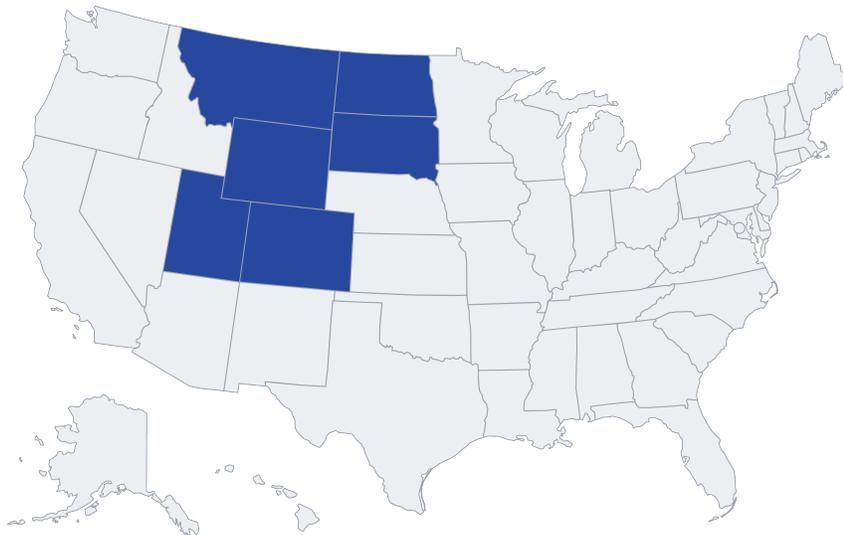




# ROCKY MOUNTAIN A D A C E N T E R

*C O • M T • N D • S D • U T • W Y*



## Accessible Presentation Guide

## Text

- Have a descriptive and informative page title
- Use a san-serif font when possible for readability
- Large text - at least 18 point (24px) or 14 point(18.66px) and bold
- Contrast ratio of at least 4.5:1 for normal text and 3:1 for large text (Use <https://webaim.org/resources/contrastchecker/>)
- Images of text - if the same visual presentation can be made using text alone, an image is not used to present that text. Images of text used for only decoration
- Blocks of text - over one sentence in length
  - no more than 80 characters
  - not fully justified
  - line spacing = 1/2 the height of text paragraph spacing= 1.5 times the line spacing
  - have a specified foreground and background color
- A more understandable alternative is provided for content that is more advanced than can be reasonably read by a person with roughly 9 years of primary education
- Be careful using all CAPS, all CAPS can be difficult to read and can be read incorrectly by screen readers

**Aa** ]-18pt  
**san-serif**

## Colors and Contrast

- Do not use color as the only way to convey meaning
- Provide good contrast being especially careful with light shades of gray, orange, and yellow
- A contrast ratio of at least 3:1 is present for differentiating graphical objects such as icons and components of charts or graphs (Use <https://webaim.org/resources/contrastchecker/>)

**Foreground Color**

#0000FF



Lightness



**Background Color**

#FFFFFF



Lightness



Contrast Ratio

**8.59:1**

[permalink](#)

### Normal Text

WCAG AA: Pass  
 WCAG AAA: Pass

The five boxing wizards jump quickly.

## Media - Images/Video



- If you have embedded video, ensure it is captioned
- If you have embedded audio, include a transcript
- If your slides contain animations, ensure they are brief and do not distract from the most important content on the page
- All images have equivalent alternative text
- Strongly recommend a text transcript for all multimedia content

