### Accessible Presentations/Slides (e.g., PowerPoint (PPT))

#### Always…
- Ensure the reading order is similar in each slide. (Use slide designers/templates/themes to help with this)
- Use logical layouts, read from left to right and top to bottom or create your own accessible layouts maintaining structure and reading order by using the Slide Master view.
- Use high colour contrast schemes and themes for text and background colour and check colour contrast ratios (e.g., use dark text on a white or pale background).
- Use the presenter notes as a useful aide memoir (when using 2 screens to present) and as a resource for learner handouts.
- Use Sans Serif fonts consistently across all slides (minimum of 24pt size for main body text).
- Add alternative text (ALT text) to all images and visual content.
- Ensure images and animations are not distracting from the text.
- Use descriptive text when including hyperlinks.
- Use built-in Accessibility Checker tools to highlight potential issues in your PPT before saving or exporting to PDF.

#### Avoid…
- Different/alternating slide designs where the structure and format is continuously changing.
- A complex layout with too much text or images resulting in poor readability.
- Colours for text where the background colour is similar in contrast making it difficult to read (e.g., green and red).
- Using slides to get as much information on the screen as possible, or reading from the slides with no other engagement or connection to the content.
- Poorly formatted text including decorative or Serif fonts, and inconsistent use of styles, size and spacing.
- Small font sizes that can’t be viewed when the presentation is projected or exported as handouts.
- Including an image or any visual content without a text alternative.
- Including images or animations that do not add any relevance to the content.
- Writing uninformative hyperlinks such as “Click here” or “more info”.
- Creating a document with no consideration of Accessibility whatsoever.

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Created by Tracy Galvin and Jen McParland (QUB CED).
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