Checklist for PowerPoint slide style and formatting

It is extremely difficult to make a set of PowerPoint slides entirely accessible to a screen reader, and thus a text version should be available as well. Nonetheless, we should follow good practices to the extent possible when designing PowerPoint slides for **student use**.

Component	**Things to do/check for**
Setting up the document	• Use the ASU branded PPT template in ASU Teams channel • Create a name for the document in the Properties section (File-Info-Properties-Title) • If you make a copy from an existing resource (for example, to update/revise it), make sure you change the title of the document in the Properties section
Font (style and size)	• Use san serif font (Arial is recommended in ACU's style guide for publications and is the default font in the ASU template) • Minimise the number of fonts used, and keep them in the same font family • Heading size = 32pt (default setting) • Text size = 24pt (default setting) • Check that the font style and text size are consistent among all of the slides • Check that the font size within visuals is easy to read
Headings	• Use the built in ASU styles to specify headings • Keep heading where it is on ASU PPT template • Make sure the heading levels are consistent and correct throughout the document
Alignment and spacing	• Align heading with text • Left justify text • Create adequate white space between headings and body, and between body points so that the text do not run together • Maintain a border around the slide (avoid the overflow effect)

Bullet points (see also ASU style guide)	• Make sure each level of bullet point looks different so they can be distinguished from one another—see example below
	
	• Level 1
	  ○ Level 2
	  ▪ Level 3
	
	• If each item in a bullet list is a sentence, capitalise the first word and put a full stop at the end (do not put ; or 'and' at the end of each item)
	• If each item in a bullet list is a short word/phrase no punctuation is needed at the end
	• If the bulleted items finish a sentence that started before the bullet points, do not capitalise the first word in each bullet point and put a full stop at the end of the last bullet point

Text style	• Type only one space after a period mark • Use minimal capitalisation for headings and titles (capitalise first word only) • Avoid italics and underlines as they are hard to read

Component	Things to do/check for
	• Use **bold** for emphasis • Avoid using 'i.e.' or 'e.g'; write 'for example' instead • Avoid all caps • Be concise with language
Slide content	• At the beginning of the presentation, provide a slide with a session outline • Follow the session outline throughout the presentation; use slide titles exactly as shown on the session outline slide • Provide a precise and concise slide title for each slide • Put only one key idea per slide • Maximum 3-4 supporting points per slide (if there are additional supporting points, create another slide) • Put teacher talk in the notes, rather than on the slide • Use active URL links so they can open in the converted PDF version of the presentation
Visuals/images	• Use only visuals that support the learning • Limit images to one or two per slide • Align images with the slide title / ACU logo • Make images as large as practical • Avoid detailed charts, graphs and tables that are hard to read from a distance • Use graphic devices (borders, boxes, lines, arrows) for a specific pedagogical purpose • Use a well-designed image (table, chart, diagram) rather than a long text description • Group the parts of an image together or use a screenshot rather than have separate components • Cite the URL of the image in 8pt Arial font underneath the image, and align with the margins of the image • Use photos, illustrations or vector graphics rather than clip art for a more professional look
Animation/ transitions	• Minimise the use of animations within slides, as they can be distracting. For example, choose one style (such as "fade") to focus students' attention on individual bullet points • Avoid transitions between slides
Colour / Smart Art	• Do not use colour alone to convey meaning • Avoid using many different colours on a single slide • Use **bold** rather than colour for emphasis • Ensure there is sufficient colour contrast between text and background. Tools for checking colour contrast: ○ https://www.visionaustralia.org/services/digital-access/resources/colour-contrast-analyser ○ https://webaim.org/resources/contrastchecker/ • For all white text on a coloured background, bold the text and increase the font size for better readability • Use colours that are consistent/compatible with ACU branding

Component	Things to do/check for
Hyperlinks	• Do not write ‘click here’. Create a meaningful title for the item you are hyperlinking. For example, write the exact title of the page you are linking to. • Do not insert the URL on the page. Hyperlink the page. For example: Pixabay free images