

## Accessible Presentations Key Points

### Planning Ahead:

\_\_\_ *Large-print copies:* Go ahead and make some enlarged copies of program materials and have them available. If your presenters are bringing their own materials, you may ask them to go ahead and make a few in large print (enlarge 150% or 18 point font). There are others who can benefit from this service (anyone with vision problems, not just someone with a disability).

\_\_\_ *Captioning of videos:* Any video that will be used should be captioned. Most commercially-produced videos are already captioned and need to have the feature turned on through the menu options of the television set.

### Presenting Accessibly: Slides/Handouts

1. Make sure your Power Point slides contain **no more than 3 ideas**. One of the biggest mistakes people make is to put too much information on a slide. This makes it difficult for the audience to read and follow. *Less is more on a slide.*
2. **Avoid too many flashy add-ons.** This takes away from your content and is distracting for the participant. A couple of things are fine, but not on every slide. Keep it simple.
3. Also make sure the colors you use are **high contrast** so not to cause strain on the participants' eyes.
4. **Handouts using Power Point: When formatting handouts, select to print in an outline.** When you put 3-6 slides on a page, these slides are really too small for people to read comfortably. This is true for *all* people, not just those with visual impairments. *Please see instructions for converting from a power point slides to outline format (you can do it within PowerPoint).*

Make your Power Point Handouts Accessible

4 EASY steps!

- 1) View the Power Point in Outline View. This option is found on the left side – there are two tab options (Slides, Outline)
- 2) Select all of your text and copy it.
- 3) Paste the selected text into a Word document
- 4) Edit the Word document
  - a. Font size (14 point)
  - b. Format text in outline style (you'll have to remove some bullets and add returns/spaces between your slide headings)