# Thank you for taking the time to read this document and deliver an inclusive presentation.

## Checklist for preparing materials

1. Enable the Accessibility Checker in PowerPoint
   1. Select Review tab
   2. Select Check Accessibility drop down
   3. Select Options: Ease of Access
      1. Check Keep accessibility checker running while I work
      2. Check Automatically generate alt-text for me
      3. Select OK
2. Run the Accessibility Checker in PowerPoint
   1. Select Review tab
   2. Select Check Accessibility
   3. If issues are shown in the Accessibility Pane
      1. Select the drop down for each issue
      2. Follow prompts to resolve the issue
      3. See more here: [Improve accessibility with the Accessibility Checker (microsoft.com)](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)

## Checklist for preparing to present

1. Rehearse using Presenter Coach
   1. Select Slide Show tab
   2. Select Rehearse with Coach
   3. Select Get Started at the lower right
   4. See more here: [Rehearse your slide show with Presenter Coach (microsoft.com)](https://support.microsoft.com/en-us/office/rehearse-your-slide-show-with-presenter-coach-cd7fc941-5c3b-498c-a225-83ef3f64f07b)
2. Use clear descriptors when demonstrating new features.
   1. For example: say “Select the Review tab” instead of “click here”

## Checklist for preparing for Teams presentation

1. Decide which of the three options to use.
   1. Recommended: Web App Present Live / Screen Share in Teams
      1. In Web App
         1. Select Slide Show tab
         2. Select Present Live
      2. In Teams
         1. Select Share Button
         2. Select appropriate Screen to share
      3. In Web App
         1. Allow participants time to use QR Code or URL
         2. Select Show slides
         3. Turn on Subtitles
   2. PowerPoint Live in Teams
      1. In Teams
         1. Select Share Button
         2. Go to PowerPoint Live Section in drop down
         3. Select Presentation by name
         4. Turn on Subtitles
   3. Desktop App / Screen Share in Teams
      1. In Desktop App
         1. Select Slide Show tab
         2. Select From Beginning
         3. Turn on Subtitles
      2. In Teams
         1. Select Share Button
         2. Select appropriate Screen to share

There are many ways to be inclusive in your presentation as highlighted in the checklists above. Additional resources are also available:

* Making your presentations accessible: [Make your PowerPoint presentations accessible to people with disabilities (microsoft.com)](https://support.microsoft.com/en-gb/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25)
* Learn more about Microsoft Assistive Tools: [Accessibility Technology & Tools | Microsoft Accessibility](https://www.microsoft.com/en-gb/Accessibility/) and [Accessibility Features | Microsoft Accessibility](https://www.microsoft.com/en-gb/accessibility/features?activetab=pivot_1:primaryr5)

Thank you again for reviewing this document and we appreciate your efforts to be inclusive and offer all attendees a good experience at your events.

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