

Be Heard

Presenting with accessibility in mind

IF YOU ARE NOT USING THE MIC,
THEY ARE NOT HEARING YOU

CC



TURN ON THE CAPTIONS

01

Download Powerpoint

Open your presentation on the desktop Power Point application

02

Select 'Slide show'

Navigate to the top ribbon and select **Slide Show** then **Start Subtitles**

03

Present

Select Present Slide Show and click on the CC button in the bottom left corner of your screen

04

Auto-Generated Captions

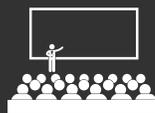
Begin speaking and captions will appear

USE THE MICROPHONE

A microphone should be used to amplify **every voice** including the presenter(s) and audience.

- Ensure **each** presenter is speaking into a microphone when talking. If there is only one microphone, pause to allow the microphone to be handed to the other speaker.
- **Designate a person**, other than the presenter, to pass the microphone throughout the room for audience members to participate in the discussion.
- **Microphone setup** - hold or clip the microphone 6-inches below the chin.

PRESENT LIKE A PRO



Stand in one place



Describe your slides



Face your audience



Give time to read the slide

HAVE QUESTIONS?

Contact a RMTC-DHH or TLC representative to learn more.



www.rmtcdhh.org

www.tlc-mtss.com

This document was funded by the Bureau of Exceptional Education Student Services through federal assistance under IDEA Part B, IDEA Part B Trust.