

Tips for Creating Accessible PowerPoints and Documents

- ☐ Use PowerPoints when possible. A PowerPoint accommodates visual learning styles, reduces misunderstandings, and clarifies what was said.
- ☐ Do not use **Serif** fonts, like Times Roman. These fonts have tiny details at the end of the strokes of the letters. For someone with low vision these details in the lettering can cause the lettering to blur together making it difficult to read.
- ☐ Use fonts that are considered **Sans Serif** like Arial, Verdana, and Tahoma.
- ☐ For handout font size use at least 12 point. (This is written in 14point).
- ☐ If you are creating a PowerPoint, use at least 22 point font size.
- ☐ If you are printing the slides out – do not print more than 3 slides on a page.
- ☐ Always use a dark font color with a light background (black on white, dark blue on a very light gray). The contrast in color must be significant.
- ☐ Do not use any watermarks, designs, or pictures behind the text.
- ☐ Do not use shadows on letters of the text, or shading in the background.
- ☐ Keep documents and slides clear of clutter.
- ☐ Avoid the use of italics.
- ☐ Avoid the use of animations on your PowerPoint slides including (fly in, fade, or fade out).
- ☐ Use bullets followed by short sentences. (No more than 6 words per bullet, 6 bullets per slide, 6 slides for every 10 minutes).
- ☐ Include page numbers on documents and slide numbers on PowerPoints.