



# **Accessibility Guide to Presentations**



# Introduction

The AWRN is dedicated to ensuring that our conferences and events are inclusive and welcoming to all that attend. The following guidelines were developed to improve accessibility. It is encouraged that all presenters use these guidelines when possible when creating or editing their slides.



# Slide Background

- **Avoid white backgrounds when possible – the sharp contrast between white backgrounds and dark text can make it difficult to read for those with dyslexia.**
- **Avoid patterned backgrounds – these can be distracting and make text hard to read.**
- **Dark text on pale colours reduces contrast and increases readability. For example:**

**Cream**

**Hex code: #ffffdd0**

**Peach**

**Hex code: #ffe5b4**

**Pink**

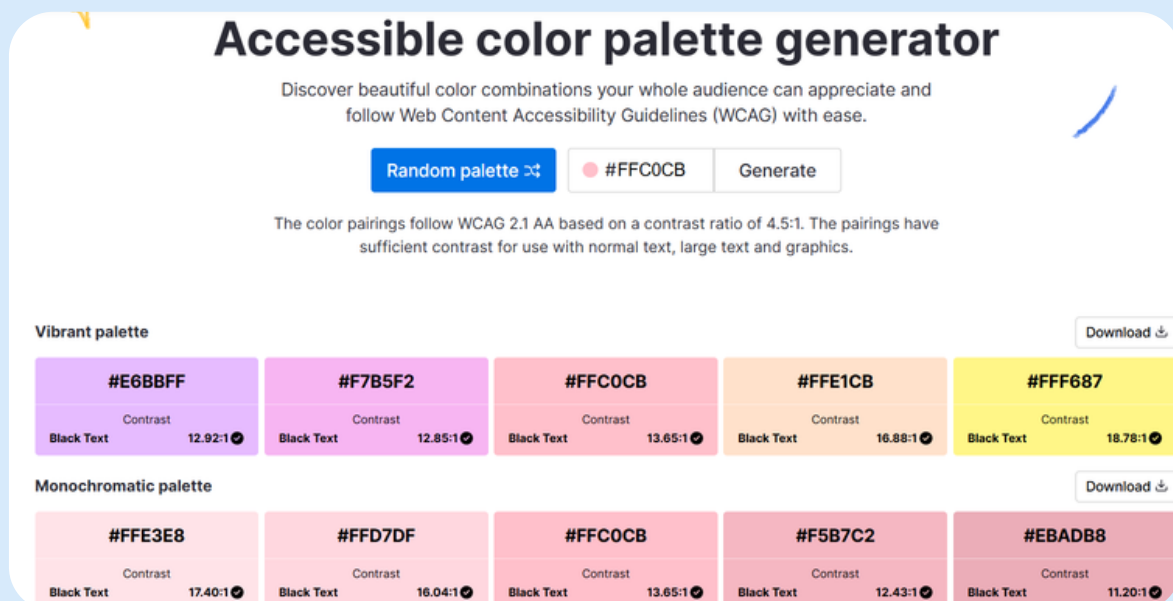
**Hex code: #ffc0cb**

**Green**

**Hex code: #90EE90**

# Slide Background

- The following websites are useful resources for checking background contrast:
  - [WebAIM](#) – tests the contrast between background and text and determines if they meet accessibility guidelines.
  - [Venngage Accessible Color Palette Generator](#) – creates random or specific colour palettes with corresponding hex codes.



# Slide Font

- Font should be sans serif and avoid using italics, block capitals, or underlining unless necessary.
- Choose fonts that are well spaced and simplistic, non-decorative, and have thicker lines for improved readability.
- Font size should be large – at least size 18 – with headings in a larger size and adequate spacing between bullet points and lines (1.5 to double spacing is ideal).
- Text should be bolded to indicate headings.
- Colour should be dark – ideally black.

## Don't use:

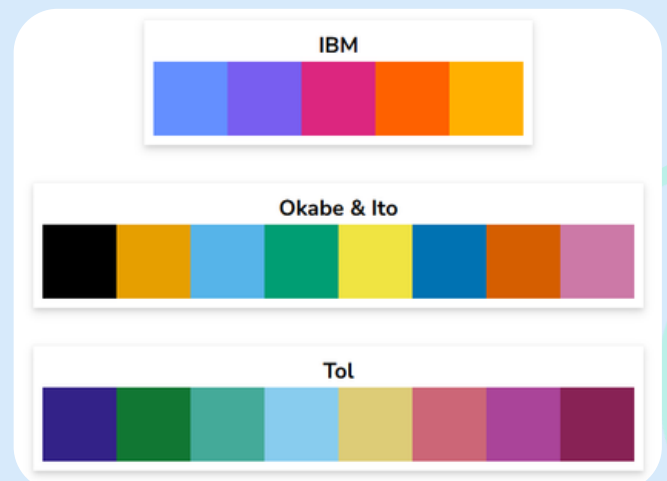
Times New Roman  
*Comic Sans*  
Garamond  
Baskerville Old Face  
**COPPERPLATE GOTHIC**  
Papyrus

