

# Making Accessible Slides

## a quick checklist



### Slide Design

- Use high-contrast colors for text and background.
- Keep text readable: at least 24pt font.
- Avoid overly busy backgrounds.



### Text Content

- Use simple, concise language.
- Use consistent fonts and sizes.
- Limit text per slide; aim for key points.



### Images & Graphics

- Include descriptive alt text for all images.
- Ensure charts and graphs are labeled clearly.
- Avoid using color alone to convey information.



### Multimedia

- Provide captions for videos.
- Ensure audio is clear and at an appropriate volume.



### Navigation & Structure

- Use clear slide titles.
- Maintain a logical order and flow.
- Include slide numbers if the presentation is long.



Remember, accessibility isn't only a checkbox, it's just how we do things.

