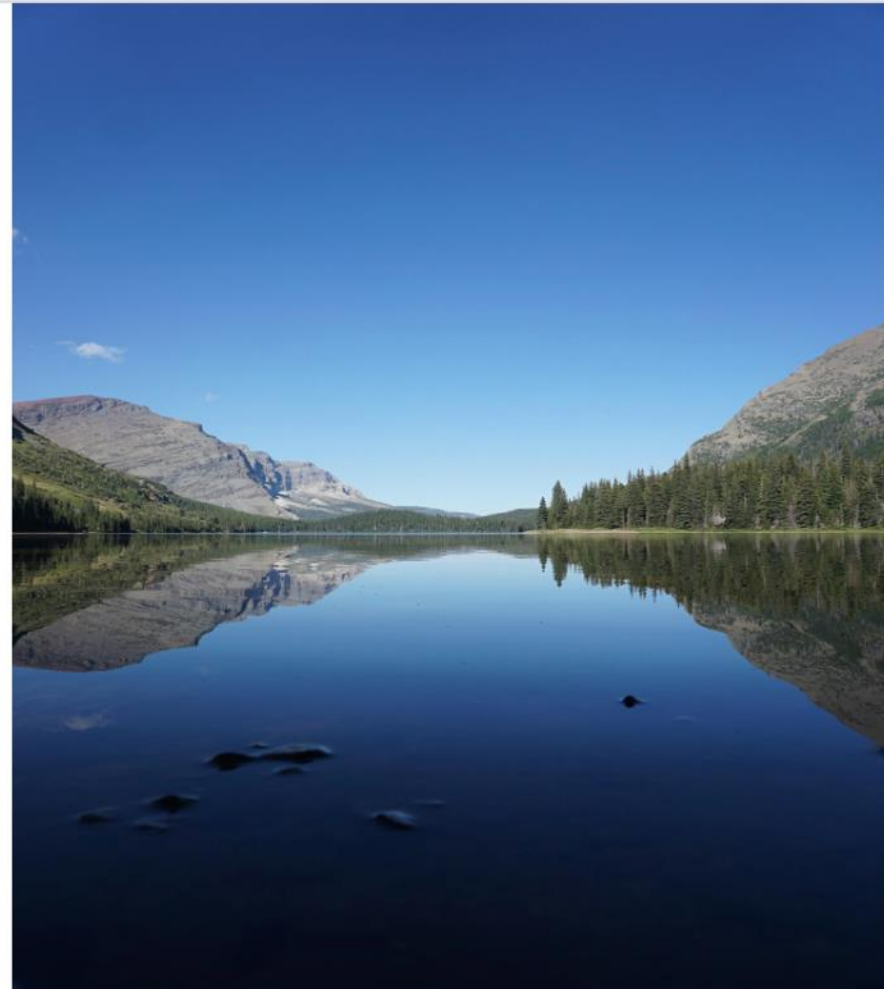
Home Insert Draw Design Transitions Animations Slide Show Record **Review** View Acrobat

Paste Slides B I U x^2 x_2 AV Aa Paragraph Insert Drawing Sensitivity Add-ins Designer Create PDF and share link

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Reading Order

- Provides navigation
- Elements are 'layers'



- Check Accessibility
- Alt Text
- Selection Pane...**
- Accessibility Help

- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13 **13**
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24

Reading Order

- Provides navigation
- Elements are 'layers'



Spelling Thesaurus Check Accessibility Smart Lookup Translate Mark All as Read Show Changes New Comment Delete Previous Next Show Comments Always Open Read-Only Restrict Permission Hide Ink

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Reading Order

- Provides navigation
- Elements are 'layers'



Selection Pane

Show All Hide All

- Picture
- Text box
- Title

Reading Order – Power Point

Reading Order – Power Point

- Reading order provides navigation.
- Elements are added as 'layers'



Use Your Tools



- Paragraphs
- Line spacing
- Page breaks
- “Empty elements” in PPT

Inserting a Table

The screenshot shows the Microsoft Word interface with the 'Table Design' and 'Table Layout' tabs active. A table with 7 columns and 4 rows is inserted into the document. The ribbon includes the following groups: Clipboard, Font, Paragraph, Styles, Voice, Sensitivity, Add-ins, Editor, and Adobe Acrobat. The document title is 'Creating Accessible Content WORD'. The search bar shows 'Search (Cmd + Ctrl + U)'. The ribbon also includes 'Comments', 'Editing', and 'Share' buttons.

