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**A guide to creating an accessible PowerPoint**

People go to great lengths to make their PowerPoints look interesting and professional but some flourishes can make PowerPoints difficult to read or unbearable to look at. The following guidelines will help you to create PowerPoints that are accessible as well as interesting and professional.

The aim of this guide is to be as general as possible in order to meet the needs of a range of people. However, before the day of the presentation, we encourage you to ask the audience if they have any needs they would like you to be aware of. We also encourage you to ask for feedback at the end of the presentation in case there is a tip you can bear in mind for next time.

**If you have any questions, please contact:-**

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1. Use numbers and refer to them as you talk (“point number one says…”), to give information clearly as bullet points can float around.
2. Use large and clear text such as Arial 24 (minimum) and do not be afraid of space between lines. Do not use a serif font, i.e. a font with flicks at the ends of letters like Times New Roman.
3. Keep writing to a minimum on each slide.
4. Do not put text in front of images, as this will make the text harder to read.
5. Do not use a white background as this can be too bright. The text must be a contrasting colour to the background colour, e.g., black text on cream, pale yellow, or light grey.
6. If there are people present with sight loss, describe and read what is on each slide.
7. Avoid using white text, as the text can look smaller than intended and blurry.
8. Do not write in columns.
9. Microsoft PowerPoint has an accessibility checker (if yours does not, try the online version). There is an [online guide](https://support.office.com/en-us/article/Use-the-Accessibility-Checker-on-your-Windows-desktop-to-find-accessibility-issues-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f?ui=en-US&rs=en-US&ad=US) for how to use it and further [‘best practice’ tips](https://support.office.com/en-us/article/Make-your-PowerPoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25).
10. Do not use any flashing images or videos, as these can cause seizures.
11. If you want to emphasise a word use **bold** print, as underlining words, italicising and block capitals can make reading more difficult.
12. Some people may be lip-reading, so allow time for people to read your slide before you speak.

**Top tips:**

1. If you think, ‘that is a bit blurry/bright/dull/dazzling/small’, change it.
2. Send out your PowerPoint and notes in advance for people to read.
3. Print off some copies of your slides for people to follow.
4. Have at least one copy of the slides printed out on thick cream/yellow paper or card. This is because cream and yellow can be easier on the eye than white, and it is harder to see images and texts on the reverse side of thick paper/card, thus making it easier to read.
5. Be prepared to be make reasonable changes to your presentation if it makes it more accessible and inclusive.

**Presenting tips**

Some people who are D/deaf, or have hearing loss, rely on lip-reading, so here are some good communication tips to remember:

1. Stand in one place, or avoid talking when moving around.
2. Make sure your face can be seen.
3. Do not cover your mouth or touch your face too much
4. Speak clearly and enunciate: do not shout or speak overly slow as this obscures the normal pattern of your lips and is rude/patronising.
5. Having problems with communicating? Repeat what you said, find another way of saying what you said, or write it down. Please do not give up, as this can be disheartening.
6. Give people time to read slides **before** you start talking: This gives people the opportunity to read and understand the content of the slide.

**Reference list and a sample of further helpful guidelines** (if you cannot access the hyperlinks below, please get in touch)

1. [Diocese of Leeds’ guidelines for disability awareness](http://www.leeds.anglican.org/disability-inclusion)
2. [‘Guidance: Accessible communication formats’ (a government site)](https://www.gov.uk/government/publications/inclusive-communication/accessible-communication-formats)
3. [Microsoft: ‘Making your content accessible’](https://support.office.com/en-gb/article/Accessibility-video-training-71572a1d-5656-4e01-8fce-53e35c3caaf4?ui=en-US&rs=en-GB&ad=GB)
4. [‘Visual Stress and Coloured Overlays’](http://www.whh.nhs.uk/_store/documents/orthoptics-visualstressandcolouredoverlaysjoinedleaflet.pdf)
5. [‘Writing dementia-friendly information’](http://dementiavoices.org.uk/wp-content/uploads/2013/11/DEEP-Guide-Writing-dementia-friendly-information.pdf)
6. [‘Dyslexia Style Guide’](http://www.bdadyslexia.org.uk/common/ckeditor/filemanager/userfiles/About_Us/policies/Dyslexia_Style_Guide.pdf)
7. [‘Deaf awareness’](file:///\\DL-FS01\RedirectFolders$\fiona.hill\Desktop\DofL%20disability%20guidelines\1)%09https:\www.actiononhearingloss.org.uk\how-we-help\information-and-resources\publications\deaf-awareness\)
8. [Colour vision deficiency](https://www.nhs.uk/conditions/colour-vision-deficiency/) (['colour blind awareness'](http://www.colourblindawareness.org/))

**By making these small changes, you will have made a big difference for someone - thank you.**