POWERPOINT ACCESSIBILITY

These guidelines are meant to provide the best current practices in accessibility for the delivery of PowerPoint presentations. If implemented, they will improve the likelihood that all in your audience can see and/or hear your presentation. There are two distinct aspects to this document. The first section focuses on the presentation delivery, while the second focuses on the shareable PowerPoint document.

Document Design:

• Slide titles should be minimum of 44pts
• Slide body text should be a minimum of 36pts (this can be stretched to 24pts if absolutely necessary)
• Colour palate should pass WCAG AAA contrast guidelines (check this here: https://webaim.org/resources/contrastchecker/)
• Aim to have six or less lines of text (excluding title) per slide
• Use a sans-serif font as they are more legible — especially from a distance

Charts:

• Use contrasting colours
• Use slide title as the chart title
• Chart labels should be a minimum of 20pts

Avoid/Minimize:

• Slide transitions
• Animations
• Busy slide backgrounds
• Overcrowding text
Presenter:

- Inform audience that the presentation is/will be available and tell them where it can be found
- Describe visual content for those who can’t see it (e.g. graphs, photos, etc.)
- Use a microphone if one is available
- Arrange for good visibility of speakers
  - Ideally have their face lit well and have a non-distracting, non-bright background
- Ensure that space is accessible and that volume and visuals are okay throughout the room prior to presenting

For the PowerPoint Document

The other level of accessibility that is important on when using digital documents is screen reader compliance. This involves a bit more work than the formatting mentioned previously.

The easiest way to ensure screen reader compliance is to use the built in PowerPoint accessibility tools (check accessibility). See photo below for how to get there.

Once you click Check Accessibility, PowerPoint will inform you of the current accessibility issues with your document and tell you how to fix them. For a detailed list of the accessibility functions of PowerPoint (mainly aimed at screen readers), see here: https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25.

These guidelines were adapted from those created by the Web Accessibility Initiative, Accessible Digital Office Document Project and the American Public Health Association.