PowerPoint Presentation Accessibility Guidelines

To help you create a presentation that is easily read and understood, a few recommendations and guidelines have been drafted. These guidelines are put in place to make sure that a presentation has the ability to go in front of Council and be able to be understood by both Council and members of the community.

Tips:
- Use clear, plain language
- Simpler is better. Keep your presentation clean and easy to understand.
- Use larger fonts, easy to read colour combinations and don't clutter slides with too much information
- Be consistent with punctuation

Font Size
- Use a sans serif font types such as Arial, Helvetica or Verdana
- Don't use more than one font type per slide
- Text must be large enough to read by most low vision people
- A recommended text size is no less than 27-point
- Use sentence case letters rather than all capitals
- Avoid using text shadow or glow effects
- Avoid the use of italics

Slide Layout
- Avoid cramming a lot of information onto a slide as it can be confusing and unreadable
- Have up to six lines of text with only five or six words per line
- Use left justification

Colour
- Use appropriate colour contrast – Ex. black on white, white on black, green on purple
- Avoid the following colours together:
  o Red and green
  o Blue and yellow
  o Blue background with white or yellow text

Figures and graphs
- Keep figures and graphs as simple as possible
- Use brightness and contrasting colours in the same way as with text
- Use sans serif font types for the text in the figures

Animation
- Keep animation to a minimum

Oral support during slide viewing
- Read aloud all text presented on slides
- Explain figures and graphs
- Explicitly mention the region of interest in the slide, do not just point to it
- Explain each slide in an expressive manner so that the audience understands which area of the slide you are referring to
- If you need to use a lot of text on a slide, read it slowly and clearly