## Do use:

Arial  
**Verdana**  
**Tahoma**  
Helvetica  
Calibri  
**Century Gothic**

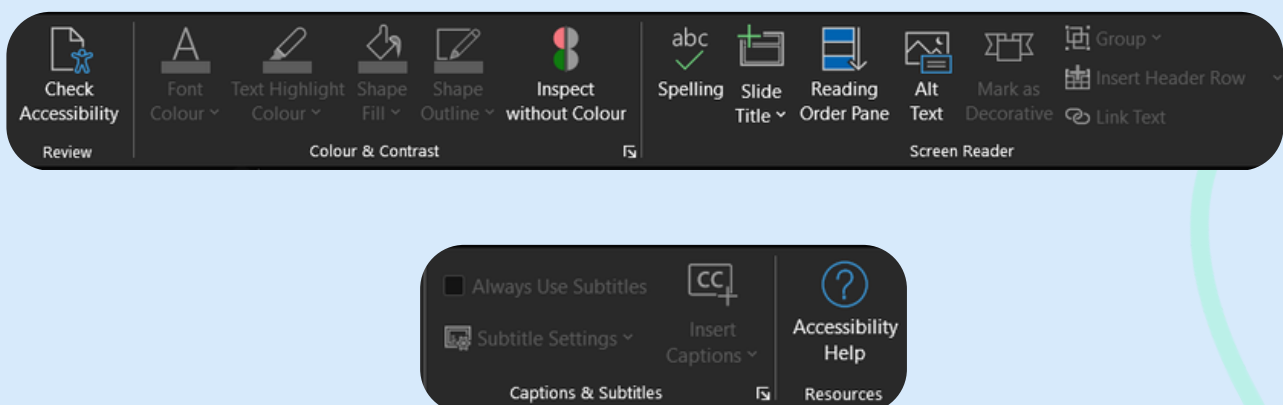
# Figures, Images, and Tables

- All images, figures, or diagrams should have an alternative text description.
- Avoid screenshots of text, but if necessary, the alternative text description should state the text in the image.
- The colours used in figures should be clear and distinct, especially to those with colour blindness. Alternatively, instead of using different colours, use different pattern fills, line styles, or greyscale to differentiate data sets.
- [David Math Logic](#) – this website displays what different colours look like to people with different types of colour blindness. It also offers suitable colour palettes for use.



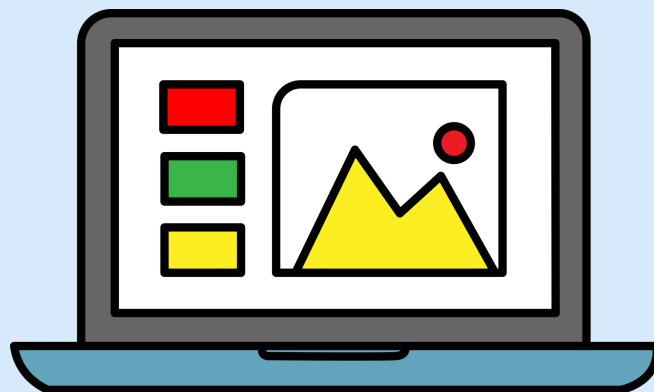
# Accessibility Checker

- **Make use of the built in accessibility checker in Microsoft PowerPoint (found in the Review tab). With this tool you can do the following:**
  - **Check the accessibility of each slide - this feature highlights accessibility issues such as hard-to-read text, missing alt text, missing headers, and unclear links.**
  - **Add alt text to images and slides.**
  - **Add captions and subtitles to videos.**
  - **Check and change the reading order of the slide - this is important as information will be read in the order it was added to the slide. Logos or additional graphics can be marked as decorative so that screen readers do not include them. Alt text can also be checked here. The reading order of tables should be checked as well.**



# Presentation Structure

- **Make use of the pre-existing layouts in PowerPoint as these are compatible with screen readers.**
- **Keep words to the minimum and keep the layout simple, using bullet points.**
- **Avoid the use of transitions or animations. This can make presentations confusing and hard to follow.**
- **Hyperlinks should be descriptive of what they are linking to, rather than just stating 'More' or 'Click Here!'.**
- **Provide slides in a PowerPoint form rather than a PDF as some screen reading programmes struggle with reading PDFs.**
- **If possible, avoid videos or gifs with loud sounds or flashing images. If unavoidable, give ample warning when these are about to occur.**



# Final Checklist

- ☐ Change slide background from white if possible.
- ☐ Choose a font that is sans serif and easily readable.
- ☐ Font colour should be dark and contrasted with the background colour.
- ☐ Headings should be bolded
- ☐ Main body font size is at least 18, with headings in a larger size.
- ☐ Slides should have minimal writing with bullet pointed information.
- ☐ All figures/images/tables have alt text descriptions.
- ☐ Colours used should be colour blindness friendly.
- ☐ Avoid animations and transitions.
- ☐ Use PowerPoint accessibility checker to review reading order.
- ☐ Use PowerPoint accessibility checker to add video subtitles (if applicable).