

Tip Sheet for creating Accessible Presentations

When developing a presentation using software such as PowerPoint, consider using the following strategies to increase the effectiveness of your presentation and its accessibility for everyone.

- Minimize the amount of written content on each slide - try to have no more than three lines of text, with no more than 15 words on any slide.
- Choose text colours that have strong colour contrasts with the background, e.g. white text on a black background or blue text on a white background
- Use font sizes that are a minimum of 16pt
- Select simple font styles such as Arial or Verdana and a mix of upper and lower case. Avoid serif fonts (e.g., Times New Roman, Garamond).
- Avoid busy backgrounds, flashing content or pictures that do not add value to the message
- Use templates instead of manually formatting slides
- If using diagrams, sound or video content, plan how you will convey the same information to someone who can't see or hear the information
- Organize content in a logical and easy to follow format using plain language



- Have printed versions and an electronic version of the presentation on hand. Some people may benefit from following along with their adaptive equipment. Where possible, send the material in advance.
- Providing copies of speaker's notes may be helpful to those who have difficulty comprehending new material

