UDL GUIDELINES FOR POWERPOINTS

Universal Design for Learning (UDL)

Universal Design for Learning is a way of making material more easily accessible.

Follow these guidelines to create accessible PowerPoint presentations.

Content

- Add a title to each slide.
- Use bullet points/numbering.
- Add a punctuation mark at the end of each point.
- Limit the number of points.
- Limit use of animation.
- Include graphics and images.

Page layout

- Left align all text.
- Add page number on bottom right.
- Use 1.5 line spacing.
- Left align.

Background

- Dark print on a light background.
- Avoid too much clutter on slide.

Font

- Sans serif font (e.g. Arial, Calibri).
- Limit fonts to 2 or 3 only.
  - General text: size 24 plain.
  - Headings: size 36 bold.
- Use **BOLD** to emphasise.

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