Solutions for Creating ADA Accessible PowerPoint Presentations

Challenge: Text is difficult to read for individuals with low vision.

Solutions:
- Use a large font size (30 pt. or larger).
- Use a sans serif font such as Arial, Tahoma, or Calibri.
- Avoid loud, glaring colors.
- Avoid text colors that fade into the background.
- Use dark text on a light background.
- Avoid colorblind combinations (i.e. red and green, blue and yellow).

Challenge: Content cannot be detected or read by an individual’s screen reader.

Solutions:
- Use auto layout when creating slides.
- Check the Outline Pane for “missing content”.
- Limit use of images to those that supplement and enhance the main points of your slides.
- Describe non-decorative images (e.g. those that contain information) in the Notes pane.
- Add alt-text (short textual descriptions) to images and tables.
- Use hyperlink text that is meaningful. Avoid using “click here”.
- Keep tables simple and provide clear column headings.
- Give each slide a unique title.
- Capitalize after each new bullet.
- Use a period after each new phrase.

Challenge: Multimedia content cannot be accessed by individuals with hearing impairment.

Solutions:
- Video and audio content must be closed captioned or have a text transcript.

Challenge: Content may exacerbate medical or mental health condition.

Solutions:
- Avoid use of flashing and flickering.
- Limit use of animation, transitions, and non-essential sounds.
Resources

✔ Use Microsoft’s Help page instructions to create accessible PowerPoint Presentations.


✔ Use Microsoft’s Accessibility Checker tool (by choosing “File”, “Info”, “Check for Issues”, “Check Accessibility”).

✔ Consult RIC’s Disability Services Center, Faculty Center for Teaching and Learning, and User Support Services as needed.