Creating Accessible Presentations – Google Slides

Presentations are an integral part of lesson development and course design. They provide information in a visually appealing and easy to digest format that is easily transformed into a platform for lecture notes. The following steps explain how to create an accessible presentation in Google Slides.

Slide Format Guidelines:

1. Layout: use the default layouts when creating your slides.
2. Titles: the titles of each of your slides need to be entirely unique
   a. Use labels such as "Cont." and "1 of 3" to distinguish multiple slides covering the same topic.
3. Content: the content on each slide should be concise to not overwhelm the viewer.
   a. Additional information needed to expand on ideas brought up in the slide can be added in the speaker notes.
4. Text Font, Size, and Color: the following are guidelines for accessible text
   a. Font should be size 24 or higher; sticking to this will help keep your content concise.
   b. Text should be in high contrast colors compared to the background (see Contrasting Colors Guidelines).
      i. Similarly, you do not want to use the common colorblindness combinations together (i.e. red/green, blue/yellow, and purple/orange).
   c. Use simple fonts: avoid fonts with decorative edges
5. Lists: all lists need to be numbered using the "list" feature.
   a. Numbered lists are more accessible than bullets

Inserting Multimedia (Audio, Videos and Images)

1. *Click* **Insert**; this will open a drop-down menu where you can select the multimedia you wish to add.
   a. Use this menu to insert audio clips, videos, images, or charts and graphs.
   b. Inaccessible Features (do not insert these as they will be inaccessible): WordArt, SmartArt, Zoom, and 3D Models.
2. *Provide* transcripts for any included audio clips
3. *Review* any displayed videos for captions;
   a. If captions are present, *create* a title and alt-text for each video.
   b. Videos **cannot** be provided without captions.
4. *Add* appropriate Alt-Text to all images:
   a. *Click* the image
   b. *Right-click* (Mac: *click* with two fingers on the mousepad); this will open a separate menu.
   c. *Select* **Alt Text**
   d. *Type* the **Alt-Text** in the box labeled 'Description'
   e. *Click* **OK**

Additional Resources:

➢ For more information on accessible presentations, reference the Accessible Presentation Guides
➢ For more information on Alternative Text, reference the Images and Alternative Text Guides
➢ For more information on multimedia accessibility, reference the Multimedia Accessibility Guides
➢ Contact the Instructional Accessibility Group at InstructionalAccessibility@msudenver.edu

5. *Add* explanations for nuanced images on the slide or in the **Speaker Notes.**

Charts and Graphs

Before inserting a chart or graph, be sure to create a chart in Google Sheets. A chart or graph is inaccessible if it is presented without the data use to create the graph.

   a. *Open* a Sheet
   b. *Highlight* the data you want to chart
   c. *Click* **Insert**
   d. *Click* **Chart**; this will create a table/graph and open a menu on the right; use the menu on the right to modify your graph
   e. *Navigate* back to your presentation
   f. *Click* **Insert**
   g. *Hover* over **Chart**; this will open a new menu
   h. *Select* **From Sheets**.
        i. Your graph will be inserted with a link to the data (be sure everyone has access to the Google Sheet).
   i. *Click* **Import**

Transitions and Animations:

While useful to break up monotony in a presentation, transitions and animations can also create accessibility issues.

1. Transitions occur between slides:
   a. Transitions should be quick and unobtrusive
   b. Avoid the use of flashing, zooming, or spinning transitions
2. Animations are stylistic modifications to the presentation of the content.
   a. Animations should be quick and should not hinder the ability to read the content.
   b. Animations should never remove content from a slide.

Accessibility Checklist:

1. Do you describe all the material on your slide?
2. Is important text indicated by more than color?
3. Do all images have Alternative or Descriptive Text?
4. Will the presentation be provided elsewhere (i.e. Microsoft Teams or Blackboard)?
5. Do all of the presentation slides have unique titles?
6. Is the presentation font clear and sized appropriately?
7. Are bullets appropriately numbered in presentations?
8. Are Animations unobtrusive?

If you answer no to any of these questions, revisit your document. If you answer yes to all, you are ready to save and distribute.

Congratulation, you have now made an accessible presentation using Google Slides.

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