

PowerPoint Accessibility Checklist for Face-to-Face Delivery

The following checklist will guide you through the steps necessary to ensure that the delivery of your face-to-face PowerPoint presentation is as accessible as possible to your face-to-face audience.

Slide Design

Fonts

- Ensure fonts are 24 point & above.

Note: To ensure that the presentation can be read from the back of the room.

Colors & Patterns

- Use color in a way so that the content it represents can be discerned by those with poor visual acuity or for those who are color blind.

Note: Avoid combinations of Red & Green; Green & Brown; Blue & Purple; Green & Blue. Those who are color blind cannot discern these combinations.

Avoid indicating a point of interest or conveying content using color, for example, "The assigned book is indicated in Red: Book 1, Book 2." Those with visual acuities may not be able to distinguish, for example, one Book 1 from Book 2.

- Use a minimally-patterned slide background.

Note: To avoid disrupting the information presented.

- Provide sufficient contrast.

Note: Sometimes the contrast needs to be more pronounced for projection.

Animations & Transitions, & Pictures

- Remove excessive animation or flashing elements.

Note: Flashing text, transitions, & animations can cause migraines or seizures.

- Indicate that you are advancing to the next slide with a sound or vocal announcement.

Note: To indicate that new content is being introduced.

- Describe pictures and graphics.

Note: To better communicate content to members of your audience.

Resources & Help

Resources

- When in doubt, the staff at the Instructional Support Center (ISC) are on-hand to help you. Contact the ISC at 215-204-0789 or visit the ISC at the TECH Center, room 110.
- Obtain ready-made materials on how you can make your materials accessible at <https://computerservices.temple.edu/accessible-materials>.

How to Post a PowerPoint Presentation

In the event that you wish to post your PowerPoint Presentation to be accessed online, please address the checklist recommendations that are provided on page 1 as well as the best practices that are provided below:

- Please refer to, [Create an Accessible PowerPoint Presentation, a Hands-On Practice Presentation](https://computerservices.temple.edu/accessible-materials) at <https://computerservices.temple.edu/accessible-materials>.
- Run the PowerPoint Accessibility Checker that will identify accessibility problems and instructions on how to fix them. To use the Microsoft Accessibility Checker:
 1. Open your presentation using PowerPoint
 2. Select File,
 3. Select Check for Issues,
 4. Select Check for Accessibility.
 5. The results of the Accessibility Checker will open an Inspection Results pane with instructions on how to fix identified problems.
- The Instructional Support Staff will provide a one-on-one consultation to help you create an accessible PowerPoint presentation. Please contact the ISC at 215-204-0789 to arrange an appointment.