Partnership for People with Disabilities
Linking people. Changing lives.

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.

Scan me

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.
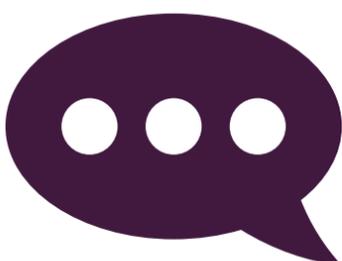
Serif
Abc
Sans-Serif
Abc

CAMEL OR PASCAL CASE

camelCase

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.

TinyURL.com

EXAMPLES

camelCase
PascalCase
snake_case
kebab-case

Partnership for People with Disabilities
Linking people. Changing lives.

# ACCESSIBLE PRESENTATIONS
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.
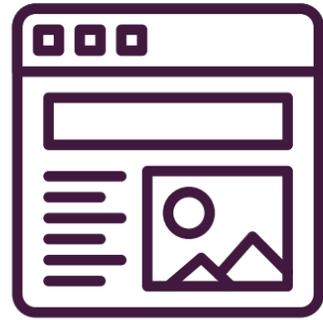
ALT TEXT

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.

ALTERNATE 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 your moving to a new slide and then describe relevant information and images on the slide.

Partnership for People with Disabilities
Linking people. Changing lives.

ACCESSIBLE SOCIAL MEDIA
TIPS AND TRICKS

GRAPHICS

When creating a graphic, please keep in mind that you cannot post a PDF file on social media, therefore, it's IMPOSSIBLE to post a graphic that has a live link. For this reason, we encourage you to add a QR code AND TinyURL's (see below). Why? Because a TinyURL is easier for screen readers and the QR code adds a level of convenience.

Scan me

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 on your graphics. 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. Serif fonts have small lines attached to the letters.

Serif
Abc
Sans-Serif
Abc

CAMEL OR PASCAL CASE

camelCase

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.

TinyURL.com

EXAMPLES

camelCase
PascalCase
snake_case
kebab-case

Partnership for People with Disabilities
Linking people. Changing lives.

ACCESSIBLE SOCIAL MEDIA
BLIND SPECIFIC TIPS

POSTING TIPS

When posting a graphic, we recommend that you copy/paste every word that's on the graphic into the body of the post, including the TinyURL. Why? This makes it accessible for sceeen readers. NOTE: Some flyers are scattered and inconvenient to copy/paste. Full accessibility makes it is worth the effort.

ALT TEXT

Please use the "alt text" feature to add image descriptions to photos/graphics. FACEBOOK: Go to photos, click the image, click the three dots on upper right side, click Alt Text. INSTAGRAM: Click on the image, click three dots, click Edit, scroll up to the image, click Edit Alt Text.

ALT TEXT TIPS

In "posting tips" above, we recommend that you post every word that is in your graphic into the body of the post. Keep descriptions relevant and simple for the alt text area when describing graphics or images. Example for this graphic: White text on orange and blue backgrounds.

EMOJIS

Did you know that each emoji has a description associated with it which is read by screen readers? For this reason, it's best not to repeat several of the same emojis in a row. Example: 1 rolling eyes emoji is enough, no need for three in a row.

EMOTICONS

An emoticon is a sequence of keyboard characters representing a facial expression or picture or symbol. For example, :). Screen readers will not interpret emoticons, instead they will try to process them literally (e.g., "parenthesis, colon").

GIFs & STICKERS

If used, please add a description. Why? They are not accessible for screen readers nor is there the ability to add alt text for the average user. NOTE: Avoid GIFs that flash more than three times per second. Why? Flashing can be dangerous for people with epilepsy.