PowerPoint Font and Color Accessibility

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Introduction

Here are some important considerations before presenting:

Font Size

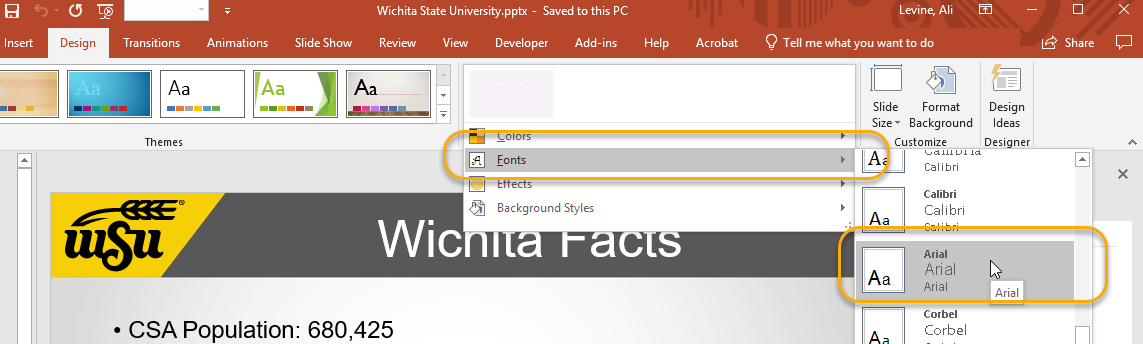
Font Type

Color

Contrast

Fonts

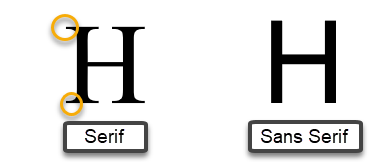
In addition to adjusting text by hand in the **Home** tab, Fonts for an overall document may be set in the **Design** tab, under the dropdown next to **Variants.**



Select a Sans Serif Font

Sans Serif fonts are considered more accessible than their Serif counterparts. Serif fonts contain small lines at the ends of characters, which can make them harder to read for people with vision deficiencies. Sans Serif fonts, while sometimes less “fancy”, can be much easier to read.





Some examples of popular **Sans Serif** fonts include:

* Verdana
* Arial
* Franklin Gothic
* Gill Sans
* Lucinda Sans

Compare the examples above to these less accessible popular **Serif** fonts:

* Times New Roman
* Garamond
* Georgia
* Courier
* Palantino

Font Size

Americans with Disabilities Act standards state that presentation text should be 1″ high lettering for every 10′ of distance, with no letters smaller than 2″. What does this mean? Well, it depends on the projector, the screen, and other factors. A good rule is never to go smaller than 18 pt font, but often even that is too small.

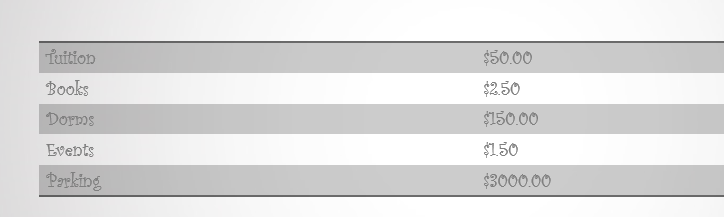
At Wichita State, text size indicators have been places in all the presentation rooms for guidance.

Colors

There are a couple considerations when working with color.

