Accessible Content

# Google Slides

Google Slides allows everyone with access to the document to add, edit and create on the same document. Some instructors use Google Slides for their classrooms and provide access to the slides ahead of time for students to print or use during the lecture. Similar to Microsoft PowerPoint, Google Slides has several built-in features that work with screen readers and braille devices. Use the following best practices to make your slides accessible.

## Choose Design Template and Layouts

Use the built-in slide templates vs creating your own. The templates are designed to be read in the same order by a screen reader as a person without a visual impairment. Don’t add text boxes to slides as they do not appear on the Outline view and may be read out of order by a device.

When you are adjusting template colors, choose one with good contrast.

## Use Unique Title for Each Slide

A screen reader can quickly jump from slide title to title. It is helpful if each slide has a unique title so the student can follow along. If the information you are presenting spills over into a second or third slide, consider using Slide Title 1 of 3 or Slide Title Continued so a student using a device can quickly track where you are in class.

## Font Choice and Size

Sans serif fonts are generally more readable for those with visual impairments. Ideally, a Google Slide Title is 44pt font and content is 36pt font. But content should not be any smaller than 28pt on slides.

## Use Helpful Hyperlinks

Avoid this: You will find the assigned homework [here](http://www.sarabea.nd.edu)
Instead Try: You will find [Week 3 Homework](http://www.sarabea.nd.edu) on the class Sakai page

If the document is likely to be printed by students, you will need to include the entire URL.

## Add Alternative Text for Images, Graphs and Tables

For any pictures, graph or table used, add a description of the image. Screen readers can’t make sense of images. To add a description, right click on the image/graph/table and click Alt Text on the menu. For graphs and tables, be detailed as to what is learned from the graphic.

## Video and Audio considerations

If you are embedding audio or a video, make sure the video is captioned or provide a transcript of the audio. Sara Bea Accessibility Services can help you with this process.

Google Slides has the ability for Live Automated Captions during a presentation. To use this feature, you must be using Chrome browser. When you begin the presentation, click Captions along the bottom menu bar. A pop-up box may appear that asks to access your computer’s microphone. Click Allow.

As you speak, captions will appear along the bottom of the screen.

## Export to PDF correctly

If you want to save your Slides as a PDF, go to Save As and choose PDF as the document type. Do not Print to PDF as that will save the document as an unsearchable image for screen readers and braille devices.