Table Design

AutoSave Home Insert Draw Design Layout References Mailings Review View Developer Acrobat **Table Design** Table Layout

Search (Cmd + Ctrl + U) Comments Editing Share

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

Table Style Options

Table Styles

Shading

Border Styles 1/2 pt Pen Color Borders Border Painter

Borders

Table Layout

AutoSave Home Save Undo Redo Print ...

Creating Accessible Content WORD

Search (Cmd + Ctrl + U)

Comments Editing Share

Home Insert Draw Design Layout References Mailings Review View Developer Acrobat **Table Design** **Table Layout**

Select View Gridlines Properties Draw Table Eraser Delete

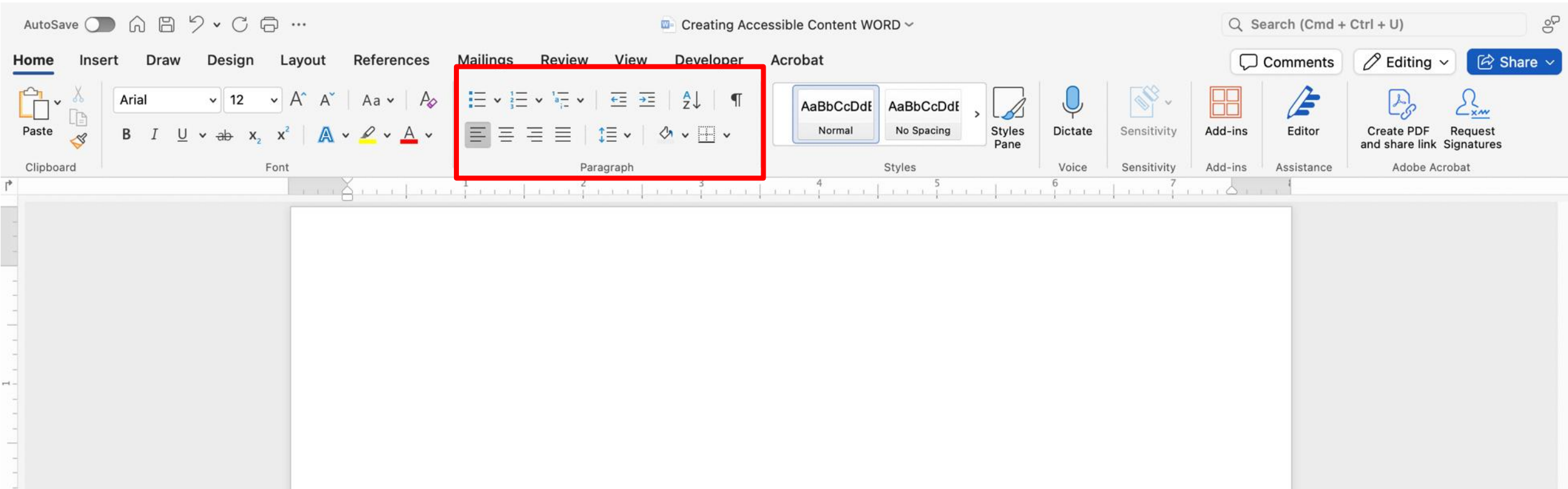
Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table AutoFit

Height: 0.13" Width: 1.07"

Distribute Rows Distribute Columns

Text Direction Cell Margins Sort Repeat Header Rows Convert Formula to Text

Lists



Creating Columns

The image shows the Microsoft Word interface with the 'Layout' tab selected. The 'Columns' button in the ribbon is highlighted with a red box, and its dropdown menu is open, showing options for 'One', 'Two', 'Three', 'Left', 'Right', and 'More Columns...'. The 'More Columns...' option is also highlighted with a red box. The 'Columns' task pane is open, displaying various settings for column creation.

