

# TSHA Accessibility Guidelines: PowerPoint Presentations Checklist

## Font and Text

- Heading/title fonts should be 44 points or greater.
- Text fonts should be 36 points or greater.
- Avoid using text shadow or glow effects for any text.
- Using italics or uppercase letters for emphasis is not recommended.

## Color

- Use appropriate color contrast (e.g., black and white).
- Make sure that all information conveyed with color is also conveyed in black and white.

## Layout

- Minimize the number of lines on each slide. **Place no more than six lines of text on a slide (excluding columns).**

## Audio

- Provide a script of your comments to the State Office before recording. Your presentation will include captioning on each slide.

## Images

- Replace graphics with text whenever possible.
- Include a text slide after each picture/graph slide that describes what is seen in the picture/graph. Note that the meaning of the graphic is needed, not a description.
  - o Example:
    - Incorrect: "Chart with blue and red bars."
    - Correct: "Data from this chart illustrates that people with disabilities report spending more time in the emergency room than people without disabilities."

## Slide Animations and Transitions

- Avoid automatic slide transitions.
- If your slides contain animations, ensure they are brief and do not distract from the most important content on the slide.

## Hyperlinks

- ❑ Any hyperlink should have context and a description of where it leads.
- ❑ Avoid using “Click here” or “More info” as a link title.
- ❑ Show full URLs (e.g., <http://www.google.com>).

### **Embedded Audio or Video**

- ❑ If your presentation has embedded audio or video, you should include text transcripts and/or captions.

*These guidelines were compiled using the websites listed below. Click on each hyperlink for more information:*

- <http://ruralinstitute.umt.edu/images/PDFs/Accessible-PowerPoint-Presentation-Checklist-8-24-2016.pdf>
- <https://www.asha.org/CE/for-providers/Accessibility-Guidelines/>
- <https://www.aucd.org/conference/index.cfm/presenter-guidelines-accessibility--inclusion2017>

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