**Accessibility for Online PowerPoints**

**Top Tips: -**

* **Font still matters -** Partially sighted students read better from an Arial font (supported by RNIB) Navy on a white background is recommended
* **Size matters -** Font size should be no less than 24 on a PowerPoint Presentation
* **Spacing -** Spacing sentences and bullet points well is very important
* **Bullet Points -** It is better to use arrows or squares as they are less likely to move and distort as the student is reading.
* **Contrast -** When using backgrounds check the contrast is accessible, you can do this by visiting **contrast-ratio.com**



**Use Placeholder’s - don’t add text boxes**



**Change the font in seconds**

* **View**
* **Outline view**
* **Select**
* **Home**
* **Choose font, colour, size**

**Using Alt Text** – This is important as when a student uses a screen reader it cannot recognise the picture unless a description is added to the Alt Text box so this can be read out aloud.

* **Decorative images: -** If the picture is purely for decoration this is not necessary as the information does not have to be described.
* **Images used or referred to for learning: -** if the picture is used for the purpose of explaining or reiterating information (as in the example below) it should have the Alt Text box completed.

**Colour should not be used on its own to indicate a relationship** – bold text or add shapes to a graph so that students can differentiate the graph more easily.



**Caption all film clips used online**



**Only use / buy third party resources that support our digital accessibility requirements.**