


4 Tips to Create More Accessible Presentations

1. Think about your text and font choices.

- **DO** increase the font size if possible. A minimum of 18pt is ideal for PowerPoint and other presentations.
- **DO** use the application's tools for bulleting and outline numbering rather than typing them in as text.
- **DO** break up large blocks of text with titles, headings, and lists.

2. Pay attention to how you use color.

- **DO NOT** use color-only to convey information.
- **DO** make sure that there is good contrast in colors between the background and the foreground
- **Examples using color**
 - "Names are in bold and highlighted in yellow: **Jane Jones**"
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3. Be aware of captioning needs.

- **DO** make sure video and audio files have captions or transcripts.
- **DO** use alternative text ("alt text") to describe the content and context of images

4. Make sure your audience knows the information on your slides.

- **DO** verbally explain the information presented on slides, especially graphs and charts
- **AVOID** expressions like "as you can see from this graph."