**Tips for Creating an Accessible Presentation**

EMDRIA staff would like for *everyone* to be able to comprehend your presentation. Please follow these tips for creating a more accessible presentation.

**Why make a visual presentation (PowerPoint, Canva, Keynote, Google Slides, Prezi, etc.)?**

* Presentation slides help those with visual learning styles. (Note: consider incorporating audience participation for those with kinetic learning styles).
* Visuals can reinforce or clarify what you say.
* EMDRIA will share your presentation with attendees.
  + People listen better without trying to write down everything you say.
  + People may hold a question if they see you will be covering the topic.

**Design Tips**

* Use a sans serif font (like Arial, Verdana, or Tahoma).
* Use at least 22-point font size.
* Use dark-colored text on a light background.
* Do not place text on top of an image.
* Keep slides uncluttered (limit how much content you put on each slide).

**Image Tips**

* Add text descriptions (“alt text”) to non-text items.
* Right-click on the image, select View Alt Text, then write a brief description of the image.
  + Example: “Three puppies sitting in grass."
* Why? Some individuals use a screen reader. These devices can only read text (not photos, drawings, etc.). Embedded alt text is not visible on the slide, but can be read by a screen reader.

**Video Tips**

* Be sure your video or audio clips have captions or subtitles.
* Consider offering a transcript as a handout for people who use a screen reader.

**Chart/Graph/Table Tips**

* Provide alt text that describes your chart or graph.
  + Example: “Bar chart of number of apples sold per year where 2016 had most apples sold. Data from USDA.”
* If you use tables, create a simple table structure, and specify column header information.

**Presenting with Closed Captioning**

* PowerPoint has a feature that uses your microphone and provides closed captioning over your presentation while you speak. Test out the “Captions & Subtitles” settings to see if this is a feature you would like to use.

**Learn More**

* <https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>