Columns

Presets

- One
- Two
- Three
- Left
- Right

Manual

Number of columns: Line between

Width and Spacing

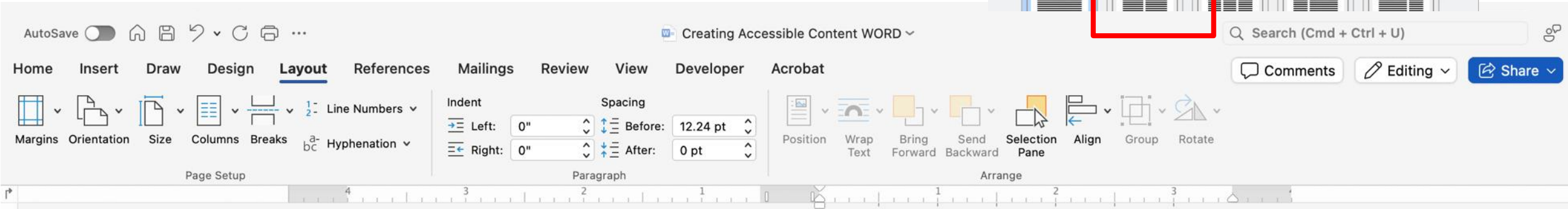
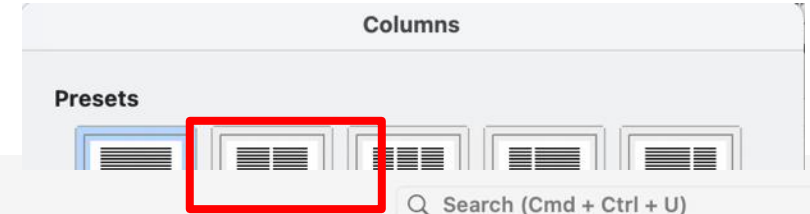
Col #:	Width:	Spacing:
1:	<input type="text" value="7.5"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Equal column width

Apply to: Start new column

Cancel OK

Formatting Columns



Accessibility Checker

Most of Microsoft's tools have a built-in accessibility checker. Be advised: no accessibility checker is perfect, and you should always review your content in addition to using one. These checkers will produce a list of

errors, warnings, and tips. Errors must be fixed to ensure accessibility. Warnings should be checked as these are often smaller errors that may not impede access but can cause problems. Tips are extra things you can do to increase accessibility.

To use the Accessibility Checker:

- Under the 'Review' menu, select 'Check Accessibility'
- Select 'Info'

Videos

Captions

All videos are required to be captioned. Most editing platforms/software have this capability. Free platforms, such as YouTube, allow you to upload your video and create or load captions to it. There is

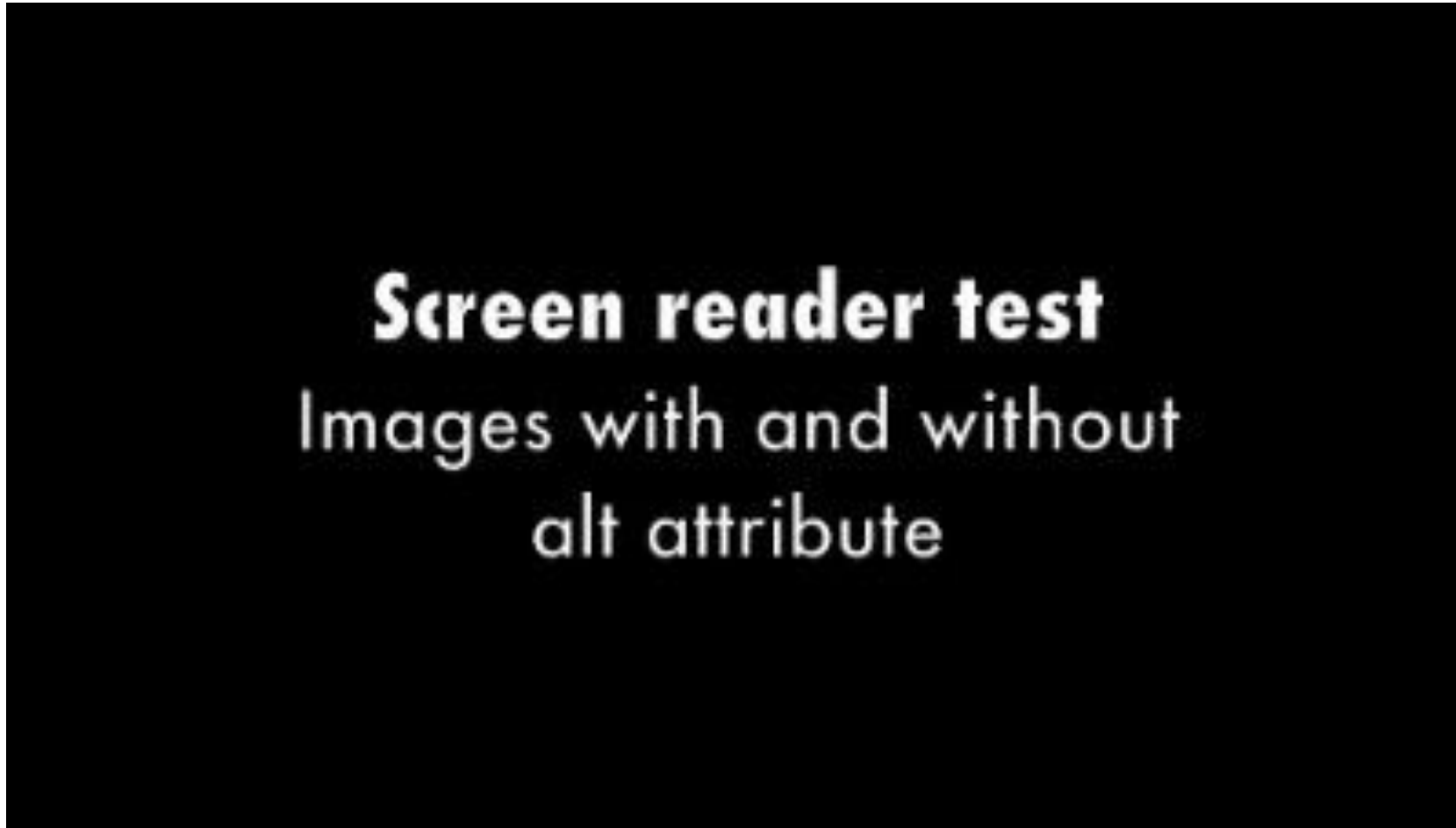
Alternative Text (Alt Text)

