Power Points for All Learners: Making Accessible PowerPoint Presentations.

By.

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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
<table>
<thead>
<tr>
<th>Accessible.</th>
<th>Inaccessible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Readability.</td>
<td>▪ Overcrowded text.</td>
</tr>
<tr>
<td>▪ Coherent.</td>
<td>▪ Inconsistent format.</td>
</tr>
<tr>
<td>▪ Simple.</td>
<td>▪ Gratuitous graphics.</td>
</tr>
<tr>
<td>▪ Intuitive.</td>
<td>▪ Contextual.</td>
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<tr>
<td>▪ Focused.</td>
<td>▪ Distracting, noisy.</td>
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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.

DISABILITIES HELPED BY ACCESSIBLE POWERPOINT

AUDITORY
- Reduces complexity, improves signing

VISUAL
- Reduces dependence on visual cues

COGNITIVE
- Reduces distractions, improves focus

MOBILITY
- Reduces need for dexterity
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:
EXAMPLE OF LINK

[Image of a computer screen displaying a web page]

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

http://pptmagic.com/

Presentations, Educational Games and Project Management

Presentation Magic!

www.pptmagic.com
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


http://members.aol.com/criptrip/berkeley-universal-design.ppt.

http://Michigan.gov/disabilityresources/0,1607,7-223-40877----,00.html

National Center on Disability and Access to Education. 2005. *NCDAE tips and tools: Microsoft PowerPoint.*

New York City, NY. n.d. *What professionals should know about Universal Design and how it relates to applicable federal and city accessibility standards.*


Shaw, Glenna Raye. n.d. The Incredible, accessible presentation. *Indezine.*
