

## Achieving Accessibility: NAFSA Sessions and Presentations

Review the following as a resource for developing accessible presentations. Your commitment is appreciated.

Visit <https://webaim.org/techniques/powerpoint/> and select the 'Check Accessibility' tool to review the accessibility of your presentation. The accessibility checker reviews your file against a set of possible issues for people with disabilities, however it will not catch everything.

### Tips for making an accessible PowerPoint presentation

1. Use the template provided for this year's NAFSA Annual Conference & Expo
2. Build and style slide content using formatting tools
3. Maximize ease of reading by including simple fonts at an appropriate size
4. Hyperlink text in conjunction with inserting a web address
5. Include alternative text on images and tables
6. Ensure any videos have captions and audio descriptions available
7. Review for accessibility

#### Image descriptions

- Describe the image verbally when presenting to relay content.
- Add a brief description for every image by using the **Format Picture** tool.

#### Alternate text for images

- To add alt text in MS Office, click on the image and select **Format**. Click on the **Alt Text** button to open the alternate text field for the image. You can also right click on the object and select **Alt Text**.

#### Use captions for accessible videos

- All video and audio content used should be captioned.
- Captions ensure that video and audio content is accessible to persons who are d/Deaf or hard of hearing, for whom English is not the primary language, and to enhance or support audio quality. Captions are consistent with best practices of Universal Design for Learning (UDL).

#### Check for accessibility

- Microsoft Office offers an '**Check Accessibility**' tool. '**Check Accessibility**' is in the **Review** menu.

### Assistive technology

- Test the presentation by using a free or trial screen reader. These include, and are not limited to:
  - Non-visual Desktop Access (<https://www.nvaccess.org/>)
  - VoiceOver (<https://www.apple.com/accessibility/mac/vision/>)
  - Job Access with Speech (<https://helpx.adobe.com/reader/11/using/accessibility-features.html>)

### Additional resources and tutorials for creating accessible electronic materials

- Create accessible PDF materials using Adobe: <http://www.adobe.com/accessibility/>
- Create accessible Microsoft Office materials: <http://www.microsoft.com/enable/training/default.aspx> and [http://www.nafsa.org/Annual\\_Conference/Program/](http://www.nafsa.org/Annual_Conference/Program/)
- Create accessible electronic materials using Macintosh: <https://www.apple.com/accessibility/mac/>
- California State University Tutorials: [http://teachingcommons.cdl.edu/access/docs\\_multi/index.shtml](http://teachingcommons.cdl.edu/access/docs_multi/index.shtml)