A guide to dyslexia-friendly Powerpoint
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**PowerPoint - key points to remember:**
- Keep slides clear, simple and uncrowded
- Use minimal text: cover one subject per slide, ideally using no more than six bullet points
- Be consistent in your use of font, colour and background
- Make the presentation as multi-sensory as possible; use audio-visual elements to reinforce information
- Dim lighting in the room to reduce glare
- Make the slides available beforehand on Moodle
- Print slides three to a page on pastel or cream paper
- Leave slides up long enough for slower readers to process the content

**Text**
- Use a sans-serif font, such as Tahoma, Arial or Verdana
- Use a large font size, 22-26pt is ideal
- Avoid too much variation in font style and size
- Use **bold** for emphasis, rather than highlighting, **underlining** or **italicising**
- Align text to the left or centrally; do not justify both sides
- Avoid text which is angled or uses special effects, such as shadows

**Colour**
- Avoid colour combinations which may cause visual stress, such as green and red
- Avoid white writing on a dark background
- Dark text on a pastel background works best; dark blue text on cream suits many students with dyslexia
**Visuals**

- Present information diagrammatically; SmartArt can be useful for this
- Avoid slide designs with patterned backgrounds
- Place images alongside text, rather than behind it

**Effects**

- Stagger the release of complex information by using the ‘appear’ function to gradually reveal bullet points or elements in SmartArt
- Avoid complex visual effects; moving, flashing or dissolving images and graphics are distracting and cause visual distortion
- Keep slide transitions consistent and simple
Further information
For more detailed information on language, colour and fonts, see the ‘Guide to dyslexia-friendly written materials’

For technical information on making accessible PowerPoint presentations (including video tutorials on technical features), see JiscTechdis Accessibility Essentials 3. Available at:

www.jisctechdis.ac.uk/
AccessibilityEssentials/2003/
AE3/modules/implement%20incl%20practice/index.html

Any questions?
Please contact the Learning Support Team:
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