

CEDC Quarterly: Accessibility Series

Introduction to Presentation Accessibility

Presenter

Amy M. Rieser, MPA

Senior Program Manager, Community Training
& Evaluation

Wyoming Institute for Disabilities
(WIND, UCEDD)

arieser@uwyo.edu

Falling in love with Accessibility since 2020



Question:

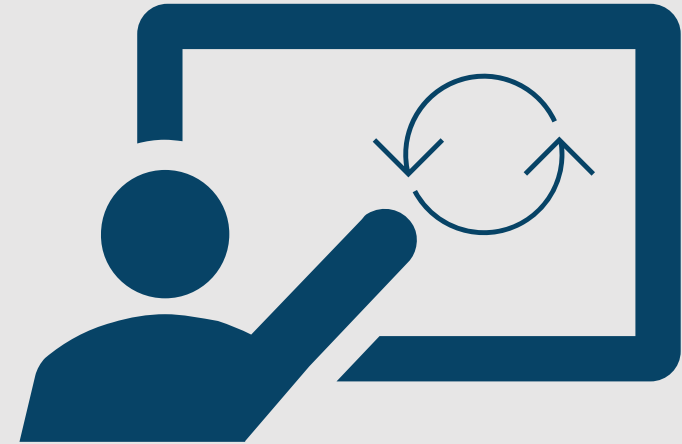
Have you ever listened to a webinar, training, or presentation while driving in a car?

Who are you choosing to exclude from accessing your content?”



Accessible Presenting Best Practice: Tell 'Em

- Give a brief overview of the presentation at the start, and a summary of key points at the end.
 - Tell them what you're going to tell them.
 - Tell them.
 - Tell them what you just told them.



Accessible Presenting Overview

- Provide best-practices in presenting accessible presentations.
 - VERY META
- Review accessibility 101 Best-Practices in PowerPoint design.
- Incorporate best-practices in Presenting.
- Prepare for next sessions – a deep dive in PowerPoint tools.

Accessible Presenting Blackout BINGO

| | | |
|---|--|---------------------------------|
| Pause between topics | Bullet points 6 X 6 rule | Use San-Serif Fonts |
| Speak at a moderate pace | Repeat questions before answering | Say everything on the slide |
| Give a brief overview of the presentation | | Summarize key points at the end |
| Use repeat elements | Give brief description of visuals | Speak in an organized fashion |
| Short sentences on slides | Use punctuation (to help screen readers) | Different title for every slide |

Speaking Best Practices

- Speak at a moderate pace.
 - Allows for auditory processing
 - Interpreter or captioner accuracy .
- Pause between topics.
 - Short mental break
 - Opportunity to ask for any questions.
- Repeat questions when answering them.
- Avoid excessive use of abbreviations, acronyms, jargon, and idioms.
- Say everything on the slide.
 - Does not mean “reading from the slide.”
 - All elements on the slide are covered.
- Give a brief description of images or graphics.
 - Avoid: “as you can see”
 - Avoid: “I’ll give you a minute to read this”

