

# PowerPoint

For in-depth guidance, visit:  
[www.sightsavers.org/powerpoint-accessibility](http://www.sightsavers.org/powerpoint-accessibility) or scan the QR code here



## Arrange content correctly

### Heading 1

### Heading 2

A structured layout with a uniform heading structure enables screen readers to read content aloud in a logical order.

## Simplify your language

Difficult

Particularly burdensome

## Avoid using acronyms

Social behaviour change

SBC

## Keep sentences short

- Bullet points are a great way to list items in your content
- Limit the number of lines in each slide to 7

## Align text to the left



## Use a clear font of at least 20 point

Arial is a good choice

## Add a slight tint to the background

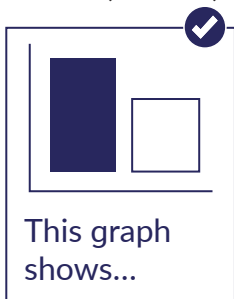


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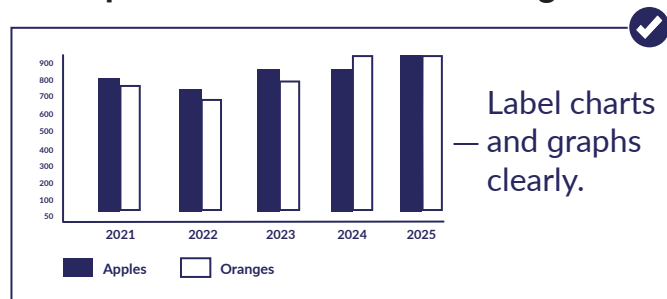
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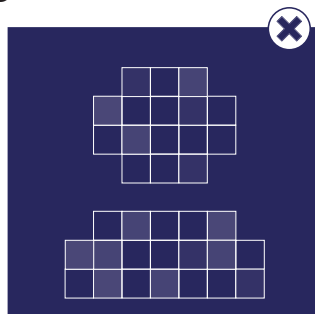
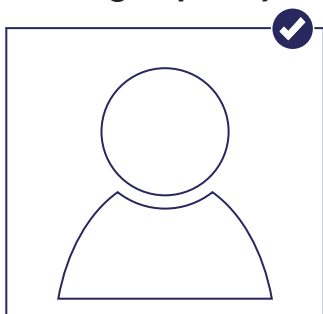
## Add alternative (alt) text to photos, charts, icons, logos and diagrams



## Use contrasting colours and patterns to help differentiate bars and segments



## Use high-quality images



## Include closed captions

