

Creating Accessible Presentation Slides

Eliza Forrest (PhD student in Linguistics at UNM)

2/16/2024

Important things to keep in mind:

- Different disabilities, different access needs
- Plan ahead, ask ahead: accessibility shouldn't be an after thought

Important things to keep in mind:

- Not all disabilities are visible, not everyone will feel comfortable disclosing or asking about access
- Aim to make your materials as broadly accessible as possible

Slide Accessibility: Layout and Aesthetics

Text

Font Size

- Make text big!
- Minimum 24 points
- Use proper spacing between lines and characters

This 36pt font is easier to read than the two below

This 24pt font is the recommended minimum

This 12pt font is too small

Don't cramp your characters!

Give each line of text some room to breathe!

Text

Font Style

- Avoid serif fonts
- Use sans serif fonts like Helvetica, Arial, Calibri, Tahoma
- Avoid decorative fonts

Avoid serif fonts

Use sans serif fonts like:

Helvetica

Tahoma

Calibri

Arial

**Avoid using decorative fonts
that are hard to read**

Text

Font Style

- Avoid all caps
- Use camelcase for hashtags

ALL CAPS ARE HARDER TO READ
BECAUSE ALL WORDS HAVE A UNIFORM
RECTANGULAR SHAPE

#ThisIsCamelCase

Text

Font Color

- Use high contrast colors for text and backgrounds
- Avoid placing text over photos

