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.