

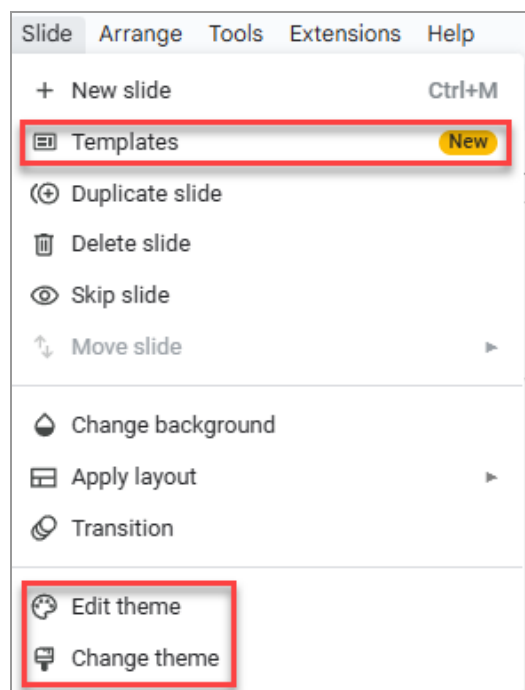


Google Slides and Accessibility

Gateway wants to ensure resources are accessible to all learners. The following cheat sheet will help you make sure your Google Slides are compliant with Gateway's target metrics.

Checklist

- ☐ Run Grackle Slides on your presentation to diagnose what things need fixing. It will make it easier to follow this formatting structure in the future to limit extra work later.
- ☐ Grackle Slides will check your work against 16 accessibility standards and help you ensure compliance.
 - Here's a video on [Installing Grackle Slides](#)
 - Additional video: [Using Grackle Slides](#)
- ☐ Choose a [pre-defined slide layout/template](#) to give your presentation organization and structure. The template menu will appear when you create a new slide deck or it can be accessed by clicking **Slides** and **Templates, Edit theme, or Change themes**.





- ☐ Use [accessible fonts](#) to create easy-to-read text.
- ☐ Format your text so that it is easier for your audience to read. Consider using a sans serif font, setting line spacing to 1.5. Keep text left-aligned when possible to allow users to quickly identify new lines. Keep the font at a standard size or larger at least 18pt.
- ☐ Use [high color contrast](#) and be mindful of [colorblindness](#) to ensure all leaders can see your text.
 - You can also check out the [colorblindness simulator](#).
 - [WebAim Contrast Checker](#): This website allows you to enter color data to ensure compliance with Web Contrast standards.
 - [Accessible Web Color Contrast Checker](#): This website lets you enter color values to check contrast.
- ☐ Add alt-text to images to provide users with screenreaders with an audio description of what's on the screen. To add alt-text to your slides, follow these steps:
 - Right-click the image, and select **Alt Text**.
 - Enter your description into the provided box.
 - Write descriptive links.
 - ☐ Informative link text is helpful for screen readers. Be descriptive and explain what the link contains instead of giving general information. For example, if you link to a profile page, the linked text should say "my profile," not "click here."
 - Alt-text Resources:
 - ☐ [Write helpful Alt Text to describe images](#) - Harvard.
 - ☐ [Alt- text - WebAIM](#)
 - ☐ [Alt-text: What to write](#)
- ☐ Write Unique and Descriptive Slide Titles.
- ☐ Avoid heavy text by [breaking content into bullet points and lists](#) where appropriate.
- ☐ Ensure embedded videos have closed captions. If your video does not have captions you can [submit a ticket to Tech Central](#) to have your video captioned for you.
 - You also have the ability to [present your slides with captions](#).
- ☐ [Turn on screen reader support](#) in Google Slides.



- ☐ Consider [publishing your slides to the web](#) which will provide viewers with an HTML version of your presentation. This is usually easier for screen readers.