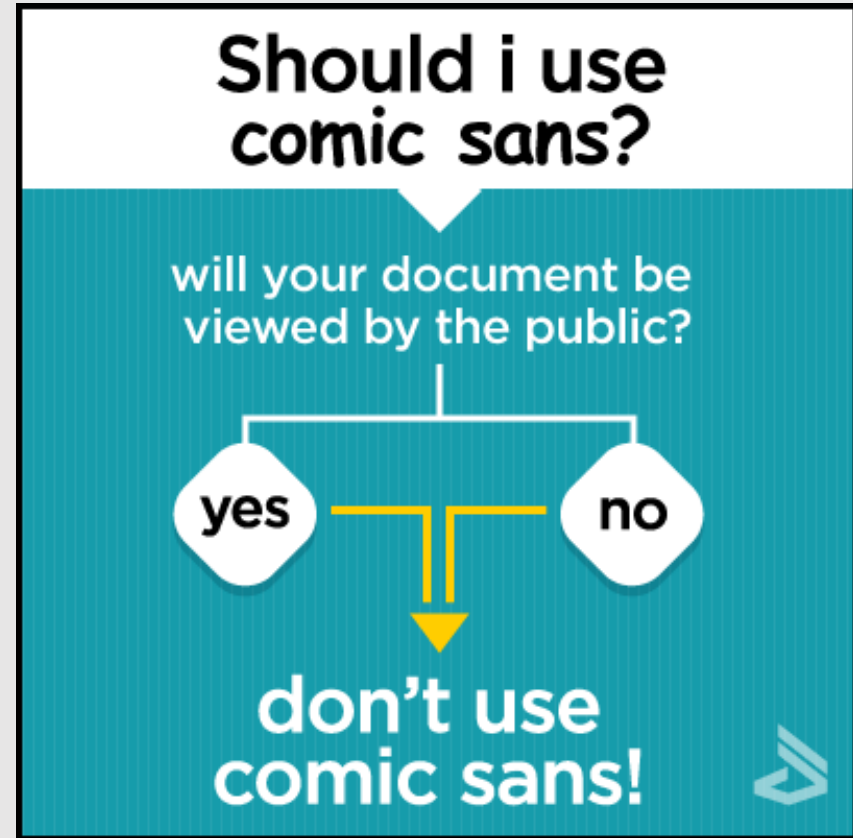
Slide Design Best Practices

Reviewing Accessibility 101

Slide Design: Fonts and Text

Font and Text

- Use San-serif fonts.
 - Ex: Ariel, Helvetica, Calibri
- An example of a serif font.
- Minimum 20 pnt font.
 - Larger if projecting on a screen.
 - Tip: Stand six feet from your screen
-can you read the content?



Bonus: PowerPoint Font Setting

Automatically keep your fonts an accessible size.

How To:

