

HERE, LET ME JUST SHARE MY SCREEN WITH YOU!

A beginner’s guide to presenting online with accessibility in mind.

Introduction

We attend all kinds of online meetings, webinars, and presentations. For some people, this is a wonderful experience--connecting with others to share information is easy and fast. Yet for others, especially people with disabilities, online presentations can present barriers to inclusion.

The digital environment—including online presentations—impact everyone. With a little work upfront and some careful attention to how information is presented, you can help ensure that everyone is able to take away meaningful information from your presentation.

Things to Consider

First, when planning your presentation, take into consideration the variety of experiences your audience brings with them.

* People who are multitasking
* People in noisy environments
* Those with low vision or no vision
* People who are Deaf or hard of hearing
* People with learning disabilities and attention disabilities

Best Practices

When delivering an online presentation, follow these best practices to ensure an accessible experience for all.

* Begin by checking your assumptions. Not everyone may be able to see and hear you or your screen. Make it customary practice to describe aloud what is presented visually on your screen, emphasizing the key points.
* Announce important on-screen changes. For example, if you use a slide transition to convey meaning, such as revealing the correct question to a quiz question. Are you delivering essential information in a graphic? If this is unspoken, the information will be missed by those relying on auditory communication.
* Whenever possible, turn on the live captioning feature for your event. This helps everyone follow along, including those with hearing disabilities. If someone requests professional live captioning, provide that service.
* Avoid crowding your screen with too much information on one slide or presenting information too quickly. Instead, try including 1-2 main items per slide.
* Consider limiting the amount of side conversation in the chat bar. It can become confusing and frustrating for attendees to try and follow the presentation and the chat simultaneously.

The Checklist

* Don’t assume your audience can see or hear your screen
* Do read aloud the key points of your presentation
* Don’t read the items on your slide verbatim
* Do explain aloud content that is presented in visual form such as graphs, tables, and pictures
* Limit slides to 1-2 main concepts and use plenty of whitespace
* Do provide a transcript or live captions
* Do use good color contrast
* Do use a sans serif font size of 20 or higher
* Do write alt text for your images
* Do share the slide deck prior to your presentation - make sure you don’t send scanned PDF files!
* Make sure the items on your slide are in the correct reading order - this is especially important for people using screen readers
* Run the accessibility checker on your slide deck

For more information

1. Webinar training by TGPi: [**“Can Everybody See my Screen?”**](https://www.youtube.com/watch?v=jJlMxHkBTJA)
2. Google: [**Present Google Slides with live captions**](https://support.google.com/docs/answer/9109474?hl=en)
3. Microsoft: [**Present PowerPoint with live captions**](https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f)
4. W3C Web Accessibility Initiative: [**How to Make Your Presentations Accessible to All**](https://www.w3.org/WAI/teach-advocate/accessible-presentations/)
5. UW DO-IT Center: Universal Design: [**Universal Design in Education**](https://www.washington.edu/doit/programs/center-universal-design-education/overview)