



Tips for Improving Presentation Visual Accessibility

Consider the following suggestions to create PowerPoint presentations that are more accessible and effective — especially for visually impaired individuals.

1. Use High Contrast Colors

- Choose backgrounds and text colors with strong contrast (e.g., dark text on a light background).
- Avoid using color alone to convey meaning; combine with text or symbols for clarity.
- Use PowerPoint's Accessibility Checker to verify sufficient contrast.

2. Select Large, Readable Fonts

- Use a minimum font size of 18pt, but consider 24pt or larger for large rooms.
- Prefer sans serif fonts (like Arial, Calibri, or Verdana) for better readability.
- Avoid italics, underlining, or decorative fonts, which can be hard to read from a distance.

3. Simplify Slide Content

- Limit the amount of text per slide; use concise bullet points.
- Avoid clutter—leave ample white space.
- Use one main idea per slide for clarity and focus.

4. Provide Alternative Text for Images

- Add descriptive alt text to all images, charts, and graphics so screen readers can describe them.
- Mark purely decorative images as such to avoid unnecessary distractions.

5. Use Clear and Descriptive Slide Titles

- Give every slide a unique, descriptive title, even if the title is hidden off-slide for visual simplicity.
- Slide titles help users with screen readers navigate the presentation.

6. Choose the Right Slide Size and Layout

- Use the widescreen (16:9) layout to maximize visibility on large screens and avoid wasted space.
- Ensure all content fits within the visible area—avoid placing important information near slide edges.

7. Avoid Complex Tables and Small Details

- Present information with simple tables or, better yet, with lists or clear headings.
- If tables are necessary, use simple structures and specify header rows for screen readers.

8. Make Hyperlinks and Multimedia Accessible

- Use descriptive hyperlink text (not “click here”).
- Add captions and audio descriptions to videos.
- Avoid auto-playing media, which can be distracting or inaccessible.

9. Test and Use Accessibility Tools

- Regularly use PowerPoint’s built-in Accessibility Checker.
- Preview slides from the back of the room or ask someone with low vision to review them.

10. Additional Tips for Large Venues

- Fill the slide with images or content—avoid small graphics.
- Avoid greyscale and ensure color combinations are visible even if colors are washed out by large screens.
- Minimize animation and transitions, as these can be distracting or difficult to follow.