# Tips for Creating Accessible Presentations

In line with The RP Group's commitment to equity, diversity, and inclusion, we ask that you create your presentations with accessibility in mind. Making your presentation accessible ensures that your entire audience will be able to engage, including participants with disabilities that may make it difficult to visually and/or audibly access your content. We strongly recommend building your slides in Microsoft PowerPoint, which has a built-in accessibility checker. Other presentation applications, such as Google Slides, Canva, and Keynote, do not include a similarly comprehensive tool.

## Helpful Checklist for Creating Accessible Presentations

### Text, Shapes, and Images

- Use large, readable fonts, size 24 or higher.
- Use colors with a strong contrast.
  - You can check if your colors are accessible using WebAIM's Contrast Checker. (See Figure 1.)
- Give each slide a different title/header.
- When including hyperlinks, it is best to embed the link in descriptive text. The linked text should explain where the link is taking the user.
- When adding a table to your presentation, ensure it is introduced with a succinct title.
- Avoid using an image of text. Instead, type out the text on the slide.
- Use headings, subheadings, and consistent formatting to present information that is easy to scan and understand.
- Delete any shapes/images/text boxes that are not relevant to your slide or hidden behind items/objects on a slide.

### Videos

- Provide clear captions for all videos included in your presentation. Captions should accurately reflect spoken content and relevant sounds to ensure accessibility for participants who are deaf or hard of hearing.

### Alternative Text

- Provide alternative text (alt text) for important images, such as charts, graphs, and logos.

- Alt text should be short and descriptive. Write the alt text in terms of how/why the image relates to your content. View this Harvard digital accessibility page for examples of three different forms of alt text written for the same image.
  - **Do not** include "image of" or "photo of" in the alt text.
  - **Do not** use the auto-generate alt text feature. Oftentimes, the auto-generated alt text does not provide an accurate description of the image, or it will provide alt text that is a random combination of letters and numbers.
- **Do not** group shapes and lines of text together. It will export as an image when converting to a PDF.

## Microsoft PowerPoint Tips[1]

Microsoft PowerPoint has built-in features to support accessibility and ADA/508 compliance. Microsoft 365 also offers accessible templates: open PowerPoint > File > New > search "accessible templates." Be sure to:

  - Use accessible templates where possible
  - Add alt text to all images
  - Run the Accessibility Checker (Review > Check Accessibility)

**Additional resources from Microsoft:**

- Learn how to add alt text in Microsoft PowerPoint.
- Learn how to use Microsoft's Accessibility Checker.

## Canva Tips

- Learn how to add alt text to images in Canva.
- Remove all text effects before exporting to PDF.

## Google Slides Tips

- Learn how to add alt text to images in Google Slides.
- If you are saving your presentation as a PDF through Google Slides, please provide us an easy-to-follow list of the alt text for your images. A PDF exported from Google Slides will not retain its accessibility information, such as alt text.

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[1] Compiled by Denise Swett, EHD, Higher Education Consultant & Strategic Advisor

## Figure 1

**Foreground Color**

#3C3CC8

Lightness

↔

**Background Color**

#FFFFFF

Lightness
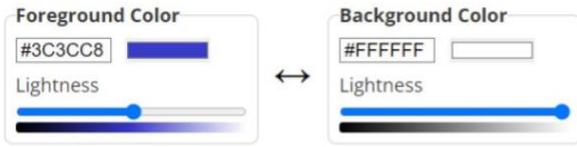
Contrast Ratio

**7.85**:1

permalink

### Normal Text

WCAG AA: **Pass**
WCAG AAA: **Pass**

The five boxing wizards jump quickly.

### Large Text

WCAG AA: **Pass**
WCAG AAA: **Pass**

The five boxing wizards jump quickly.

### Graphical Objects and User Interface Components

WCAG AA: **Pass**

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