| **Step** | **Action** | **Graphic** |
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| 1. | Select themes carefully. Not all themes have enough color contrast.  Note: Dark type on a light background or vice versa are best. | A screenshot of a cell phone  Description automatically generated |
| 2. | Use slide templates that are already accessible to readers.  E.g., ‘Two Content” when you need columns.  Note: Use the simplest layout to convey relationship. | Select slide template |
| 3. | Set font styles. We recommend doing this in Slide masters.   * Select san serif font such as Arial or Verdana * Font size never less than 12 pt | Edit font in master slide |
| 4. | Use 6 by 6 rule but avoid excessive brevity.  Note: This may lead to removing words to fit. Remember you can use the Slide Notes to elaborate! | Slide showing 6 by 6 rule |
| 5. | Use adequate white space. Use Line spacing to add space between text. | 6 by 6 rule with added line spacing |
| 6. | Do not use features just because they are there. Use them to draw attention or keep focus if warranted. | Best practice is to avoid:   * Added text boxes * Animations (can cause readers to crash) * Slide transitions * Automatic timing (let reader decide pace)   Note: Hyperlinks/buttons (do not work with readers).  Important Point: Most screen readers do not recognize bold or italics for emphasis. Use a verbal cue like “Note…” or “Important info…” or “Key Point…” as the screen reader will read those words. |
| 7. | Thoroughly discuss slides’ content/words in any audio narration.  Provide a transcript of the narration/actual script of words. | Note: Screen readers can read/vocalize text on slides including alt text for images, but Audio narration…not so much.  Consider putting elaboration into ‘Notes’ and save/link to a version as a handout (not just saving as slide show). |
| 8. | Check for accessibility.   * Select File>Check for Issues>Check Accessibility | Check Accessibility |
| 9. | Fix accessibility issues.  Note: Word provides instructions on how to fix issues below the pane. | Accessibility issue slide title |
| 10. | Select file format.  .ppt and .pptx work best if you use the built in accessible features and tips | File formats ppt or pptx |
| 11. | Save your file. |  |