Alt text is needed to describe any non-text element that provides information to the user.

- An image conveys SIMPLE information
- A table conveys COMPLEX information
- A line that is purely DECORATIVE, not informative

Alt text should be short, accurate and equivalent

Alt Text with a Screen Reader



<https://tinyurl.com/evj68ft2>

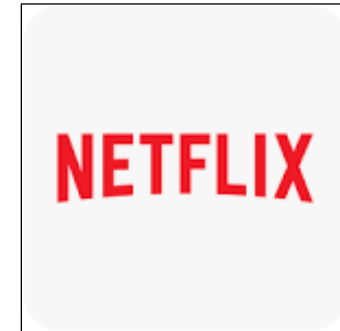
Alt Text

Other types of images

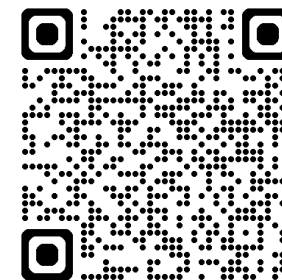
- CAPTCHAs
- Images of Text
- Images as hyperlinks



Alt text: Captcha image



Alt text: Netflix icon



Alt text:
www.maine cite.org

Content is Key

Glad you're all here!



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

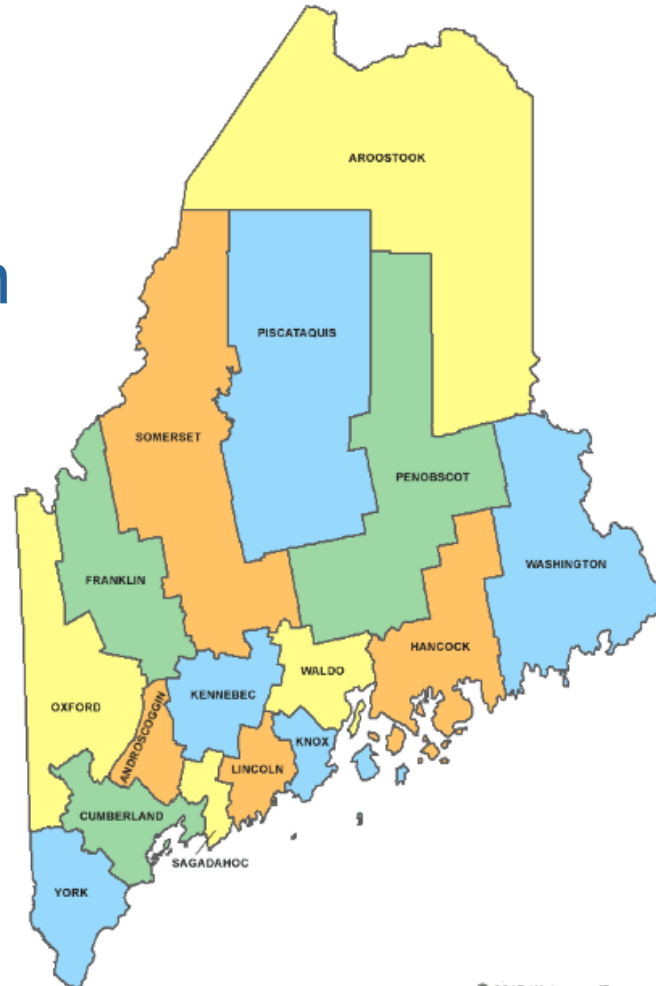
Twelve different emojis showing a variety of
Emojis|

