# National Center on Accessible Educational Materials

# Presentations

Many of the same [accessibility best practices that apply to a document](https://docs.google.com/document/d/1ohoQytxvvYl8Qkx-B1s3wsl4PVBNB1yBgd1EsMT67UI/edit?usp=sharing)  (meaningful links, good color contrast, alternative text for images) are relevant to the design of an accessible presentation. However, the unique layout of a presentation requires a few additional supports to ensure everyone can navigate the content.

## Use Unique Slide Titles

Slide titles perform a similar function to section headings. They let screen reader users know where they are in a presentation, provided the title is one of the first things read aloud (see the next section for information on how to change the reading order). To be useful, slide titles have to be meaningful and descriptive of the content of each slide. They also have to be unique.

To view a presentation’s slide titles in PowerPoint, choose View, Outline View. There should be a unique, meaningful slide title next to each slide number. If the slide title is missing, you can manually enter it in Outline View. Using the Selection Pane discussed in the next section, you can hide a slide title while ensuring it is still read aloud to screen reader users.

## Ensure a Logical Reading Order

Many PowerPoint templates include placeholders to ensure content follows a logical reading order when it is added to a slide. You should use these placeholders whenever possible. When creating custom layouts, you can use the Selection Panel to rearrange elements and place them in a logical order.

The Selection Pane can be opened by choosing Arrange, Selection Pane in the Home tab of the Ribbon in PowerPoint. The order in the Selection Pane is a bit different from what you would expect. Items toward the bottom of the Selection Pane are actually read before items near the top. For this reason, you will want to make sure the slide title is one of the first items listed at the bottom of the Selection Pane, so that it is read as early as possible to a screen reader user.

## Consider Providing a Handout

Even if a presentation is made accessible, the layout may still present challenges to novice users of assistive technology. The linear order of a document may be a little easier to navigate with a screen reader. For this reason, consider providing the key points of the presentation and any links to additional resources in a separate handout. And remember to [make sure that handout is accessible](https://docs.google.com/document/d/1ohoQytxvvYl8Qkx-B1s3wsl4PVBNB1yBgd1EsMT67UI/edit?usp=sharing) as well.