

Guidelines for Accessibility in Presentations

To make PowerPoint presentations accessible, please adhere to the following guidelines when creating your presentations:

- 16:9 PowerPoint presentation.
- Use the PowerPoint default font of 44-point bold font for headings.
- All slides should have a unique, meaningful slide title.
- Use a larger font size (32-point or larger), sans serif fonts, and sufficient white space.
- Include no more than 6 lines of text on each slide.
- Verbally describe all meaningful visual content during your presentation.
- Select a [high-contrast color scheme](#). Simple use of color can add emphasis, but authors should ensure everything can be understood without color in cases of color-blindness.
 - Select **Start > Settings > Accessibility > Color filters**. Turn on the **Color filter** switch, and then select **Grayscale**. Visually scan each slide in your presentation for instances of color-coding.
- Describe slides briefly. Example: “This slide covers these three key points...”, “This graph illustrates these key points.”
- Avoid pointing to something on the slide and using words like “this, that, these, and those,” unless you indicate what “this” means. Example: “This map shows...” (not “This shows...”). People who can’t see you pointing to a slide don’t know what “this” used alone means.
- We suggest 1 slide/minute of presentation as a general guideline.

Note: Slides will automatically be formatted on site to allow the display of open captions below the presentation.