In this brief presentation,

I will describe the steps you can take for ensuring your

slideshows like PowerPoint presentations and

Google Slides files are accessible.

We have two workflows for creating accessible presentations.

One for static presentations,

which are slideshows with text and images.

Imagine you are going to print them out and allow students to take notes on them.

That is a static slideshow.

The 2nd workflow is if you have transitions or animations,

or you want to add voice over the slides to describe what is happening.

To create such a dynamic presentation requires you to create a video,

but that is for a different session.

Here,

we focus only on static presentations.

The first thing to pay attention to when creating slides is the template you use.

Not all Microsoft or Google templates have compliant colors,

and many have difficult to read fonts.

Some also include decorative images which can interfere with accessibility.

Black text on a white background may seem boring,

but it is clear.

Second,

each slide should have a unique title.

Rather than have 5 slides,

each named DNA,

give each a descriptive name.

Next,

give hyperlinks meaningful names.

Avoid giving links as URLs.

Keep that in mind for all files that contain links,

including emails.

Make sure your viewers know what they will find when they open the link.

In PowerPoint,

you can also add descriptive screen tips.

First,

select the text to link,

then open the hyperlink dialog box,

paste the URL in the address box,

then click the screen tip button in the top right and

enter the text to be displayed with the screen tip.

This option is not available in Google Slides.

Make sure to add alternative text to each image,

shape,

or graph.

To open the alt text pane,

right click the item and click the alt text command in the context menu.

Add a brief descriptive explanation of the graphic.

When creating slideshows and all other files,

void word art,

scan text,

or screenshots of text,

these cannot be read by screen readers.

If students really need to see the text,

get a digital copy and paste it into a document.

If you add an infographic,

make sure to completely describe it.

When creating slideshows,

avoid small text.

Size 18 or greater is best.

Finally,

double check your color contrast.

To be safe for all purposes,

greater than 7 to 1 is best.

For large text and images,

greater than 4.5 to 1 is sufficient.

Color contrast and the other accessibility features

described in this presentation can be verified

using the accessibility checker in PowerPoint or

the grackle slides add-on in Google Workspaces.

Once the slideshow is accessible,

save it as a PDF file and upload it to Moodle.