5 components of accessible PowerPoint design for synchronous delivery

Guidelines for designing text

Font size (consider using a template)

- Slide heading: One consistent size
- Slide text: One consistent (large) size

Font style

- San serif (for readability)
- The fewer the better

Emphasis

Use **bold** sparingly; avoid italics (hard to read) and underlining (hyperlinks only).

Language

- Concise, key points only (avoid long sentences, wall of text)
- Plain, simple
- Tone: Friendly, inclusive

Overall style

Follow an accessible design style guide, for example [Australian Government Style Manual](#).

Guidelines for text organisation

- One key point per slide (slide heading)
- Grouped/chunked information
- (Limited number of) sub-headings
- Bullet points (1-2 levels maximum)
  - Differentiate bullet point hierarchy
  - Use built-in PPT tool for formatting

Guidelines for spacing, alignment and placement

- Vertical and horizonal alignment of text and visual elements
- Even line spacing
- Plentiful white space:
  - on slide
  - between lines and elements
  - ample slide borders
- Placement of slide content toward the top two-thirds

Guidelines for visual elements

- Avoid putting image behind text.
- Minimise number of elements per slide.
- Make images large and clear.
- Avoid elaborate animation.

Guidelines for using colour

- Avoid using colour alone to convey meaning.
- Limit the number of colours on a slide.
- Select colours carefully (avoid default PowerPoint highlight colours).
- Ensure sufficient colour contrast between text and background.