This is poor contrast

This is poor contrast

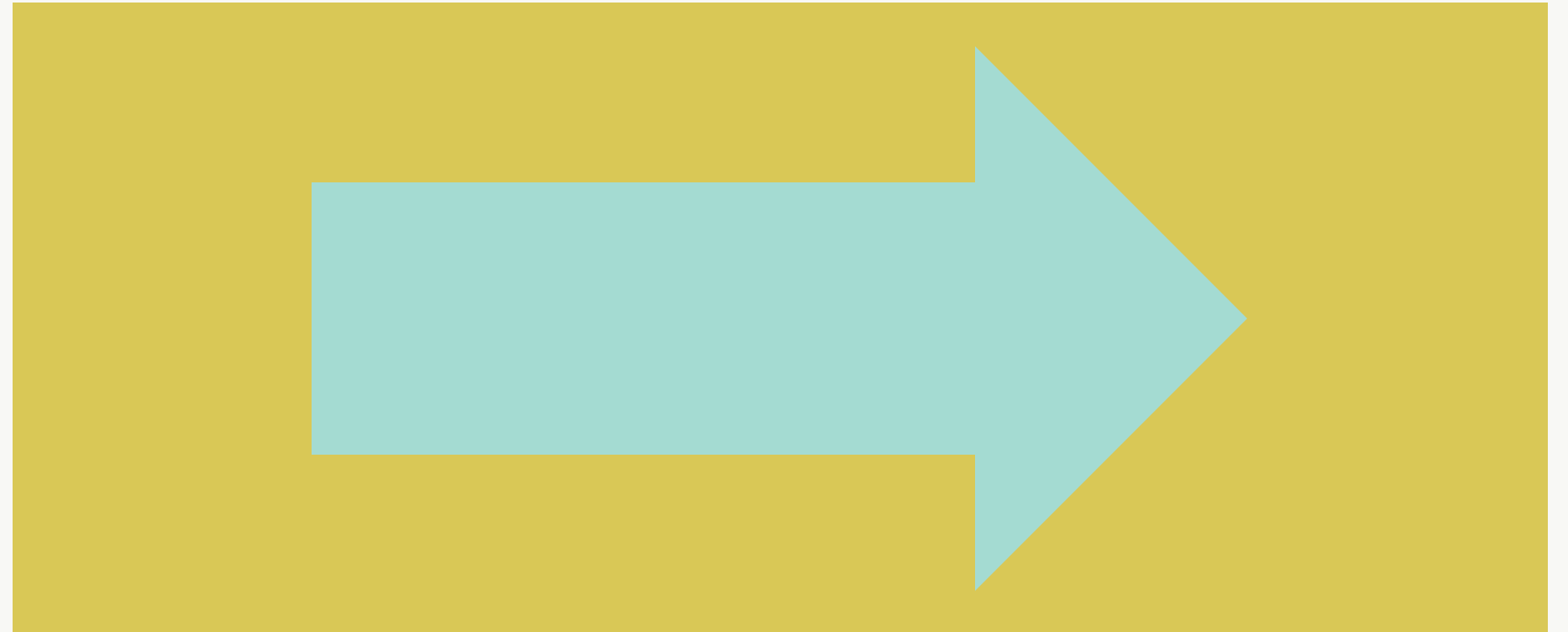


Color & Contrast

Design Elements

- Use high contrasting colors for background and design elements
- Don't use color as the only way to convey information

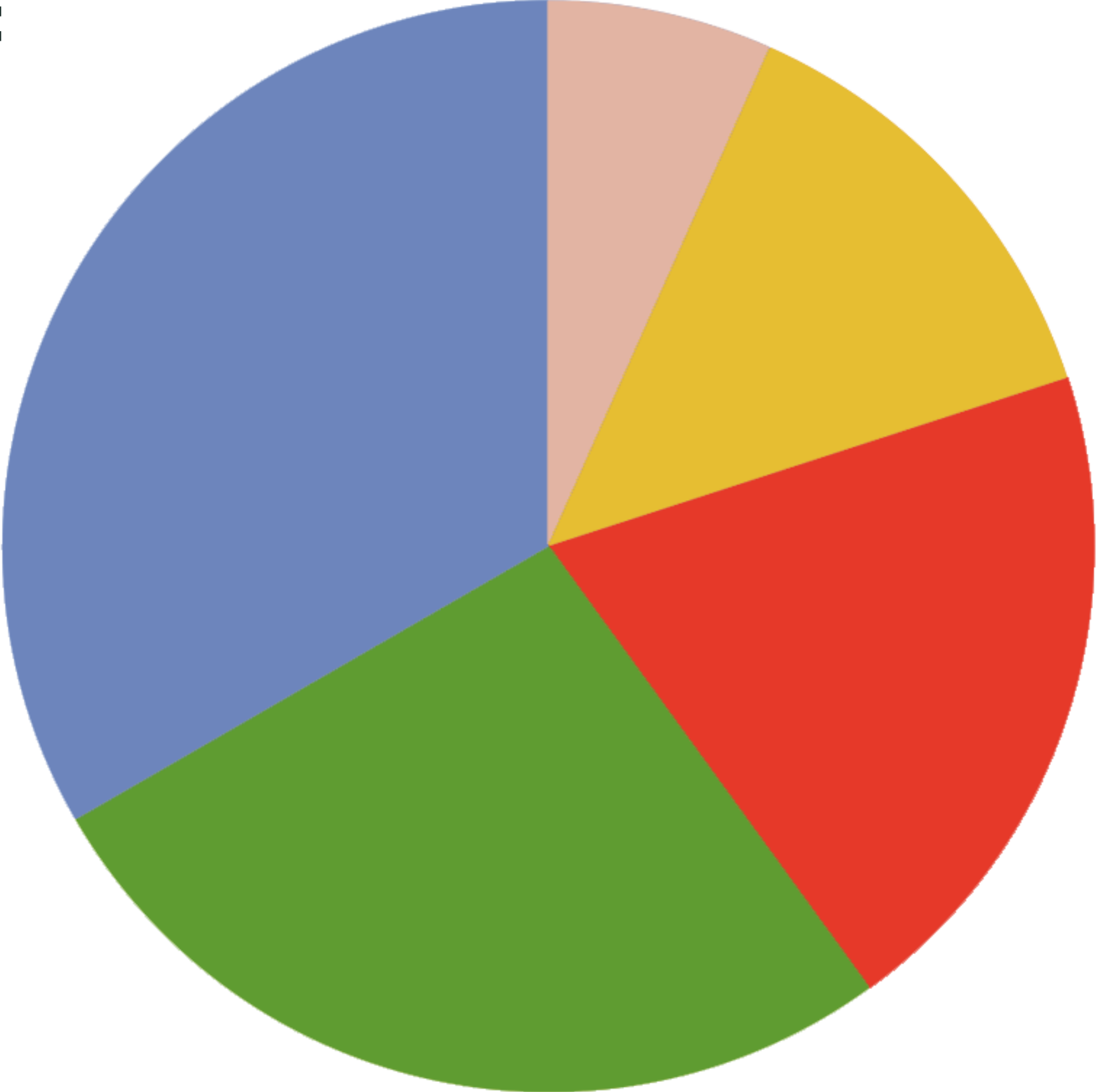
Poor contrast:



