



---

# Power Points for All Learners: Making Accessible PowerPoint Presentations.


By.

Dr. Diane E. Schmidt, Political Science Department.

Lauri Evans, Disability Support Services.

California State University, Chico.

([dschmidt@csuchico.edu](mailto:dschmidt@csuchico.edu))



# UNIVERSAL DESIGN FOR LEARNING (UDL).

---

- Materials address differing learning styles.
- Programmatic—Equal opportunity for learning.
- Physical—Learning without special adaptation.



# LEARNERS DIFFER.

---

## Physical.

- Vision.
- Hearing.
- Mobility.
- Fine motor skills.
- Quality of health.

## Programmatic.

- Organizational skills.
- Attention span, memory.
- Literacy skills.
- Native language.
- Ethnic background.



# NEED FOR ACCESSIBLE POWERPOINTS.

---

- Section 508, Americans with Disabilities Act.
- Diversity creates need for inclusive techniques.
- Remove unintentional discrimination.



# ADDRESSING IMPAIRMENTS: PROTECTED DISABILITIES.

---

- Auditory—slight hearing loss to deafness.
- Visual—low vision, color blindness, blindness.
- Cognitive—dyslexia, attention deficit disorder.
- Mobility—result of accidents or conditions.



# POWERPOINT AS A COMMUNICATION TOOL.

---

## Accessible.

- Readability.
- Coherent.
- Simple.
- Intuitive.
- Focused.

## Inaccessible.

- Overcrowded text.
- Inconsistent format.
- Gratuitous graphics.
- Contextual.
- Distracting, noisy.



# TYPES OF PRESENTATIONS.

---

- Student generated—student to student.
- Instructional—faculty to students.
- Professional—specialist to public.



# CRITERIA FOR ACCESSIBLE POWERPOINT PRESENTATIONS.

---

- Readability—write for intelligent nonspecialist.
- Usability—efficient, headline form text.
- Navigability—organized logically, classified.





# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: SLIDE LAYOUT.

---

- Adopt a high contrast template.
- Write the presentation in Outline View.
- Make sure all text is visible in Outline View.
- Do not use red and green backgrounds.



# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: FONTS.

---

- Fonts should be large, try size 28-40.
- Use sans serif fonts such as Arial or Tahoma.
- Color-code only to enhance labeled items.
- No red or green fonts, avoid flashing, flickering.



# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: TEXT.

---

- Each slide should have a title.
- Use 3 or 4 lines per slide, bullet them.
- Use 5-6 words per line, avoid wrapping text.
- Avoid long quotes or paragraphs of text.



# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: PUNCTUATION.

---

- Use periods at the end of each phrase.
- Capitalize first letter of bullets.
- Do not abbreviate or use contractions.
- Use acronyms only after defining them.

