Creating Accessible Presentations

Before

- If you are the organizer, arrange for live captions.
  - Provide ASL interpreters on request.
- Use good color contrast and large fonts in designing your slides.
  - Don't cram too much text on a slide.
- If your presentation includes video or audio clips, ensure they are accessible.
  - Provide captions (or a transcript for audio-only clips).
  - Provide audio description or summarize the video so blind attendees understand the content.

During

- Speak descriptively.
  - Imagine you are speaking to someone who can't see your screen. What is important about your graphics?
  - No need to call out each image individually but be sure that the information they convey is included in your script.
- Pace yourself
  - Interpreters need more time for translation, and other attendees appreciate it too.
  - Leave time for questions, if that fits the format.
  - Practice your presentation so you know how long it takes at a reasonable speaking speed.
- Explain acronyms if the audience is general.
  - Keep jargon to a minimum, unless the event is for specialists.

After

- If you are sharing the presentation video, make sure the captions are included.
- If you are sharing the slides, consult accessibility tips for documents.
  - PowerPoint and PDF can be made accessible; see resources below.
  - Consider using HTML which can be made highly accessible; see resources below.

Resources

Accessible Documents

- PowerPoint: **https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25** (https://tinyurl.com/aapowerpt)
- PDFs: **https://accessate.net/tipsheet/creating-accessible-pdfs**
- HTML: **https://accessate.net/tipsheet/creating-accessible-websites**

Color Contrast Tools

- Tanaguru Contrast Finder: **https://contrast-finder.tanaguru.com**
- WCAG Contrast Checker (Firefox add-on): **https://addons.mozilla.org/firefox/addon/wcag-contrast-checker/**
- Color Contrast Analyzer, which is particularly useful for checking the contrast levels of text over image backgrounds: **https://chromewebstore.google.com/detail/color-contrast-analyzer/dagdlcijhfbmgkjokkjicnnfimlebcll** (https://tinyurl.com/colorcontrastanalyzer)
- Accessible Brand Colors, which can show you how your colors work together in different combinations: **https://abc.useallfive.com**

Image Description Resources

- WBGH image description tools: **https://wgbh.org/foundation/ncam/tools-and-resources/image-description-resources** (https://tinyurl.com/aaimagedescription)
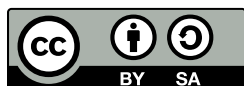
Developed in conjunction with the National Center for Accessible Media, based at Boston public broadcaster WGBH.

For more accessibility resources like this, please visit the AccessATE web site at **http://accessate.net**