

# Creating an Accessible Poster Presentation

## Poster

- Make sure to add alternate text to all images that you use on your PowerPoint
- Make sure you are using large enough font (size 18 and above is preferred)
- Choose colors that complement each other and if you can, run it through an accessibility scanner
  - [For PDFs](#)
  - [For PowerPoint](#)

## Video Recording

- Describe all images that are important to your presentation (e.g., if you have a chart that is imperative to understanding your research, explain what the chart looks like)
- Be sure to add closed captioning if you are able

## Step-by-Step Closed Captioning Instructions for Your Presentation via YouTube

Please note that this is how I've added videos with closed captioning before. If you have other methods, please do what feels most comfortable to you. ([Zoom can do it in their platform as well.](#))

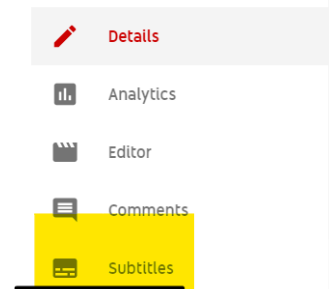
What you need:

- YouTube Account
- Preferred: Video Script (down to the word is ideal but can be done without) in a .txt format (this can be done on Notepad on Windows or TextEdit on Mac.)
- Access to the internet

Step 1. Upload your video to YouTube. **I recommend making the video unlisted so that it is not publicly accessible.** ([Learn how to upload a video to YouTube.](#))

Step 2. Once your video is uploaded and processed, you will be brought to a screen that has your video details. Click the left-hand navigation where it says "Subtitles."

Step 3. Click "ADD" on the following screen next to the language.



### Video subtitles

Language	Modified on	Title & description	Subtitles
English (United States) (video language)	Apr 2, 2021	Published by Creator	ADD

Step 4. We recommend you select "Upload file". And then add your script to your presentation. I selected "without timing" as I was just uploading my script. It will auto-sync to the correct timings.

Select how you want to add captions

Upload file	
Auto-sync	
Type manually	
Auto-translate	

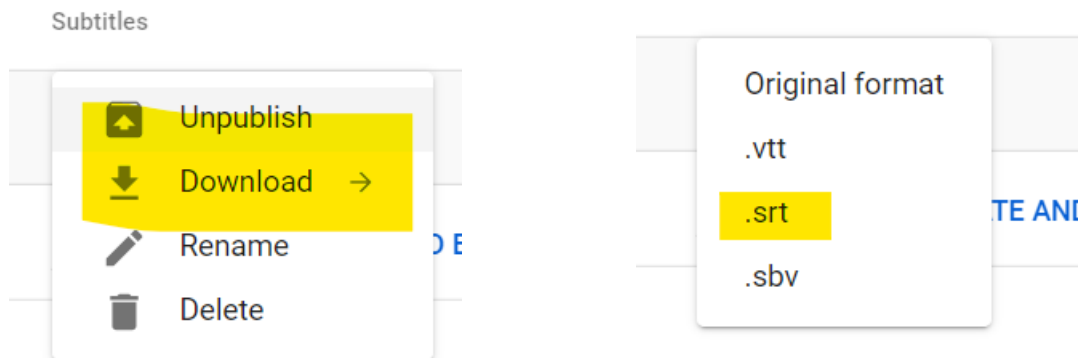
Step 5. Feel free to edit script as needed here through the editor screen. Click publish on the top right of the screen.

Step 6. Back on the screen with all the subtitles, you will have to hover over the line of the transcript you just uploaded. The newest one will be at the top.

English (United States) (video language)	Apr 2, 2021	Published by Creator	Published by Creator	EDIT
English (Automatic)	Apr 2, 2021	Published Automatic	Published Automatic	DUPLICATE AND EDIT ⋮

Options

Step 7. When you click the three buttons, click “Download” and then download as an .srt file.



Step 8. Go to the following site:

<https://www.happyscribe.com/subtitle-tools/add-srt-to-video>.

Step 9. Upload the original video you uploaded to YouTube and add the newest .srt file you downloaded in both slots. No need to create an account with Happyscribe if you are doing it this way. If you wish to autogenerate subtitles, then you will need to create an account.

Step 10. At this point, your video will automatically download with subtitles! You are all set to upload that.

**1. Select your video file**  
(.mp4, .avi, .mov extension)

Select File

**2. Select your SRT file**  
(.srt, .vtt extension)

Select File

Or [autogenerate subtitles](#).

Generate