**Tips for Creating an Accessible Presentation**

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

**Why make a visual presentation?**

* Presentation slides help those with visual learning styles.
  + *Bonus tip: Consider incorporating audience participation for 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.
  + Making materials available in advance is helpful for folks who need additional time and/or technology to process the information.

**Slide Design Tips**

* Use a sans serif font (like Arial, Verdana, or Tahoma).
* Use at least 22-point font size.
* Contrast. Use dark text on a light background or light text on a dark background.
* Do not place text on top of an image.
* Keep slides uncluttered (limit how much content you put on each slide).
* Deliver just one message per slide.
* Use contrast and size to draw the audience’s focus.

**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, which can only read text, not images. Describing images allows those with no/low vision to experience your visuals.

**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.”

**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>