

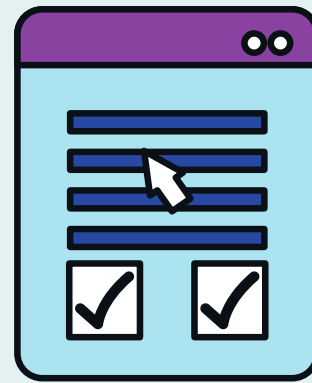
Guidelines for creating UDL PowerPoint

Background

Choose a light pastel background and use a dark font.

In some cases, a light font on a dark background is also effective.

Avoid multiple images that clutter slides or block text.



Electronic accessibility

Readers can use navigation pane to enlarge text.

Readers can apply speech to text tools.

Hyperlinks allow the reader to use the navigation pane to skip to relevant sections.



Emphasis

Use **bold**.

Use images and graphics to support learners.

Limit use of animation.



Spacing

Use line spacing of 1.5.



Font

Use a sans serif font (e.g. Arial, Calibri, Microsoft Sans Serif).

General text: use size 24 minimum.
Headings: use size 36.

Left align all text.

Restrict font styles to two or three only.



Organisation

Add a title to each slide.

Use bullet points/numbering rather than sentences.

Add a punctuation mark at the end of each point.

Limit the number of points per slide: 5 - 7 is optimal.

Ensure lines are not too long.

Use simple tables with named header columns.



Images

Add sub titles or closed captions.

Add alt text to any images.

