



# A Guide to making Presentations Accessible



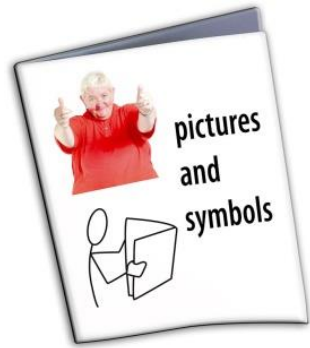
All presentations people bring to the Partnership Board need to be accessible, this means they need to be easy to read and understand.



You can follow these suggestions to help make your presentations accessible.



All presentations need to be on a plain simple background.



They should have pictures which help to explain what you are talking about.

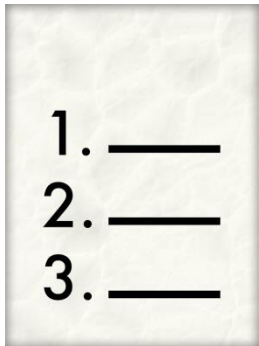
Pictures need to be large and clear and be on the left hand side of the presentation.

Photos licenced from  
**photo  
symbols**

You can use photo symbols or actual photos of people and things. If you don't have a licence to use photo symbols VoiceAbility and Lincolnshire County Council do and can add pictures to presentations.



Limit the number of slides you present between 10-12 slides is a good number.



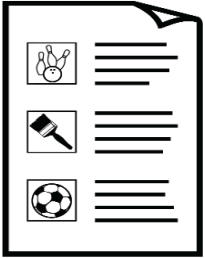
Limit the number of points per slide no more than 3.

Use plain English if you use abbreviations explain what they mean.





Write as though you are talking to the person.



Keep sentences short one idea in a sentence.



Headings and key points need to be clear and stand out. Do not underline sentences or headings as its more difficult to read.

Ariel

Tahoma

Verdana

Century Gothic

Use a clear easy to read font, good fonts to use are Ariel Tahoma Verdana and Century Gothic.