Presentation Preparation

Prepare your presentation for your expected audience. Your DARS host will ask in advance if any participants need specific accommodations and make arrangements accordingly. Such accommodations may include:

- American Sign Language (ASL) interpreters or assistive listening devices
- large print, or braille versions of presentation slides* or an advanced accessible digital copy
- adequate space for wheelchairs, service animals, or personal assistants.

At minimum, make sure the venue has an adequate sound system for the presenter(s) and good visibility for the presentation slides.

*Note: The DARS Braille Unit can reformat presentation slides into braille and large print. Presenters must coordinate the preparation of materials in braille through their host DARS contact. The turnaround time to fulfill requests is determined on a case-by-case basis. Send materials to: **bj.cepeda@dars.state.tx.us**.

Presentation Design

Design your presentation using the standard layout templates and styling features provided in PowerPoint. Design aspects for accessible presentations include:

Slide Content

- A unique title and 1 idea for each slide
- 3 or 4 list items
- 5 or 6 words per line or list item

Text Attributes

- Use san-serif fonts (such as Verdana or Tahoma).
- Use a minimum font size of 32 points.
- Avoid using italics and all capitals.

Color Usage

- Text color should have good contrast with its background color.
- Don't rely on color alone to convey meaning.

Images

- Alternative text (referred to as "alt text") for images should be accurate and concise.
- Don't use text boxes or Word Art. (These are inaccessible to screen readers.)

- Don't use blinking or animated images and text.

Tables & Graphs
- Simplify tables and graphs; split them up as needed.
- Use accurate and concise alt text for tables and graphs.

Audio & Video
- Audio should be accompanied by a transcript or a description.

- Videos should have synchronized captioning and may require audio description.

Design Testing
- Verify the reading order of each slide.
- Put slides in grayscale mode to test for sufficient color contrast.

Presentation Delivery

As you deliver your presentation, keep the following in mind:

- Face the audience and speak clearly and slowly.
- Use simple language; avoid jargon, idioms, or undefined acronyms.
- Cover all slide content and describe all visual information.
- Give people time to process the information.

For Question & Answer Sessions:
- Provide microphone(s) for the audience.
- Repeat audience questions or comments for everyone's benefit.

After the Presentation
- Audio or video recordings of the presentation should have captions or transcripts.

Resources

W3C Web Accessibility Initiative: How to Make Presentations Accessible to All

http://www.w3.org/WAI/training/accessible.php

WebAIM: PowerPoint Accessibility

http://webaim.org/techniques/powerpoint/

Authoring Techniques for Accessible Office Documents: Microsoft PowerPoint 2010

http://adod.idrc.ocad.ca/powerpoint2010

HHS Accessibility Center: Training

http://architecture.hhsc.state.tx.us/myweb/accessibility/training.asp