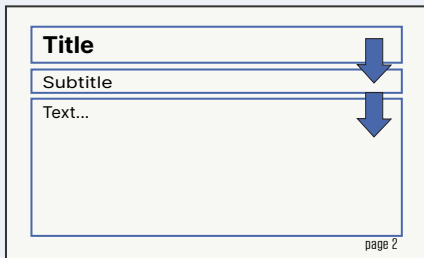
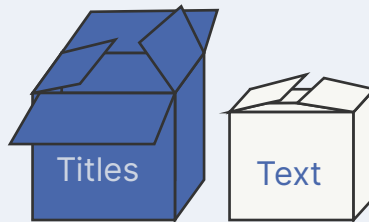


Creating an accessible PowerPoint presentation

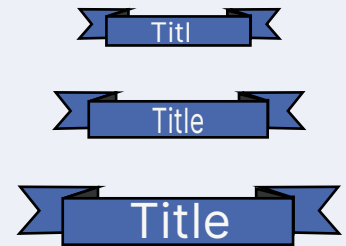
The Layout



Use a built-in slide **layout** or a template. Follow a linear and logical presentation sequence.



Make use of the **layout** boxes for titles and text.



Each slide should have a unique **title**.



Choose a sans serif **font** (Arial, Inter or Verdana) and use it throughout your presentation.



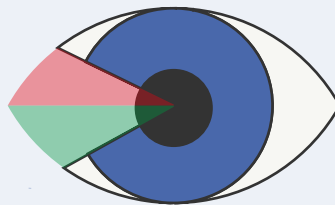
Use 24 as the minimum **font** size for text, 28 for sub-headings, and 36 bold for headings.



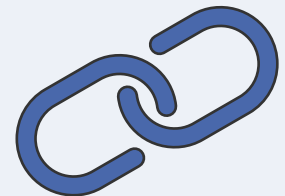
Avoid the use of italics or CAPITALS for emphasis. Use bold text instead.



Avoid the use of **colour** alone to communicate information. Use bold text instead.



Avoid the use of red and green **colours** as these can be difficult to differentiate from each other.



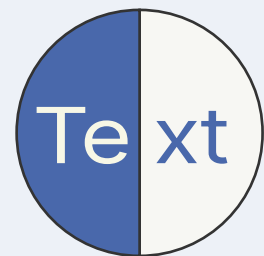
Underline hyperlink text instead of using a different **colour** alone.



Avoid background images and effects to ensure good **legibility**.



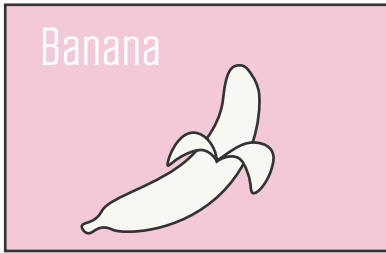
A cream-coloured **background** is preferable to a pure white one.



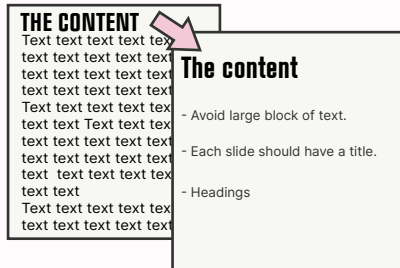
Ensure sufficient **contrast** between the background slide colour and the text.

Creating an accessible PowerPoint presentation

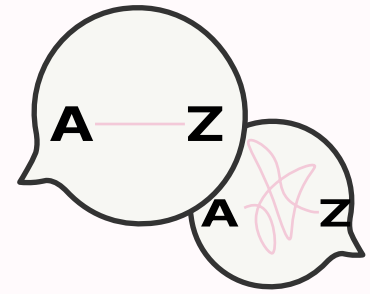
The Content



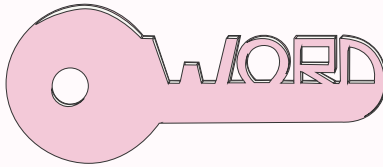
Headings should be relevant to the slide.



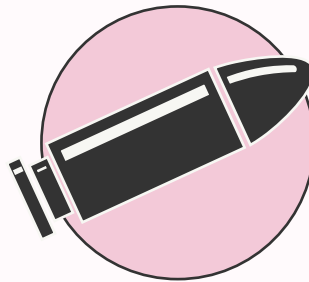
Limit the amount of information on each slide. Avoid large blocks of **text**.



Use plain **English/Danish**. Only use the abbreviations that are well-known to your audience.



Use **keywords** instead of complete sentences.



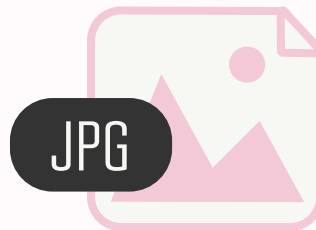
Use bullet **points and lists**. Use punctuation after each item.



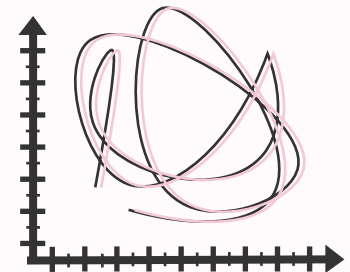
Avoid splitting **words** across two lines.



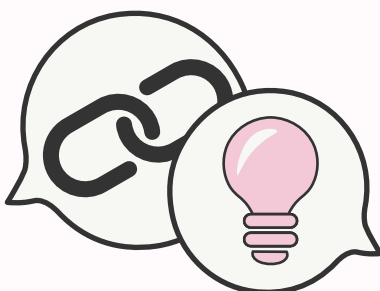
Only use **images** that enhance understanding.



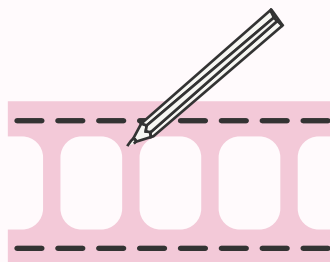
Insert **images** in a JPEG format via Insert → Picture.



Avoid complex charts or tables, if you do not plan on explaining them.



Use meaningful language to mark **hyperlinks**. Avoid using phrases like 'link' or 'click me'.



Avoid unnecessary **animation**



Multimedia must be captioned.