

Accessible Content Design for Learner Variability



Accessible Presentations/Slides e.g. PowerPoint (PPT)

✓ Always...

✗ Avoid...

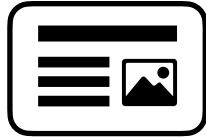
- Ensure the reading order is similar in each slide. (Use slide designers/templates/themes to help with this)



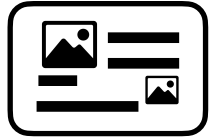
- Different/alternating slide designs where the structure and format is continuously changing



- Use logical layouts, read from left to right and top to bottom or create your own accessible layouts maintaining structure and reading order by using [the Slide Master view](#)



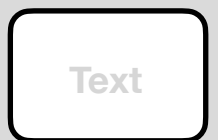
- A complex layout with too much text or images resulting in poor readability



- Use high colour contrast schemes and themes for text and background colour and [check colour contrast ratio](#). (e.g. use dark text on a white or pale backgrounds)



- Colours for text where the background colour is similar in contrast making it difficult to read (e.g. green and red)



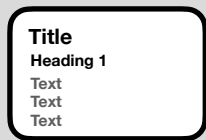
- Use the presenter notes as a useful aide memoir (when using 2 screens to present) and as a resource for learner handouts



- Using slides to get as much information on the screen as possible, or reading from the slides with no other engagement or connection to the content



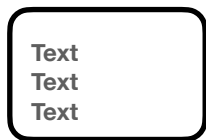
- Ensure all [text content is formatted for accessibility](#) (note heading styles, left alignment, font type, size and spacing)



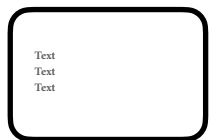
- Poorly formatted text including decorative or Serif fonts, and inconsistent use of styles, size and spacing



- Use Sans Serif fonts consistently across all slides (minimum of 24pt size for main body text)



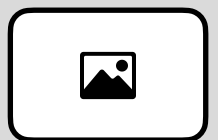
- Small font sizes that can't be viewed when the presentation is projected or exported as handouts



- Add alternative text (ALT text) to all images and visual content



- Including an image or any visual content without a text alternative



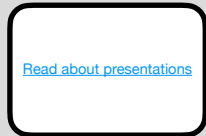
- Ensure images and animations are not distracting from the text



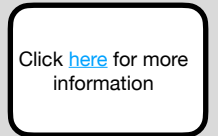
- Including images or animations that do not add any relevance to the content



- Use descriptive text when including hyperlinks



- Writing uninformative hyperlinks such as "Click here" or "more info"



- Use built-in Accessibility Checker tools to highlight potential issues in your PPT before saving or exporting to pdf



- Creating a document with no consideration of Accessibility whatsoever

