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 <u>Microsoft's Help page</u> instructions to create accessible PowerPoint Presentations.

✓ Use U.S. Department of Health and Human Services <u>PowerPoint Document 508 Checklist</u>.

✓ Use <u>Microsoft's Accessibility Checker</u> 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.