Mark as decorative

Generate alt text for me

Do You Need That Image?

UMA student population



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

50% students from Piscataquis, Washington, Kennebec, Knox and York. 25% students from Franklin, Penobscot, and Cumberland. 15% students from Somerset, Hancock, Lincoln and Androscoggin. Less than 10% from Aroostook, Oxford, Waldo and Sagadahoc

Mark as decorative

Generate alt text for me

Using Videos

All embedded media need captions or transcripts.

Captions should:

- Match the audio timing
- Be the same as the spoken words
- Be readily available



Audio Descriptions



Provides content to people who are blind and others who cannot see the video adequately.



<https://tinyurl.com/unbnhh88>



Audio Description Example



<https://tinyurl.com/ms79yd8a>

Accessible Presentations

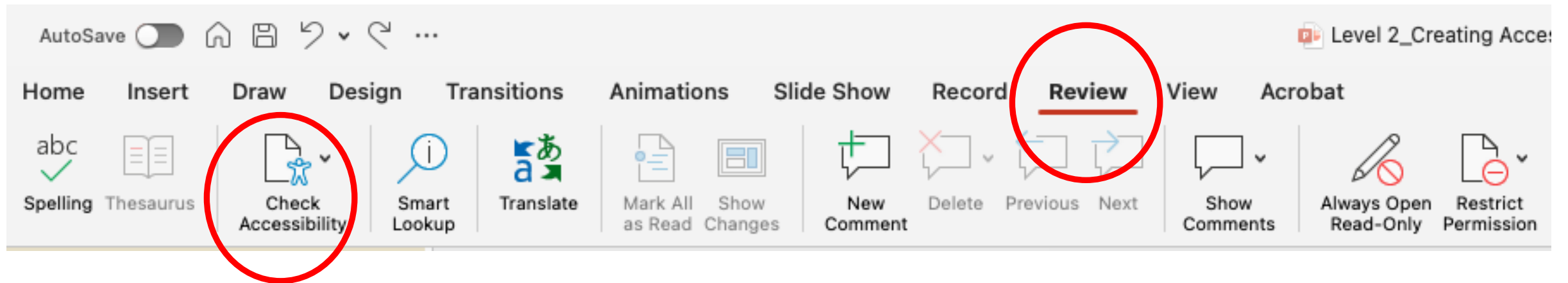
Content

- Color contrast
- Reading order
- Alt Text
- Formatting

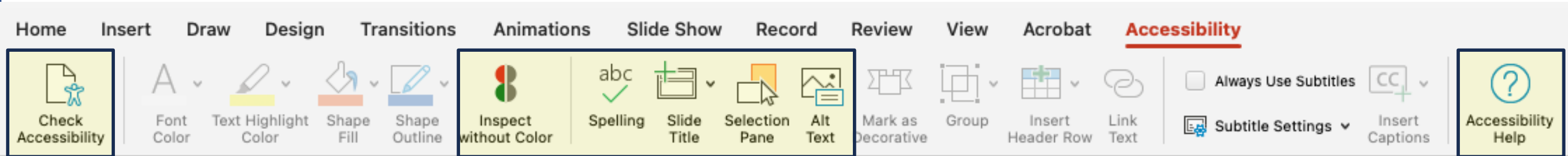


Accessibility Checker in PowerPoint:
Review > Check Accessibility

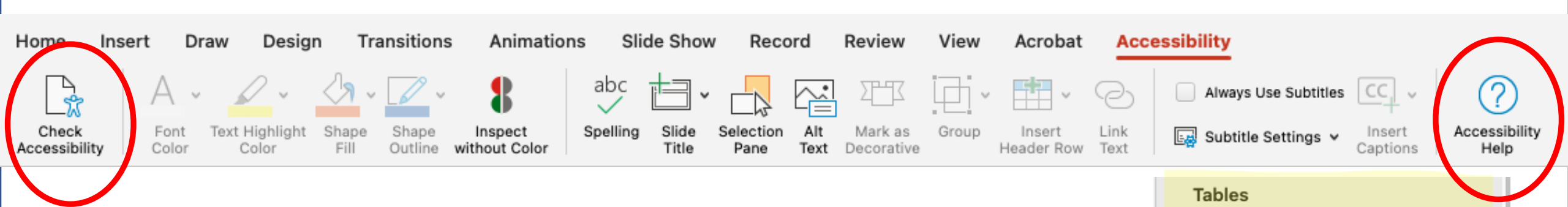
Accessibility Checker



Accessibility Checker- PPT



- Check Accessibility
- Inspect without color
- Spelling
- Slide Title
- Selection Pane
- Alt Text
- Accessibility Help



Accessibility Assistant Menu

