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 for Electronic Information Resources
http://accessibility.hhs.texas.gov