

---

# **Guidelines**

**for the Development  
of Power Point Presentations  
for Audiences that may Include  
Persons with Low Vision**

This is a presentation developed by the  
**American Printing House for the Blind.**

Viewers are invited to download and use this presentation for the dissemination of information about accessibility issues for persons with low vision.

Distribution of this presentation for payment is strictly prohibited, as is changing the content thereof.

© 2005 American Printing House for the Blind



# Sans Serif Fonts

should always be used for text and headings of more than one line. Some good choices are:

Verdana

Tahoma

**Antique Olive**

**Arial**

# Headings

should be 32 points or larger.



**WOW!**

**Subheadings**  
should be 30 points or larger.



Text should be 28 points or larger, if possible.  
**Bold** text is more visible than standard text.

---

# Backgrounds

- should be simple, not graphical, and should be one color, preferably light pastel or white if black print is used.
- Two color gradients are acceptable where one is white and the other is pastel.
- Two color gradients are also acceptable where one is not white if the pastel colors are adjacent on the color wheel.
- Gray should be avoided in both text and background.

Text and background should be of high contrast.

If the text is dark, the background should be light.

If the text is light, the background should be dark.

Some good text/background color combinations are:

**Dark green and white**

**Yellow and violet**

**Dark blue and yellow**

**Black and yellow**

**Pink and black**

**Dark red and white**

**Violet and white**

**Black and white**

**Dark blue and white**

Because they provide only poor contrast, certain colors should not be used together either as graphic features, background or text:

Red and green

Blue and black

Red and black

Green and black

Dark blue and violet

Violet and black

Shades of gray should not be used together either as graphic features, background or text

Shades of gray should not be used together either as graphic features, background or text

## Acceptable animation features include

Fly in from left

Wipe right

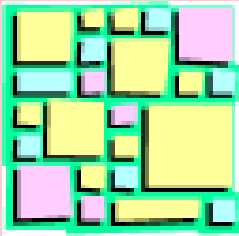
Typewriter

Appear

Laser from right

Slides should be simple  
with no more than 3  
different blocks of information,

**nor more than six individual lines  
of information per block .**



Avoid putting information in columns if possible.

Lines of text of 28-39 characters are preferred

- Bulleted lists are an exception.
- No more than six bulleted lines



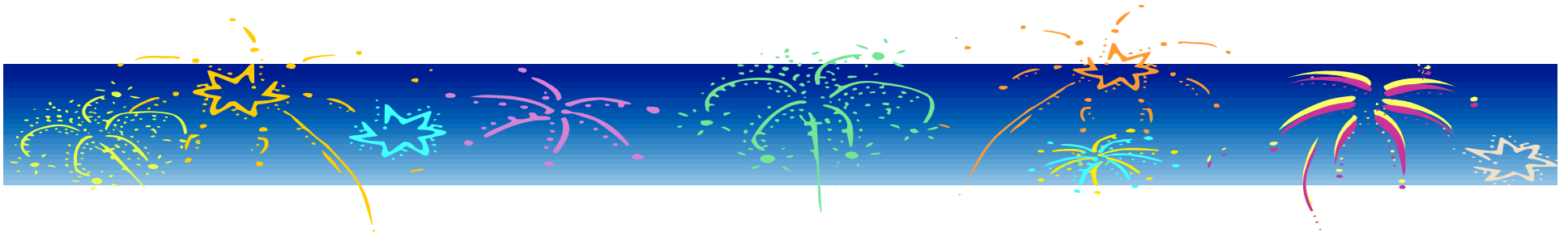
Where bulleted lists occur side by side, text of one list should be on a different colored background to avoid confusion:

- zebra
- emu
- gazelle
- flamingo
- giraffe

- fur
- feathers
- horns
- legs
- neck

Avoid divided words at the ends of lines.

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible with justice and liberty for all.