- Color and Contrast
- Media and Illustrations
- Tables
- Document Structure
- Document Access

Accessibility Assistant

Make your document inclusive

Fix these issues for a document that can be accessed by everyone, including the disability community.

Show only issues on current slide

Color and Contrast

- Hard-to-read text contrast 7 >

Media and Illustrations

- Missing alt text 1 >
- Missing audio or video subtitles 3 >

Tables

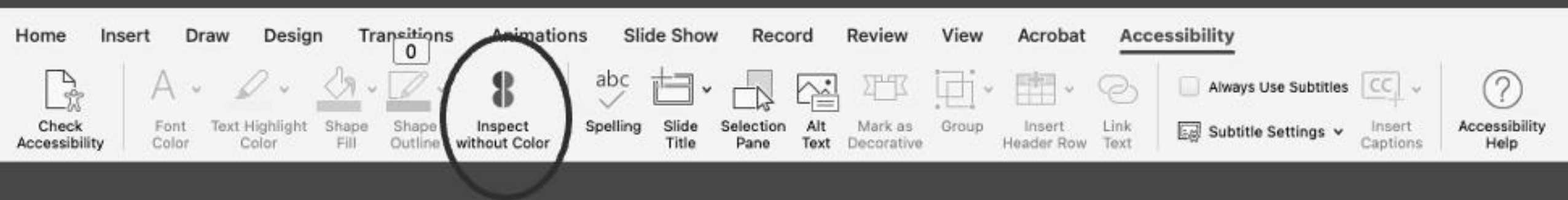
- Missing table header >
- Use of merged or split cells >

Document Structure

- Missing slide title >
- Duplicate slide title 1 >
- Check reading order 4 >
- Default section name >
- Duplicate section name >

Document Access

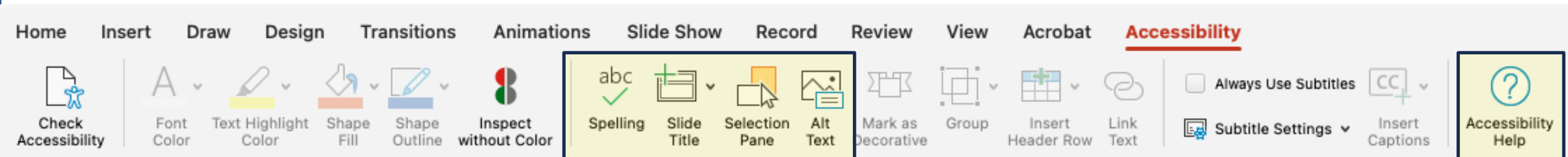
- Restricted access >



Inspect color contrast

- Low-vision
- Color blind
- Printed documents

Accessibility Checker Menu



- Spelling
- Slide Title
- Selection Pane
- Alt Text
- Accessibility Help

Accessibility Checkers are NOT Perfect

Some items may require manual checking:

- Color contrast
- Information provided in color
- Bullet and numbered lists
- Font readability
- Abbreviations and terms
- Grammar and spelling
- Accuracy of alt text



Reach out! We are here to help!



www.mainecite.org

info@mainecite.org

207-621-3195