

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.

Graphics

- 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

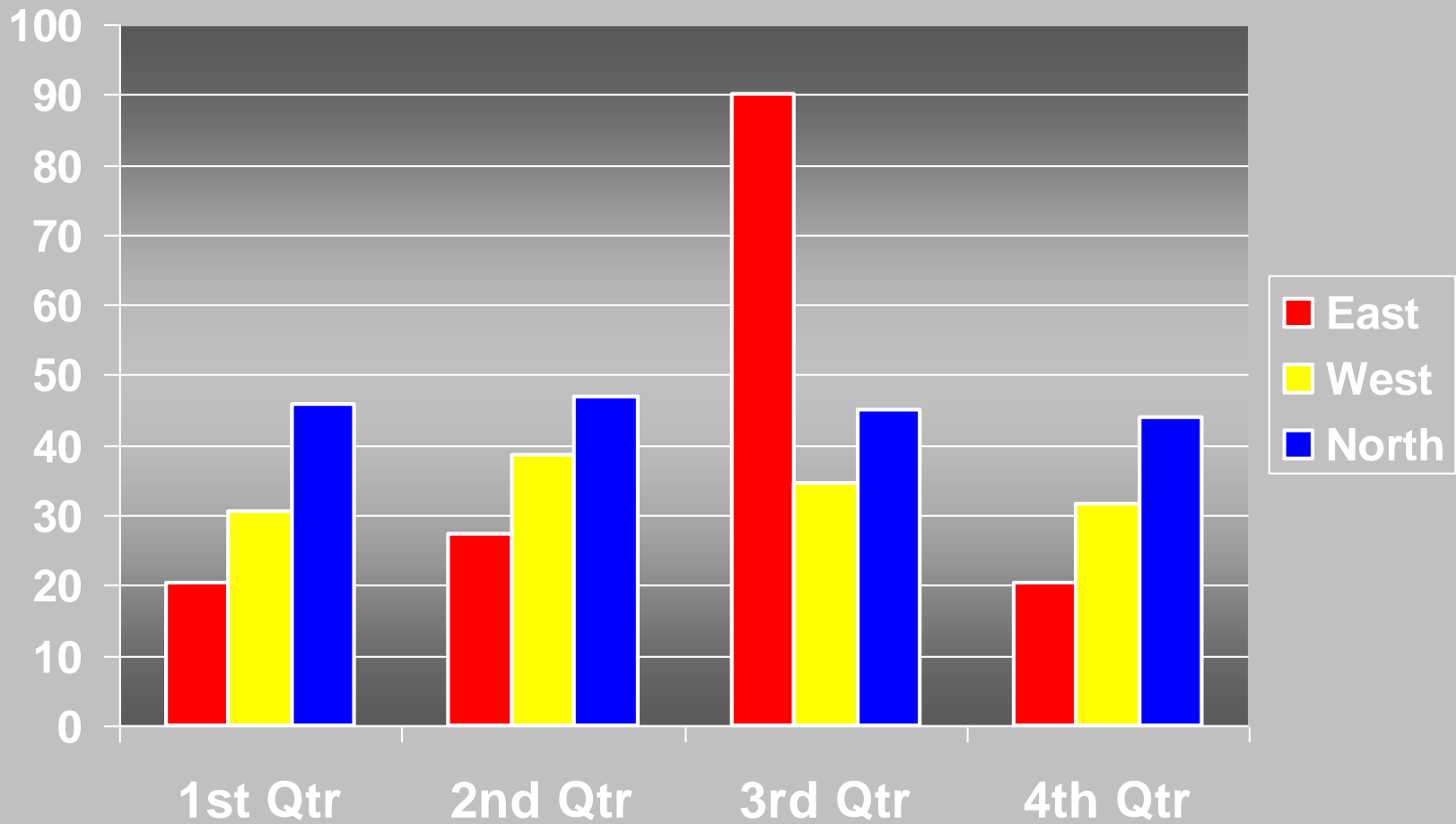
Charts

- 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.

Presentation Title Here

{ Presenter Names Here

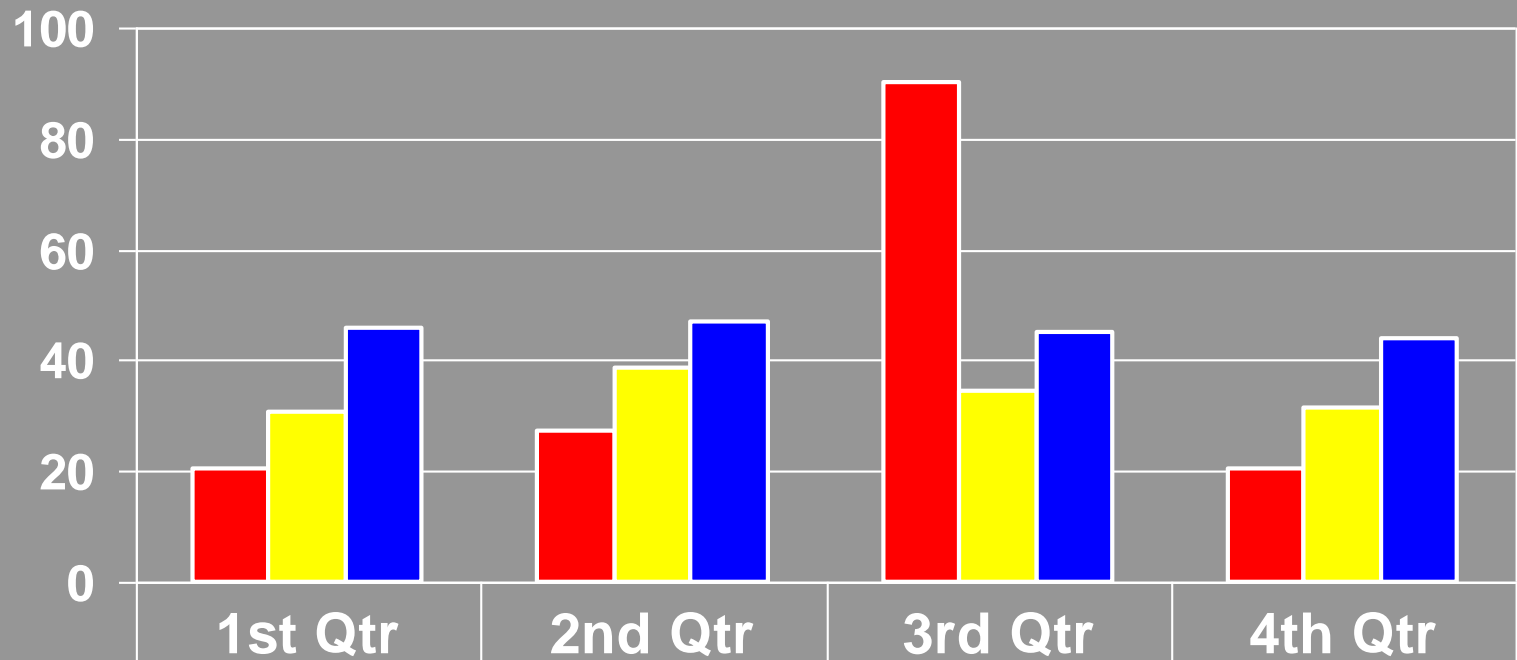
Bar Chart Example



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



	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
East	20.4	27.4	90	20.4
West	30.6	38.6	34.6	31.6
North	45.9	46.9	45	43.9

Thank You

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



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For science. For action. For health.