

## Universal Design Guidelines

Universal Design for Learning is a method which promotes making instruction welcoming, accessible, and inclusive to all learning styles and abilities. As part of ASGW's continuing efforts to make our programs and services accessible to all members, we ask you to adhere to the following guidelines during your presentation:

### Preparation

- Minimize the amount of text on each slide. Use bullet points. Less is more.
- Use large (at least 24 point), simple fonts, such as sans serif (Arial, Calibri, Verdana, etc.) that are easy to read.
- Use high contrast easy to read colors in PowerPoints. Avoid using any light or white font.
- Text should not overlap any pictures or background images.
- Avoid moving or flashing images.
- Keep graphs and tables simple, and make sure they are legible and appropriately labelled.
- Use closed captioned videos whenever possible.
- Add alternative text for all images (directions can be found [here](#))
- Preview slides in grayscale. Many attendees will print handouts in black and white—make sure that slides are comprehensible without color.

### Presentation

- Speak slowly and clearly. Do not cover your mouth while speaking. Face the audience while speaking. Do not block the screen.
- Describe images, and graphics on slides when it applies to the content being presented.
- Explain any background context that might be crucial to understanding.
- Explain directions for activities and post them on the PowerPoint.
- Give a brief description of a video before playing it.
- Repeat questions and comments from the audience.

- Provide sufficient wait time/pauses for participants to process information prior to answering.
- Define acronyms upon first usage, and avoid using slang, jargon, or ambiguous terms that limit universal understanding

## Accessibility Checker

The Accessibility Checker tool in PowerPoint is useful for finding missing alternative text and other common accessibility issues. Before finalizing your presentation, run the Accessibility Checker to make sure your presentation is easy for people of all abilities to understand.

### Windows Users

To run the accessibility checker in Windows, select File > Info. Select the Check for Issues button and choose Check Accessibility.

### Mac Users

To start the accessibility checker in Mac, select the Review tab, then choose Check Accessibility. In Windows and Mac, the Accessibility Checker sidebar will appear to the right. The checker presents accessibility errors (e.g., images with no alternative text), warnings (e.g., unclear link text) and tips (e.g., check slide reading order for slides with custom content). Selecting an item in the report will highlight the issue within the slide. Information about the issue, and instructions on how to repair it, will also appear at the bottom of the sidebar. (Click here for detailed instructions on how to use the Accessibility Checker)

## References

- Colorado State University – Access to Postsecondary Education through Universal Design for Learning (<http://accessproject.colostate.edu/udl/>)
- University of Washington’s Do-It (Disabilities, Opportunities, Internetworking, and Technology) Center (<http://www.washington.edu/doi/>)
- WebAIM – PowerPoint Accessibility (<https://webaim.org/techniques/powerpoint/>)