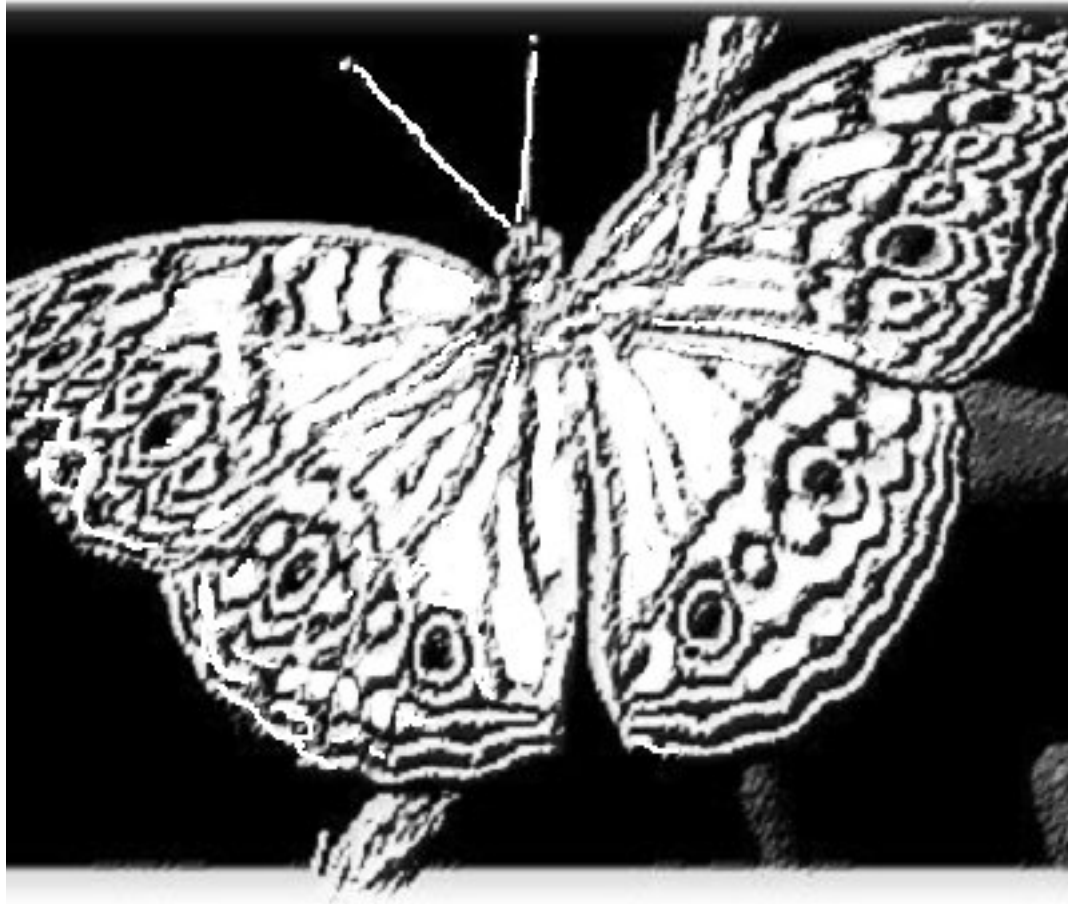


Graphics should be of high contrast and have good clarity.

Black and white line drawings are preferred over grayscale graphics.



This is grayscale.

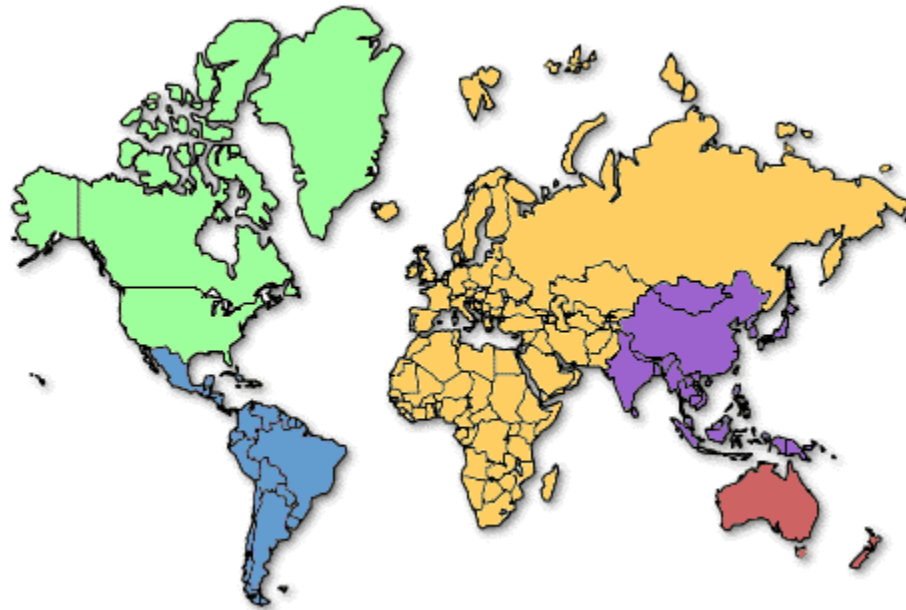


This is a black and white line drawing.

Graphics that contain mainly bold **areas of bright color** are preferred over black and white. Patterned areas should be limited, if possible.



Where maps or charts are included, **color** is preferred over grayscale.



Text on maps or charts should adhere to APH large print guidelines.

Avoid *italics*, if possible.

Better choices are: Underscoring,  
“enclosing in quotation marks,”  
or **bolding**.



When making printed handouts from Power Point slides, two or fewer slides per page is preferred.



Remember, what you do to make your presentation accessible for the person with low vision will ultimately make it **more readable** for everyone.

## **For more information please see,**

Kitchel, E. (2004). Guidelines for the Development of PowerPoint Presentations for Audiences that may Include Persons with Low Vision. American Printing House for the Blind. Available at <http://www.aph.org/tests/ppguide.html>

Kitchel, E. (2001). Large Print: Guidelines for Optimal Readability and APHont(TM) a font for low vision. American Printing House for the Blind. Available at <http://www.aph.org/edresearch/lpguide.htm>

This power point presentation was developed by  
Elaine Kitchel, M.Ed.

for

The American Printing House for the Blind

1839 Frankfort Avenue

Louisville, KY 40206

1 (800) 223-1839

c 2005