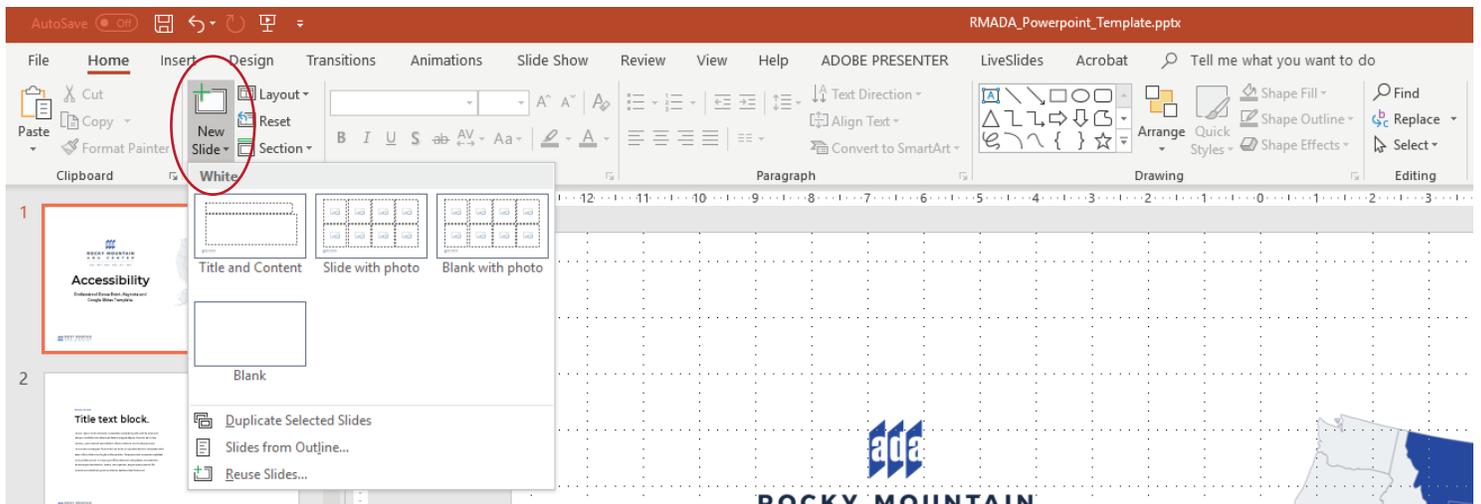
## Slide Layouts



Use slide layouts provided within PowerPoint to ensure files have correctly structured headings and lists, and proper reading order.

1. Select Home > New Slide, then choose a layout from the drop-down.
2. To change a slide layout, select Home > Layout, then choose a layout from the drop-down.

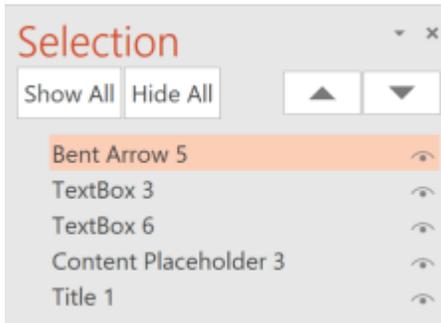
\*Use simple slide transitions and avoid automatic slide transitions



## Slide Reading Order



- If you Insert other content (e.g, a text box) it will be read by a screen reader in the order it is added to the page.
- To check or fix reading order, select [Home > Arrange > Selection Pane](#). Reading order is shown in reverse, bottom to top. Click and drag or use the arrow buttons to change reading order

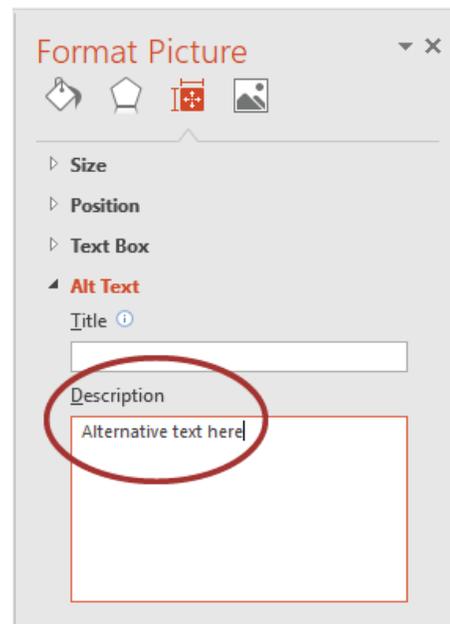


## Alternative Text



Images should be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to [HTML](#) or [PDF](#).

