

Simplify Slides

Why Simplify Slides?

Everyone in your audience should be able to access the same information, engage equally, and enjoy the same experience. When presenting or teaching, simplifying your slides makes your content more engaging, understandable, and inclusive.

Essential accessibility practices include:

- ❖ Using built-in layouts or templates
- ❖ Choosing easy-to-read fonts
- ❖ Checking color contrast
- ❖ Adding alternative text
- ❖ Captioning videos
- ❖ Using meaningful links
- ❖ Avoiding content formatted like tables

Tell Me How

Accessibility Checker

Use tools like PowerPoint's Accessibility Checker or Grackle for Google Slides. These tools help identify and fix common accessibility issues, but it's important to go beyond automated checks.

Design Best Practices

Use templates or built-in layouts

- ❖ Choose accessible templates or slide layouts built into Google Slides or PowerPoint
- ❖ Don't repeat slide titles
- ❖ Keep text minimal
- ❖ Use simple, non-automatic transitions

Select easy-to-read fonts

- ❖ Use sans-serif fonts (Arial, Verdana, Helvetica)
- ❖ Minimum font size: 24 pt (18 pt absolute minimum)
- ❖ Line spacing: at least 1.15
- ❖ Avoid justified text
- ❖ Don't rely on color alone to show contrast or importance
- ❖ Use bold or italics instead of underlining
- ❖ Avoid ornate or overly thin fonts
- ❖ Never use flashing/blinking text

Check color contrast

- ❖ Ensure strong contrast between text and background
- ❖ Avoid problematic combinations (e.g., maroon on black)
- ❖ Do not use watermarks or background images behind text

Include alternative text for images

- ❖ Explain the purpose of graphics or images
- ❖ If text appears in an image, include it in the alt text
- ❖ Mark decorative images as decorative

Caption videos

- ❖ Provide captions and audio descriptions

Use meaningful links

- ❖ Avoid vague link text like “click here”
- ❖ Describe the destination or purpose of the link

Avoid tables

- ❖ Use a linear format when possible
- ❖ If tables are needed, include a title, description, and label row/column headers

File Sharing Best Practices

- ❖ Use the accessibility checker to review slide reading order
- ❖ Share both a native version (e.g., PowerPoint) and a PDF version
- ❖ In Google Slides, use “Download” to export in accessible formats

Caption videos

- ❖ Provide captions and audio descriptions

Presentation Delivery Best Practices

- ❖ Pause briefly after advancing each slide
- ❖ Describe images out loud
- ❖ Ensure questions are heard by all—repeat them if needed
- ❖ Briefly describe video content before playing
- ❖ Monitor your audience and offer accommodations (adjust mic, lighting, etc.)



Need Help?

Call 804-333-6789 or email
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