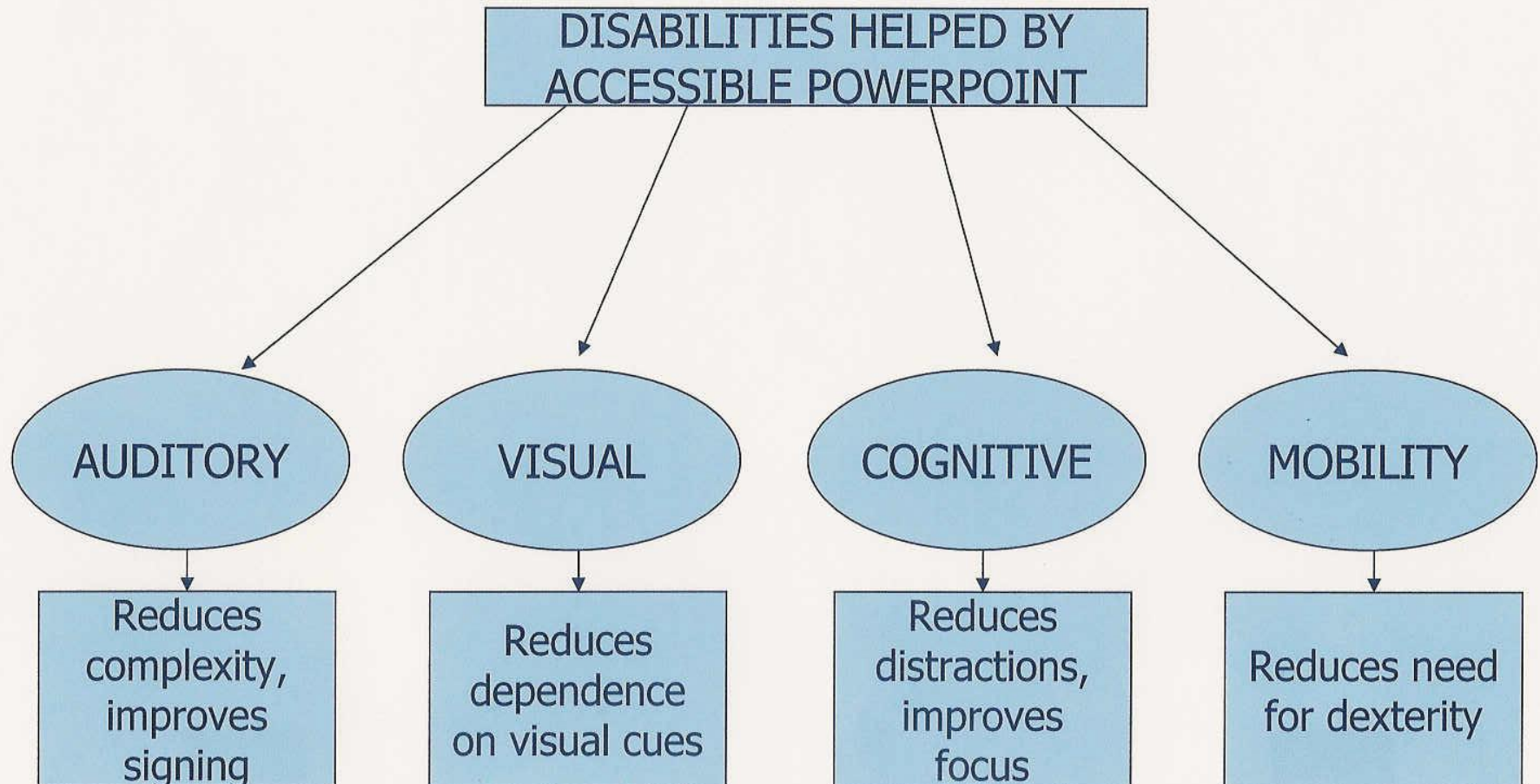


# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: IMAGES, OBJECTS.

---

- Use only for enhancing comprehension.
- Only one image or object in a slide at a time.
- Tag each using Alternative Text (Alt-Text).
- Describe image or object in full detail.

# EXAMPLE OF IMAGE DESCRIPTION.





# BASIC FORMAT FOR ACCESSIBLE PRESENTATIONS: MEDIA, LINKS.

---

- Video must be described completely in Alt-Text.
- Audio must have a text transcript.
- Multimedia must be captioned.
- Hyperlinks used only if accessible, captioned as:
  - <http://pptmagic.com> becomes the following:
  - [PowerPoint Magic Tutorials](#).

# EXAMPLE OF LINK

Welcome to the PowerPoint Magic and Games Web Site - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://pptmagic.com/ Google

My Yahoo! Yahoo! Google Google Scholar Ask Jeeves - Ask.com Washington Mutual | H... Express-Scripts.com Blockbuster Online - Lo... Radio People Yellow Pages

**MVP** Microsoft Most Valuable Professional

Presentations, Educational Games and Project Management

Home

Tutorials

Downloads

Professional Services

Project Management

Links

Search

Feedback

About Me

Got a PowerPoint Question?

Ask the PowerPoint News Group

**Presentation Magic!**

www.pptmagic.com

Done





# ACCESSIBLE POWERPOINT PERFORMANCE AND PRINTING.

---

- Prepare handouts in grayscale, check contrast.
- Prepare copies of notes pages in grayscale.
- Arrange for sign language interpreter.
- Do not read slides or notes to the audience.



# CONCLUSION.

---

- Standardizes approach regardless of context.
- Complies with UDL and Section 508 standards.
- Addresses physical, programmatic differences.
- Eliminates visual, auditory, cognitive barriers.



# RESOURCES

---

- Banks, Richard, Elizabeth Coombs, and Norman Coombs. 2005. Accessible PowerPoint on the web: Tools that can help. Center On Disabilities Technology and Persons With Disabilities Conference 2005. <http://www.csun.edu/cod/conf/2005/proceedings/2402.htm>.
- Burks, Michael and Cynthia Waddell. 2007. *Accessible version of PowerPoint presentation*. Seminar for a Web Without Barriers for People With Disabilities: eGovernment for everyone. Internet Society Disability and Special Needs Chapter. Buenos Aires, Argentina. <http://www.isoc.org/ar/proyectos/Cynthia.doc>.
- Darling, Katie. 2002. *Making training accessible: Universal Instructional Design*. University of Tennessee. Center on Disability and Employment. <http://www.cde.tennessee.edu/products/uid.pdf>.
- Embry, Priscilla B., David R. Parker, Joan M. McGuire and Sally S. Scott. 2003. Postsecondary disability service providers' perceptions about implementing universal design for instruction. *Journal of Post Secondary Education and Disability* 18 (1) 34-48.
- Gugerty, John. 2006. Making PowerPoint presentations accessible. AHEAD 2006 Conference, San Diego, CA. [http://www.ods.uno.edu/ods\\_pdfs/making\\_ppt\\_access.ppt](http://www.ods.uno.edu/ods_pdfs/making_ppt_access.ppt).
- Hofer, Mark, Robb Ponton, and Kathleen Swan. 2006. Reinventing PowerPoint: A new look at an old tool. *Social Studies Research and Practice*. 1(3): 457-464.

# RESOURCES, CONTINUED

---

Luebking, Scott. n.d. *Hearing in color: A lecture on Universal Design*.  
<http://members.aol.com/criptrip/berkeley-universal-design.ppt>.

Michigan. n.d. *Accessible PowerPoint presentations*.  
<http://Michigan.gov/disabilityresources/0,1607,7-223-40877---,00.html>

National Center on Disability and Access to Education. 2005. *NCEAE tips and tools: Microsoft PowerPoint*. <http://ncdea.org/tools/factsheets/powerpoint.cfm>.

New York City, NY. n.d. *What professionals should know about Universal Design and how it relates to applicable federal and city accessibility standards*.  
[http://nyc.gov/html/dcas/downloads/pdf/misc/universal\\_design\\_10-25.pdf](http://nyc.gov/html/dcas/downloads/pdf/misc/universal_design_10-25.pdf)

Schmidt, Diane E. forthcoming. *Writing in Political Science*. 4<sup>th</sup> ed. NY: Pearson-Longman.

Shaw, Glenna Raye. n.d. *Can you see what I see?* <http://pptmagic.com/articles/see.htm>

Shaw, Glenna Raye. n.d. *The Incredible, accessible presentation*. *Indezine*.  
<http://www.indezine.com/articles/acessppt.html>.

University of Arkansas at Little Rock. n.d. *Ten simple steps toward Universal Design of online courses*. PACE Project. <http://www.uarl.edu/pace/tenstepsud/print.htm>.