

Tips for Inclusive Presentations

Include descriptive and unique slide titles

Enter a descriptive slide title in the appropriate “Title” placeholder for each slide layout. In PowerPoint, you can use the Outline View (**View, Outline View**) to confirm that each slide has a descriptive slide title.

Make your links meaningful

- Instead of “click here” or “learn more” select meaningful text (text that is descriptive and unique) and make that text the link.
- Unless it is short and descriptive, avoid including a full web address on a slide.

Include text alternatives for images and show captioned videos

After considering the purpose of the image and the context for its use, provide a concise description that focuses on the information the image conveys. If the image is only used for decoration, mark it as decorative (if your authoring tool has that option) or use “decorative” as the alternative text. Videos should include quality closed-captions (not automatically generated).

Create a design that is perceivable, legible and predictable

- Ensure sufficient contrast between text and the background. This can be confirmed with the free [Colour Contrast Analyser](#) tool for Mac and Windows.
- Choose sans-serif fonts (those without extra ornamentation) and simple backgrounds to minimize distractions.
- Ensure a logical reading order. The Selection Pane (**Home, Arrange, Selection Pane**) in PowerPoint provides a helpful tool for ensuring a logical reading order (just remember, the items at the bottom of the Selection Pane are read first).
- Provide an accessible digital handout with the information organized into sections with proper heading markup: Select the desired heading text and choose an appropriate heading style (H1, H2 and so on) from the styles menu in your authoring tool, and make sure the headings are nested in a logical order (e.g. H2 does not come before H1).