Accessible Presentation Tips and Tricks

Presentations can be difficult for people with disabilities to utilize, especially individuals with low vision. There are several steps you can make to create a presentation that is able to be read by a screen reader, a device or computer program that reads visual information such as text and transfers it to information an individual with low vision can use, such as brail or audio. Below are tips and tricks to making your next presentation more accessible to people with disabilities.

1. Keep your slides in a logical order
   Make sure that objects on each slide are in a logical flowing order. Have your body paragraph after your title, and side comments after your body paragraph.

2. Ensure slides have unique titles
   Slide titles make it easier for users, particularly those using assistive technology, to navigate through a presentation.

3. Add Alt Text to images
   In order to make the information available to individuals who use screen readers, add alt text to your photos. Right click on the image and select format picture which will open up the format picture pane. Select Size and Properties (the second option from left) and click on Alt Text.

4. Make hyperlinks descriptive
   Instead of saying “click here to learn more about accommodations,” describe in a few words where the link leads (i.e., “visit the DFL Accessibility Page”).

Quick Tip: To change this, go to the arrange tool, and open the selection pane. Here you will see every element on your slide. Assistive technology will be read each item from the bottom to the top.

Quick Tip: If you do not want a title to be visible, click the eye symbol next to the element to hide it from view.

Quick Tip: The alt text window has two boxes: The title box and the description box. Place only the most relevant information in the description box.

Quick Tip: Have hyperlinks be underlined and a few words long so people with low motor skills can click on it.
5. **Use color strategically**
Never have color be the sole method of differentiating information. Use text, shape, and/or size to differentiate objects. Also, use high contrasting colors.

Quick Tip: To test contrast, print presentation in black and white and see if you can still understand all of the information on each slide.

6. **Use the accessibility checker**
If you are still unsure about the accessibility of your presentation, use the accessibility checker to find out where you can make improvements. To use it, go to tools and check accessibility which will open the accessibility checker on the right of the presentation. The checker will list the issues and give you steps on how to fix it. This tool is far from perfect, so use it at your own discretion. Below are the components of the panel.

The top box of the accessibility checker panel displays the accessibility errors your slides have (missing alt text, check reading order, etc.) and lists the slides that contain each error.

Clicking on each slide opens up a description towards the bottom of the checker of why the error should be fixed as well as steps to fix it.