Good contrast:

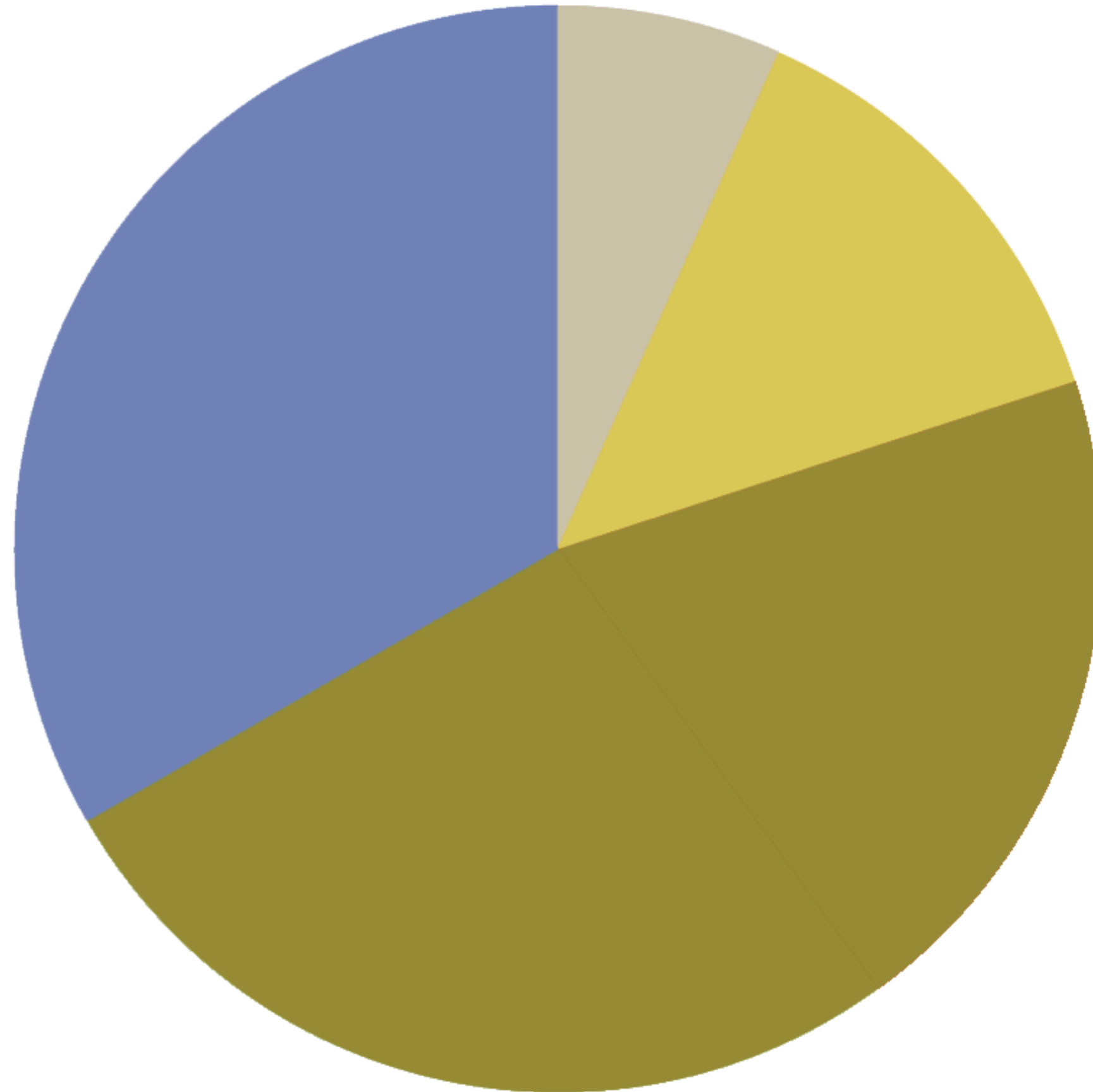


**Color contrast
& info graphics:**