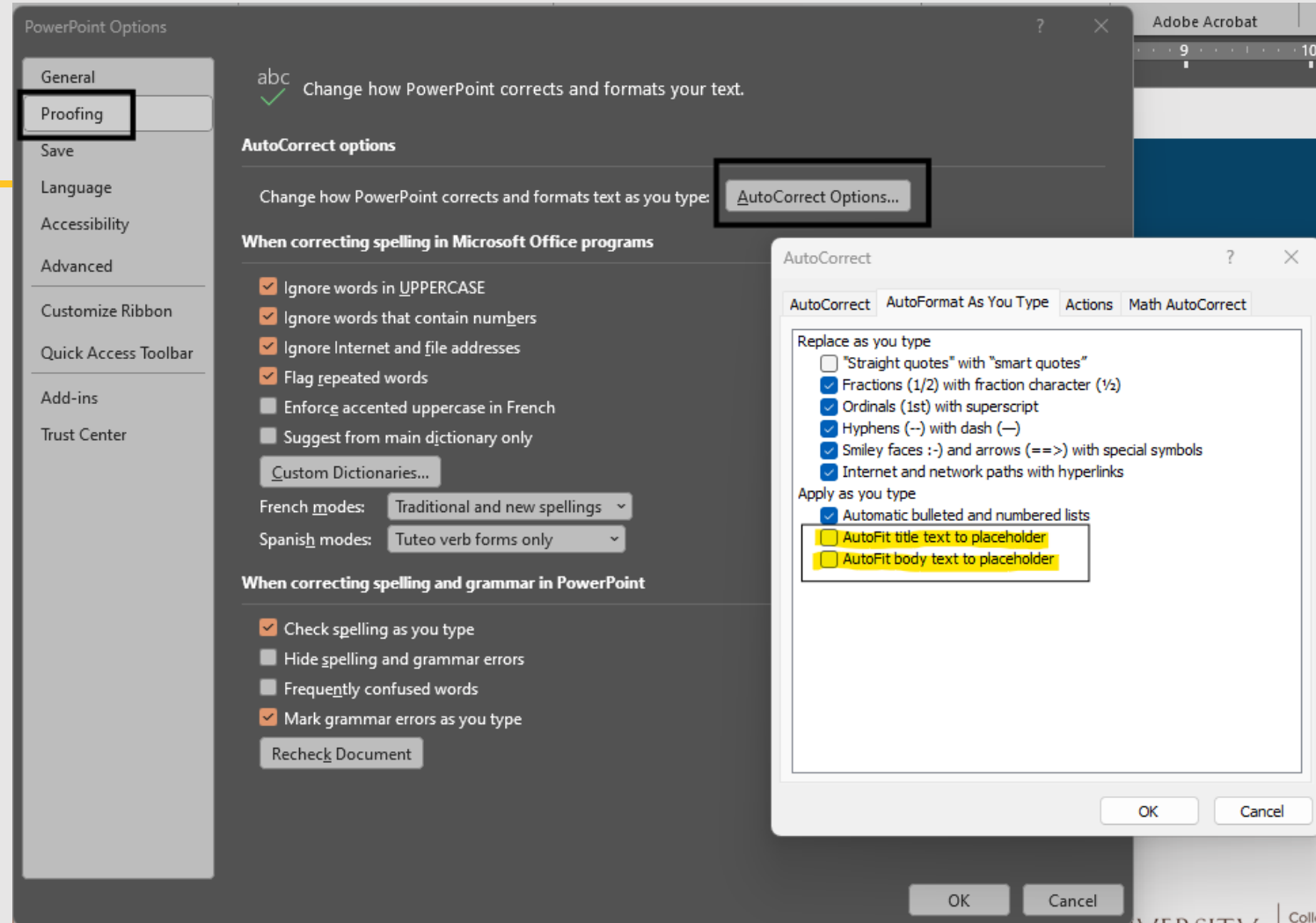
File

Options

Proofing

AutoCorrect Options

Uncheck auto fit options



Slide Designs: Bullet Points

6 x 6 Rule

- One idea per line.
- Six words per line or less.
- Six lines per slide or less.



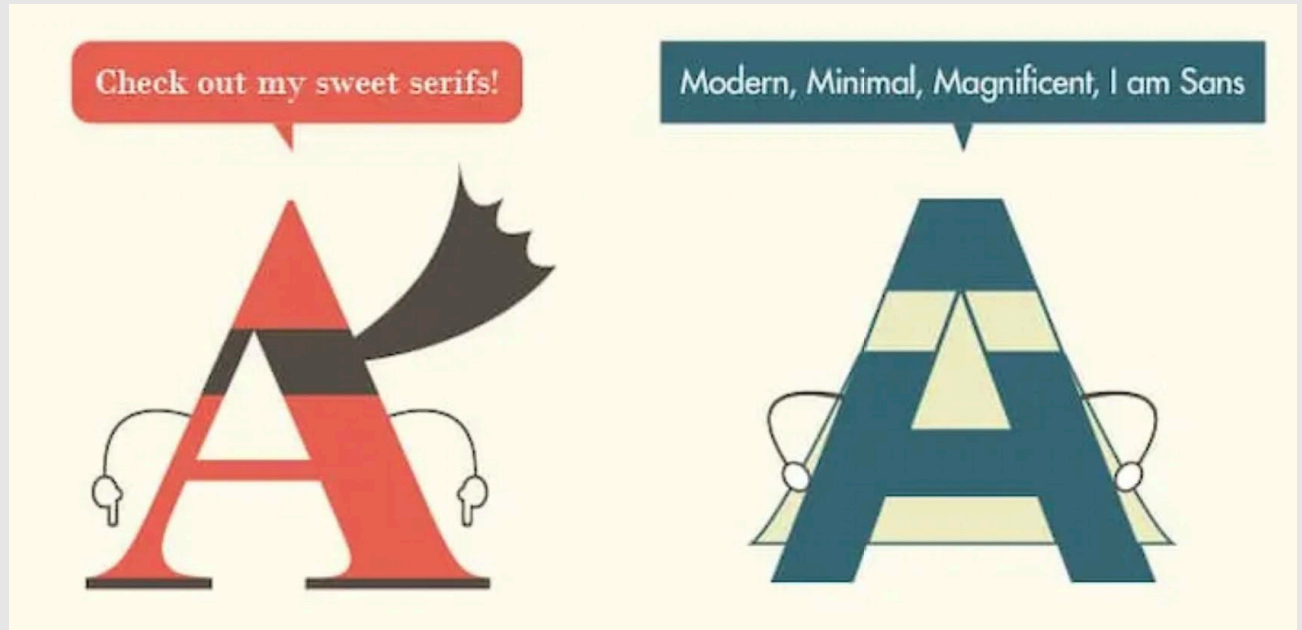
On the Topic of Bullet Points

- Use Circles.
- Others are inaccessible to some screen readers.
 - ❖ Don't use ☹️
 - Don't use ☹️
 - Don't use ☹️

Font Check:

Which of the following are considered sans serif fonts?

- a) Times New Roman
- b) Calibri
- c) Helvetica
- d) Arial



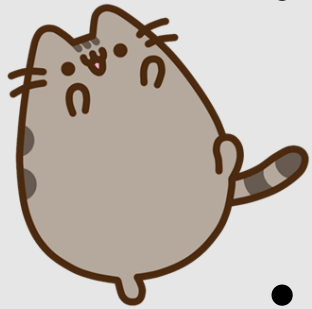
Blackout BINGO – Check In

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Slide Design: Visuals

Say Yes to

- Repeating elements in the same spot on each slide.
 - Logos or page numbers
- Built in Designs.
- Ensure visibility of text on the background.
- Alt Text or Decorative



Please Don't Use

- Design Ideas.
 - Turn off the feature.
- Smart Art.
 - Reading order is a mess.
 - Save as image then alt text.
- Animation or Transitions.



