Accessible Presentations

Tips and Tricks

QR Code

We encourage all presenters to have a QR code that links to your slide presentation on the screen as people enter the room. Why? This gives people with low vision the opportunity to follow the presentation using their phone. If you're not sure how to generate a QR code, check out the TinyURL tip below.

Color Contrast

For people with low vision, color contrast is key. Tone on tone makes it more difficult to see. Deeply saturated colors contrasted with white or white contrasted with deeply saturated colors makes it easier for everyone to see. Example, this document.

Readable Fonts

Please use Sans Serif fonts. Improve readability for individuals with low vision and/or other types of print disabilities (ex, Dyslexia). Recommended Size: At least 12/16 points. Examples: Arial, Verdana, Calibri. Note: Serif fonts have small lines attached to the letters.

Camel or Pascal Case

When posting hashtags, please use camel or pascal case, where first letters are capitalized. Why? This helps make them more readable on screen readers. EXAMPLES:
- Camel: #connectForSuccess
- Pascal: #ConnectForSuccess

TinyURL

When listing websites, please use TinyURL. It's free and does not require a login or subscription. When typing in the "Alias" please make sure to use camel, pascal, snake or kebab case. Examples below. TIP: TinyURL also generates QR codes! How? After keying in your Alias and a TinyURL is generated, click on this icon to generate a QR code.

Examples

- camelCase
- PascalCase
- snake_case
- Kebab-case

Blind-Specific Tips

Templates

When creating a presentation, please use a template or built-in slide designs. Why? Because they enable a person using a screen reader to navigate the slides. When you add a text box that is not already in the template, the screen reader will not be able to read it. This includes using the add images or media icons within the template box.

Alt Text

Please use the "alt text" feature to add image descriptions to images within each slide. To add alt text in PowerPoint, you can right-click on an image, chart, or other object, and then select Edit Alt Text. You can also select the Format tab, and then select Alt Text.

Mark Decorative

To mark an image as decorative, select the "mark as decorative" checkbox. If the visuals add visual interest but aren't informative, you can mark them as such. NOTE: To add alt text to an entire SmartArt graphic or chart, click the border of the graphic or chart.

Alternative Format

Please make a text only Microsoft Word document of the slides, including image descriptions. Why? This is a more accessible format and is easier to navigate with a screen reader.

Share Ahead

Please offer the option of sharing the slides and/or text only document ahead of time. Why? This gives the time and ability to download to assistive technology devices and be more prepared to follow along and/or take notes.

Verbal Cues

While presenting, please say when you're moving to a new slide and then describe relevant information and images on the slide.

Image: Logo for the Partnership for People with Disabilities, featuring the text "Linking People. Changing Lives.".