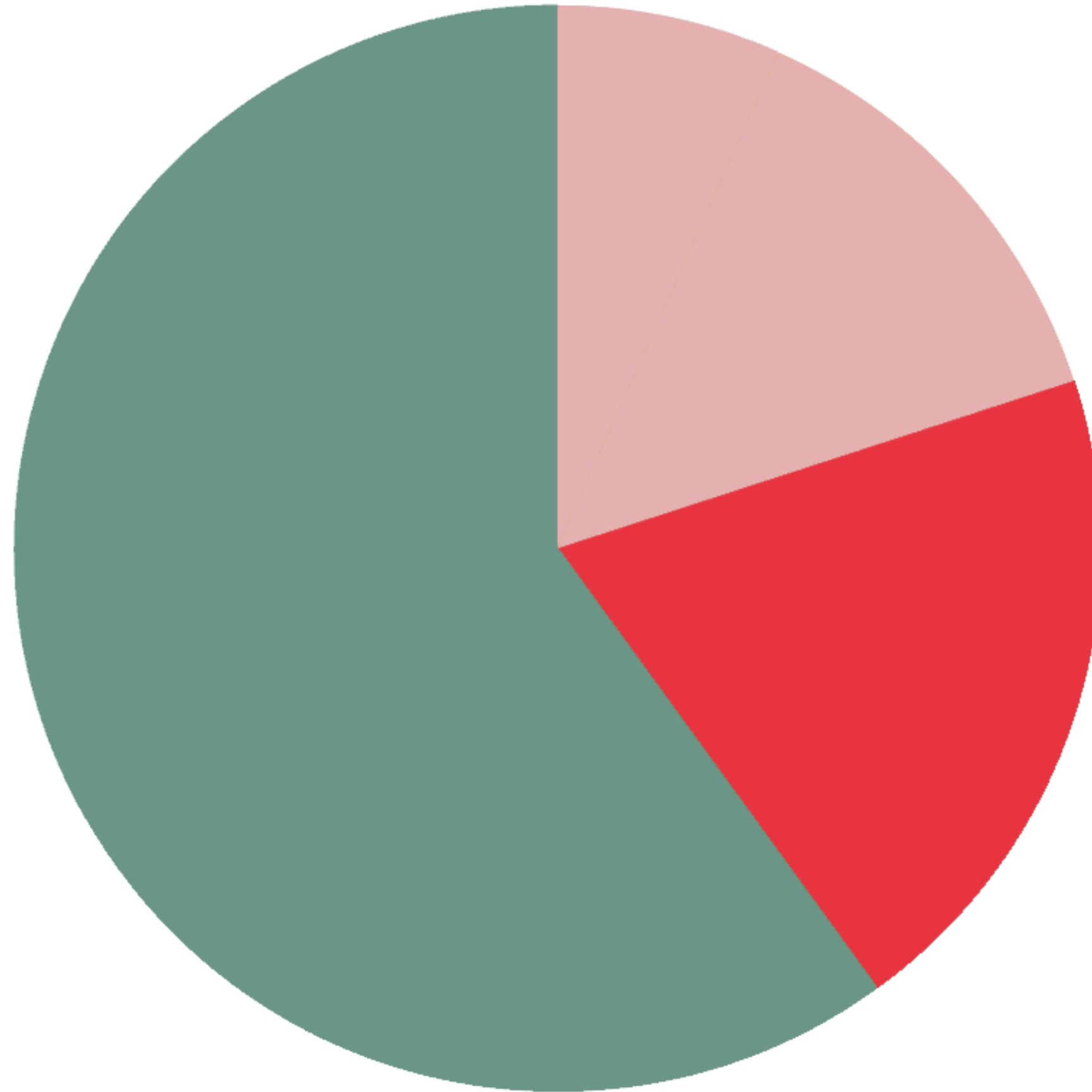
- Group 1
- Group 2
- Group 3
- Group 4
- Group 5

