Creating Accessible Presentations

We hope these sample slides will help you create accessible presentations so that all attendees can access your research and stories.
Overview

• This template is a guide for creating accessible PowerPoint presentations.

• This template uses fonts, font sizes and color selections, and color contrasts to improve readability.
Font and Presentation Length

- Font size of slide title fonts should be 44 pt. or greater. Text fonts should be 36 pt. or greater.

- Don’t try to cram too many slides into your presentation. Allow your audience time to read slides.
Text Formatting

- Place no more than 6 lines of text on a slide (excluding columns).
Importance of Slide Format

- Many people with disabilities use text-based screen reading software and computer devices.

- However, graphics cannot be read with screen readers and other text-based devices.
• Replace graphics with text whenever possible.

• Include a text slide after each picture/graph slide that describes what is seen in the picture/graph.
Multimedia

• Provide text description of visuals in a multimedia presentation.

• Provide captioning of audio for hearing impaired persons.

• Ensure that sound is audible from all points in the room.
Avoid

- Slide transitions
- Busy slide backgrounds
- Chart filler patterns
- Over-crowding text
- Color schemes providing low contrast
- Charts without text descriptions
Charts

• Use contrasting colors
• Use the slide title as the chart title.
• Font size for chart labels: 20 pt or greater.
• Favor clarity over quantity of content.
• Chart description slides.
Text Description for Bar Graph Example

- Reading left to right horizontally across columns:
  - East = 24.4, 27.4, 90.0, 20.4
  - West = 30.6, 38.6, 34.6, 31.6
  - North = 45.9, 46.9, 45.0, 43.9
Alternative Bar Chart Example
Thank You

This PowerPoint was created by the APHA Disability Section’s Accessibility Committee

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