

## Top Methods to Make Presentations Accessible

- Use large (at least 24 point), simple easy to read fonts, such as sans serif, arial or comic sans. Limit the amount of text on each slide.
- Use high contrast, easy to read colors. Avoid any light or white font.
- Close caption videos. Turn on “CC” to activate it. Briefly describe the video before showing it.
- Use “alt text” to describe images and graphics on slides. Right click on the image, then click on “alt text”. Describe the image. If it is just decorative, click the box or state this fact.
- Use descriptions for hyperlinks, such as “[Panda’s website link](#)”, rather than “click here”.
- Offer electronic access to materials ahead of time, if possible (word is better than pdf to convert to screen readers or braille).
- For documents with a lot of content, such as a handout: Use the heading feature to identify and distinguish between headings and content. In google, highlight the heading, then click on the “normal text” bar, then click on “heading 1” or click on the “Format” tab, the “paragraph style”, then “heading”. In Microsoft Word, go to “styles” on the home tab, then click on “heading 1”.

Grackle for google slides: this is an “add on” you can access in google slides. Once you add it, click “launch” and it will check through your slides for accessibility.

In Word, go to the “Review” tab and click on “check accessibility”.

Resources:

- Making events accessible from Web accessibility initiative: <https://www.w3.org/WAI/teach-advocate/accessible-presentations/>
- PANDA accessibility options using technology: <https://pandamn.org/accessibility-options-using-technology/technology-accessibility-options/>
- Literacy Minnesota accessibility basics: <https://www.literacymn.org/accessibility-basics>
- National Center on Accessible Educational Materials: <https://aem.cast.org/create/designing-accessibility-pour>

For more information see “Making Presentations Accessible Through Universal Design for Learning”: <https://docs.google.com/document/d/15eBXaz3R5RQIHAY-gyqesQo080kh5f7O/edit?pli=1#heading=h.gc7tjks0uiyv>