**Colorblind View:
Deuteranopia/
Protanopia**



- Group 1
- Group 2
- Group 3
- Group 4
- Group 5

Colorblind View: Tritanopia



- Group 1
- Group 2
- Group 3
- Group 4
- Group 5

Contrast & Color Checkers

Adobe:

<https://color.adobe.com/create/color-contrast-analyzer>

WebAIM:

<https://webaim.org/resources/contrastchecker/>

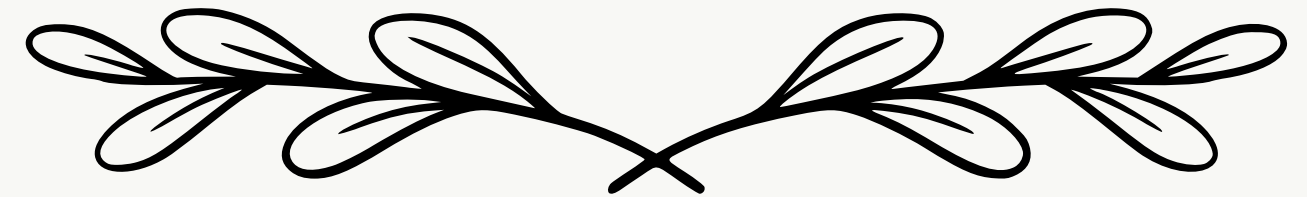
Slide Accessibility:

Content

Keep It Simple

- Less is more; don't put too much text on one slide
- Say what you show

- This slide has way too much information
- This makes makes it hard to read and confusing
- It is also cognitively difficult to process so much visual information while also paying attention to the presenter, especially if they are saying something different from what is written
- This is especially true if also following an interpreter
- There are many reason why your audience will struggle to read and process all of this information in the time given



Keep It Simple!



A simpler slide will be easier to follow

Keep It Simple

- Keep competing graphics to a minimum
- Arrange information in the way you want it to be read
- Animations can be distracting

- This slide has way too much information
- This makes it hard to read and comprehend
- It is also cognitively difficult to process visual information while also paying attention to the presenter, especially if they are saying something different from what is written
- This is especially true if also following an interpreter



- There are many reasons why your audience will struggle to read and process all of this information in the time given

Keep It Simple!



A simpler slide will be easier to follow

Keep It Simple

- Keep competing graphics to a minimum
- Arrange information in the way you want it to be read
- Animations can be distracting



Keep It Simple!

- This slide is easier to read and follow
- The eye is drawn to the red text and graphic at the top of the page and then reads down
- Text and graphics have more room

Audio & Video

- Make sure embedded video and audio have captions or provide a transcript
- Provide a visual description of the video



Video description: David wears a black shirt and hat and stands in front of a white background.

Slide Accessibility:

Sharing Slides

Share Ahead

- Plan to send slides to interpreters in advance
- Provide slides before presentation for audience members



File Formatting

Prepare slide files for screen readers:

- Include alt text for all images
- Arrange information in the order it should be read (using selection pane in PowerPoint)



Resources:

