

Accessible PowerPoint Quick Reference Guide

Presentation Preparation

Prepare your presentation for your expected audience. You should ask in advance if any participants need specific accommodations and make arrangements accordingly. Such accommodations may include:

- American Sign Language (ASL) interpreters or assistive listening devices
- large print, or braille versions of presentation slides or an advanced accessible digital copy
- adequate space for wheelchairs, service animals, or personal assistants.

At minimum, make sure the venue has an adequate sound system for the presenter(s) and good visibility for the presentation slides.

Presentation Design

Design your presentation using the standard layout templates and styling features provided in PowerPoint. Design aspects for accessible presentations include:

Slide Content

- 1 idea for each slide
- 3 or 4 list items
- 6 lines of text
- 5 or 6 words per line or list item
- Each slide should have a unique title. (Use "X of Y" numbering for multiple slides about a single topic.)
- Don't use textboxes or Word Art. (These are inaccessible to screen readers.)

Color Usage

- Text color should have good contrast with its background color.
- Don't rely on color alone to convey meaning.

Text Attributes

- Use san-serif fonts (such as Verdana or Arial).
- For best legibility, use a font size of 32 points. (Don't use sizes 24 points or smaller.)
- Avoid using italics and all capitals.
- Use underlining only for web links.
- Avoid right-justified or fully-justified text.

Images

- Alternative text (referred to as "alt text") for images should be accurate and concise.
- Don't use blinking or animated images and text.

Tables & Graphs

- Simplify tables and graphs; split them up as needed.
- Use accurate and concise alt text for tables and graphs.
- Provide detailed descriptions of tables or graphs in the Notes section or in the main content area of the slide.

Audio & Video

- Audio should be accompanied by a transcript or a description.
- Videos should have synchronized captioning and may require audio description.

Design Testing

- Verify the reading order of each slide.
- Put slides in grayscale mode to test for sufficient color contrast.

Presentation Delivery

As you deliver your presentation, keep the following in mind:

- Face the audience and speak clearly and slowly.
- Use simple language; avoid jargon, idioms, or undefined acronyms.
- Cover all slide content and describe all visual information.
- Give people time to process the information.

For Question & Answer Sessions:

- Provide microphone(s) for the audience.
- Repeat audience questions or comments for everyone's benefit.

After the Presentation

- Audio or video recordings of the presentation should have captions or transcripts.

Resources

W3C Web Accessibility Initiative: How to Make Presentations Accessible to All

<http://www.w3.org/WAI/training/accessible.php>

WebAIM: PowerPoint Accessibility

<http://webaim.org/techniques/powerpoint/>

Texas Health and Human Services Accessibility Center

<http://accessibility.hhs.texas.gov>