

A guide to accessible PowerPoints

- **Key points to remember:**
- Keep slides clear, simple and uncrowded. Use an early slide to highlight aims and objectives – signposting.
- Pre-teach key/ new terms and concepts.
- Use minimal text: cover one subject/idea per slide, ideally using no more than six bullet points
- Be consistent in your layout
- Make the presentation as multi-sensory as possible; use audio-visual elements to reinforce information
- Make the slides available 48 hours beforehand in a digital format
- If printing put three slides on a page on pastel or off-white paper
- Display slides for as long as is practical. This will help those with slower processing or reading. Insert short pauses for copying, reflection or discussion.
- **Text**
- Use a sans-serif font, such as Tahoma, Arial or Verdana
- Use a large font size, 44-36pt for headings and 22- 26pt for main text
- Avoid too much variation in font style and size
- Use bold for emphasis, rather than **highlighting**, underlining or *italicising*
- Align text to the left or centrally; do not justify both sides
- Avoid text which is angled or uses special effects, such as shadows
- **Colour**
- Avoid colour combinations which may cause visual stress, such as green and red
- Avoid white writing on a dark background
- Dark text on a pastel background works best; dark blue text on cream suits many students with dyslexia
- **Visuals**
- Present information diagrammatically; SmartArt can be useful for this
- Avoid slide designs with patterned backgrounds
- Place images alongside text, rather than behind it
- Ensure that images have an ALT Tag. This enables screen readers to identify what the image is.
- **Effects**
- Stagger the release of complex information by using the 'appear' function to gradually reveal bullet points or elements in SmartArt
- Avoid complex visual effects; moving, flashing or dissolving images and graphics are distracting and cause visual distortion
- Keep slide transitions consistent and simple