MOPD
Mayor's Office For
People With Disabilities

Accessible Slide Deck Guide

To ensure your slide decks can be used and understood by everyone, you need to make them accessible. The accessibility guidelines below cover how to make slide decks visually accessible and easily navigable by screen-readers.

Visual Appearance

Font Design:

- Do not use all caps (ie. RESOURCES, MORE INFORMATION)
- Use accessible fonts: Sanserif fonts such as, Verdana, Arial, Helvetica or Tahoma. Avoid serif fonts like Times New Roman
- Use a minimum font of 24 Pt

Layout and Colors:

- Avoid using large blocks of text
- Use a strong color contrast between the background and text. An acceptable color contrast ratio has to be a minimum of 4.5 to 1 (Color Contrast Checker)

Screen Readability

Primarily used by people with visual disabilities, a screen-reader is a type of software that processes digital information on computer, phone or tablet and speaks it out loud. The following sections cover important areas for ensuring screen-reader accessibility.

Images

- In order for the images in your presentation to be recognized by a screen-reader, each image must be tagged with a written image description called alt-text. Alt-text is a brief summary of what is in your image written by you.

Use Pre-made Templates

- Follow pre-made templates to ensure accessibility. Each premade slide template has a built-in heading and body that allows easier navigation for screen-reader

Questions

Contact- Christina McGleam, Deputy Commissioner, MOPD

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Resources:

Webaim Color Contrast Checker

Adding Alternative Text in Office

Make Your PowerPoint Presentations Accessible – Office Support