Bonus: PowerPoint Setting

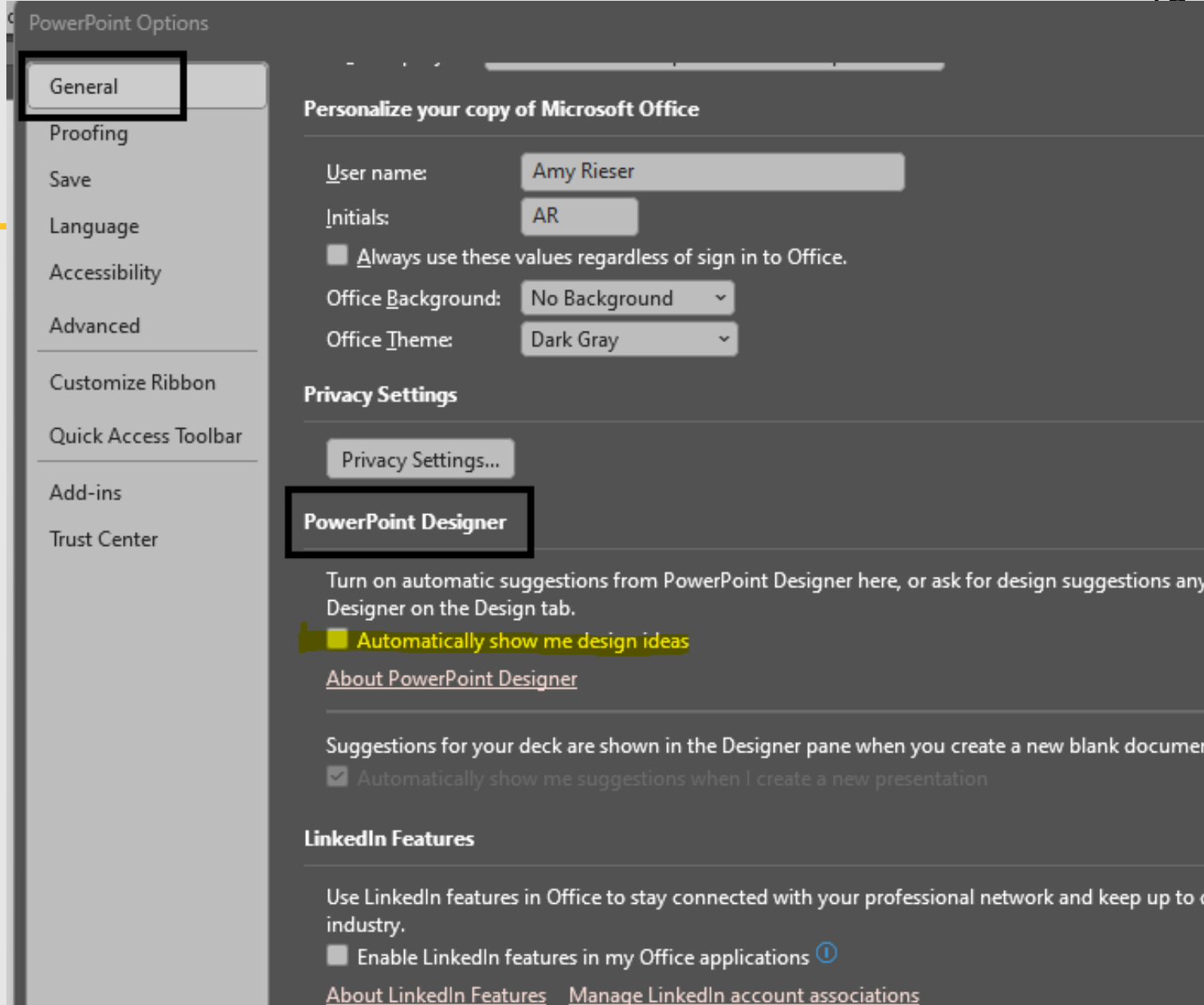
- Turn off Designer (Design Ideas)

File

General (scroll down)

PowerPoint Designer

Uncheck the "Automatically show me design ideas"



Additional Considerations

Live In-Person Events

- Offer hard copies of the presentation
 - Print no more than two slides on one page.
- Use a microphone when available
 - even if you don't think it is necessary

Virtual

- Share your presentation digitally in advance.
- Use the Accessibility Checker

BINGO!

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Questions?



Coming Up Next

- June 18, 2026: PowerPoint Building Skills
 - Hands on workshop
 - Built in Themes (Layouts)
 - Master Slides
 - Sections
 - Built-in Accessibility Checker
- July 16, 2026: PowerPoint Reflection
 - Bonus: PowerPoints for Poster Presentations

