Los Angeles Area AIDS Education and Training Center
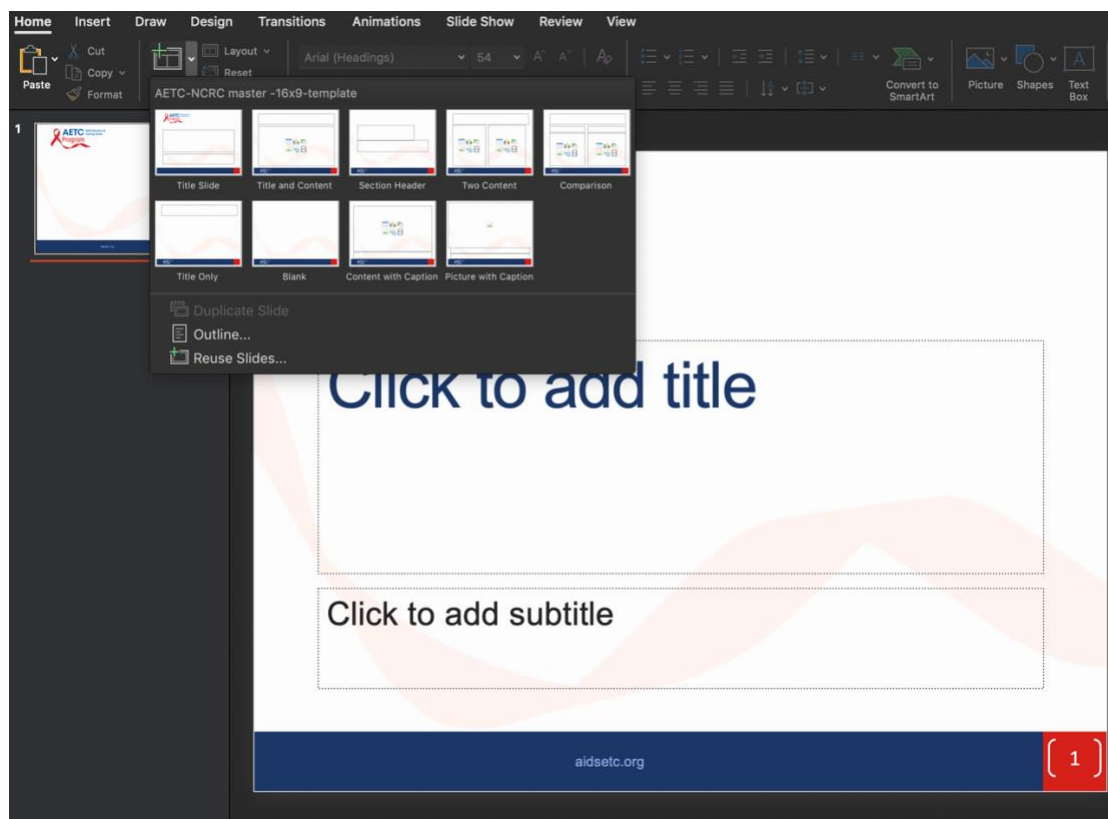
Presenter 508 Compliance Tip Sheet

October 2019

Best Practices

1. Layout

   a. Use PowerPoint's standard layouts. Create your content in the placeholder provided, screen readers will follow the correct order as they advance through each slide. To choose a layout for a slide, right-click in a blank area of the slide. When the menu opens, click Layout. Every layout has a title placeholder. Give a **unique** title to each slide.
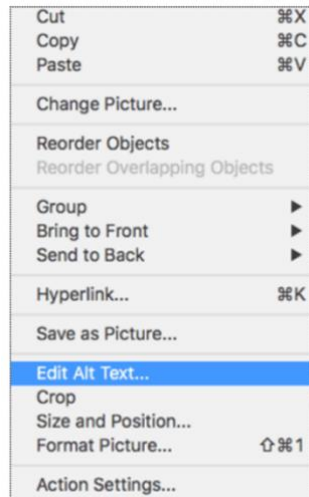
2. Slide Design

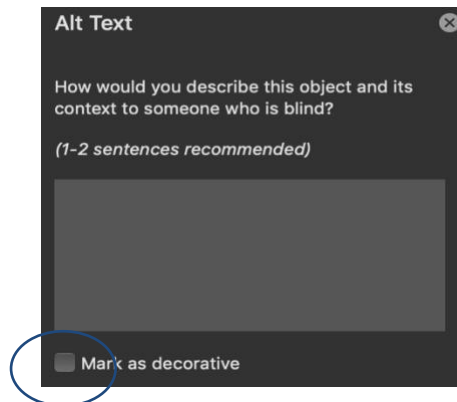   a. Use the accessible AETC slide design provided.

3. Fonts

   a. Use a larger font size (18pt or larger), sans serifs fonts (i.e. Helvetica, Avant Garde, Arial, and Geneva, PT Sans Pro) and enough white space. This document is written in Arial font.

4. Alt Text for Images

   a. Add alternative text to **every** image, screenshot, graph etc. Right-click an image. Select **Edit Alt Text.** Type 1-2 sentences to describe the image and its context to someone who cannot see it.

   b. If the image is purely for design, then make sure to "mark as decorative."

The following are great video resources on how to make a PowerPoint presentation 508 Compliant:

1. Section 508 Compliancy & Microsoft PowerPoint

    a. Presented by IHS.gov

    b. 5 minutes

    c. https://www.youtube.com/watch?v=G2BZt-xmP4A

2. 508 Compliance & Accessibility – PowerPoint Presentation Training (Updated – July 2019)

    a. Presented by The El Dorado County Special Education Local Plan Area (SELPA)

    b. 45 minutes

    c. https://www.youtube.com/watch?v=MHueFMFv6wE

3. Creating Accessible PDFs with Adobe Acrobat Pro DC

    a. Presented by UA Technology Accessibility

    b. 52 minutes

    c. https://www.youtube.com/watch?v=2XMx7_IBqhs&t=666s