

Guidelines for producing accessible power point presentations

- Keep slide transitions simple and consistent
- Use a minimum font size of 24 point, never smaller
- Use only one font type per slide
- If you use graded backgrounds, ensure text contrasts with all the gradation
- Use light coloured backgrounds with dark fonts
- Remember colours appear lighter when projected
- Don't convey information solely through use of images, diagrams or colour
- Reading text off slides can help people with learning disabilities or dyslexia
- Use wizards to create charts or tables
- Remember to use the built in design templates when inserting new slides. This will ensure the text from your slides can be read in the outline tab.