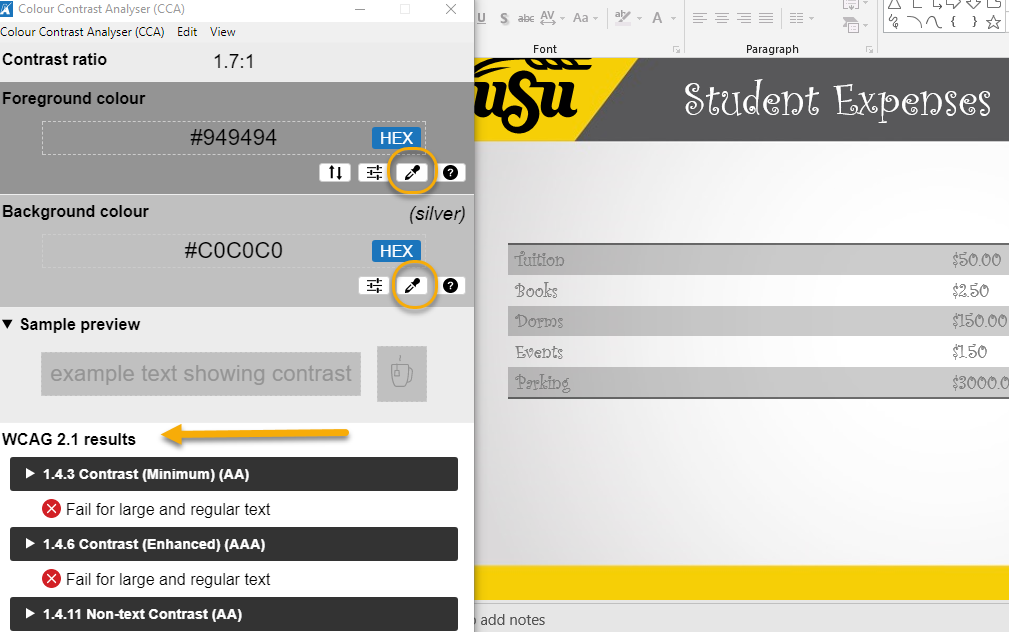
Contrast

When there is not a lot of contrast (difference in gradations of color), it can be difficult for people with visual impairments to read. Look at the table below. This would be much simpler to digest if the text stood out from the background color better.



Contrast Tests

If you are unsure if there is sufficient contrast between a foreground and background color, the Paciello Group has created a free download called the [**Colour Contrast Analyser**](https://github.com/ThePacielloGroup/CCAe/releases/tag/v1.0.0)**.** This tool will allow you to select foreground and background text and test it for sufficient contrast.



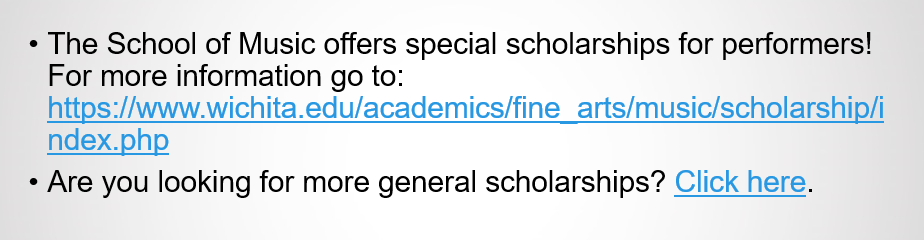
Color Blindness

This will be covered in greater detail in the charts section, but generally speaking, never use color alone to convey meaning. Nearly 5% of the population is color blind or color impaired, and the meaning of your document may not be conveyed correctly to them.

Hyperlinks

A couple habits to avoid when inserting hyperlinks into a document:

* DO NOT insert the entire hyperlink.
* DO NOT use words like “Click Here”



* DO ensure that the visible text is meaningful and descriptive.

Descriptive hyperlink that reads "Scholarship Application".

Resources

Color and Contrast

Color Oracle Link:

<https://colororacle.org/index.html>

Color Oracle: Free app that filters for Color blindness

[Coblis](https://www.color-blindness.com/coblis-color-blindness-simulator/): Upload images here to test for color blindness and more

[Colour Contrast Analyser](https://github.com/ThePacielloGroup/CCAe/releases/tag/v1.0.0): Free download that will help test for proper color contrast and more.

Fonts

[Font Identifier](http://www.identifont.com/identify.html) : if you are unsure if your font is serif or sans serif, use this handy font identifier to find out.

For examples of acceptable fonts, visit the section Select a Sans Serif Font.

Video Captions

[Stamp Add In](https://sourceforge.net/projects/stamp-addin/)

[Rev.com](https://www.rev.com)captioning service

For Apple operating systems, there is an app available called **Video Caption Maker.**

Special Thanks

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