Slides for Staff Meetings & CAC Meetings
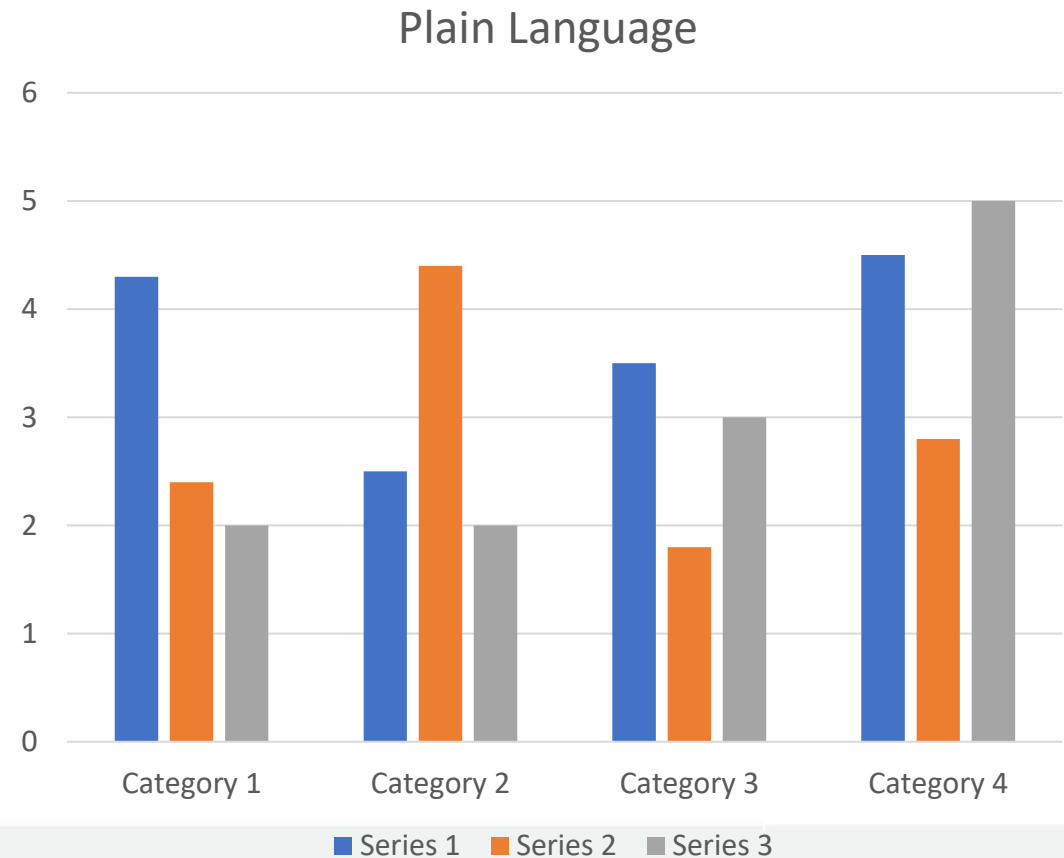
Name

Title

Use 44 Point Font

- Use 36 point font
- Atl Text
  - How would you describe this object and its context to someone who is blind or has low vision?
- Be mindful of contrast with backgrounds

Make Titles Using Plain Language

- Use Plain Language
- Read everything you write here
- You can elaborate
- Avoid saying "As you can see on the slide"
- Be concise on here!

Plain Language

Bar chart titled "Plain Language" with categories on x-axis (Category 1, Category 2, Category 3, Category 4) and values 0–6 on y-axis.

Legend: Series 1 (blue), Series 2 (orange), Series 3 (gray)

Tips & Tricks

- [Microsoft PPT Accessibility Tips](#)
- [Microsoft Accessibility Checker](#)
  - Use this BEFORE sending your slides to Susanna
- If you need to script yourself
  - Read script from a second device
  - Use notes section below