1. **Right-click on the image and choose Format Picture.**
2. **Select the Size & Properties icon and choose Alt Text.**
3. **Enter appropriate alt text only in the Description field (not the Title field).**



## Data Tables

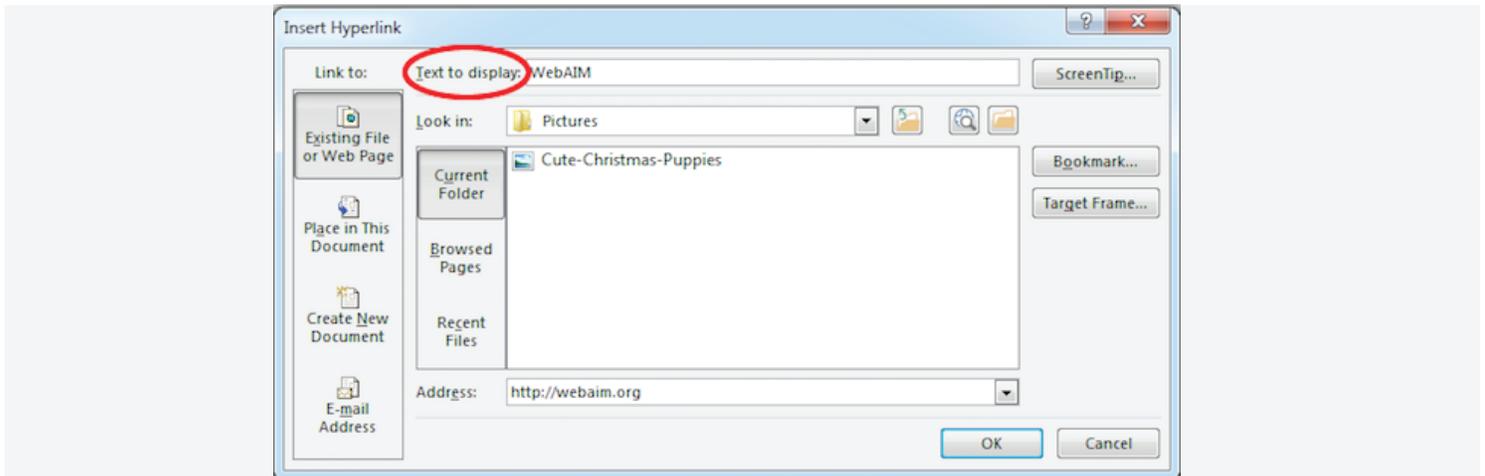


- Accessible tables need a clear table structure and table headers to help guide a screen reader user
- Select the Insert tab on the ribbon, then select [Table > Insert Table](#)
- Keep tables simple. There is no way to add table header information in a way that will be identified by a screen reader
- If you have Adobe Acrobat Pro (not just the free Reader), save your presentation to PDF and add table headers in Acrobat Pro

# Hyperlinks

PowerPoint automatically creates a hyperlink when a user pastes a full URL onto a slide and presses Enter or Space. These may not make sense to screen reader users or others, so make the link text descriptive.

1. Select a hyperlink, right click, and select Edit Hyperlink or hit Ctrl + k.
2. Change the text in the Text to Display field to a more meaningful description.



# Accessibility Checker

1. Select File > Info.
2. Select the Check for Issues button and choose Check Accessibility.
3. The Accessibility Checker task pane will show accessibility errors, warnings, and tips on how to repair the errors.

\*Do not put accessibility information like alternative text in the Notes pane  
 Select specific issues to see Additional Information at the bottom of the pane.

