# Making PowerPoint Accessible
## Fonts and Animations

## Fonts

- Fonts are any characters that you type with your keyboard.
- Fonts have properties that can be changed, such as size or colour.
- Font families are different ways of drawing characters and use either a serif or sans-serifs style.

## Font Family

- Serif are fine for printed materials, but not digital materials.
  - Serifs are extra strokes added to fonts, usually for flair.
- Sans-serif works best for digital materials.
- **Do not use** cursive fonts for any digital materials.

Serif    Sans-serif

## Font Size

- Use a font size of **24 point** or higher for regular text.
- Be consistent with your font sizes throughout.

A 24 point    A 48 point

## Font Effects

- **Do not use** font effects to create emphasis; effects include:
  - All caps, and strikethroughs, outlines, shadows, glows, and reflections are inaccessible.
- **Do not use** underlines as they are synonymous with links.
- Bold is fine to use for emphasis.
- Italics are fine to use for citations and quotes.

*italics*    outline
~~strikethrough~~    reflection
shadow    **bold**
glow    underline

## Font Alignment

- **Left, right,** and **centre** alignment are not considerations for accessible PowerPoints. You are free to use any.
- **Justified** alignment is **not accessible** as it usually creates uneven spacing between words.

Left Alignment

Right Alignment

Centre Alignment

J u s t i f i e d    A l i g n m e n t

## Transitions and Animations

- Transition effects between slides can be distracting. Try to use **Subtle** transitions or don't use any.
- Animation effects are useful to control over when things appear on the slide, but some are distracting.
- If you use animations, the **Appear** and **Fade** animations have the least impact.