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!
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