

# Slide Layout, Title, and Font Guidelines

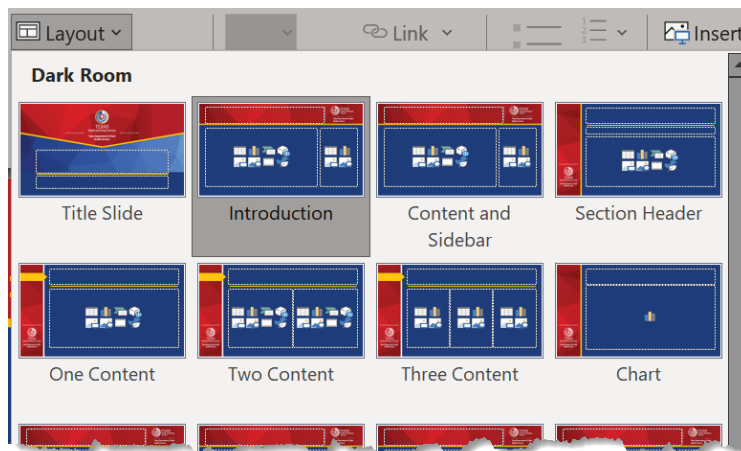
## Slide Layouts

The most important part of PowerPoint accessibility is the use of slide "layouts." The slide layouts available in the agency-approved PowerPoint templates ensure the information on the slides has the correct heading structure and reading order. All HHS designed slide layouts include a slide "title," usually at the top of the slide. The title will be presented as a heading to people who use screen readers.

There are one or more "placeholder" areas where you add content like lists, images, and tables to each slide. Formatting, such as theme colors and fonts, is set and incorporates accessibility.

To see slide layouts available in your template:

1. Go to the HHS Presentations tab.
2. In the **Layout Tools** group, click on the **Layout** drop-down button.



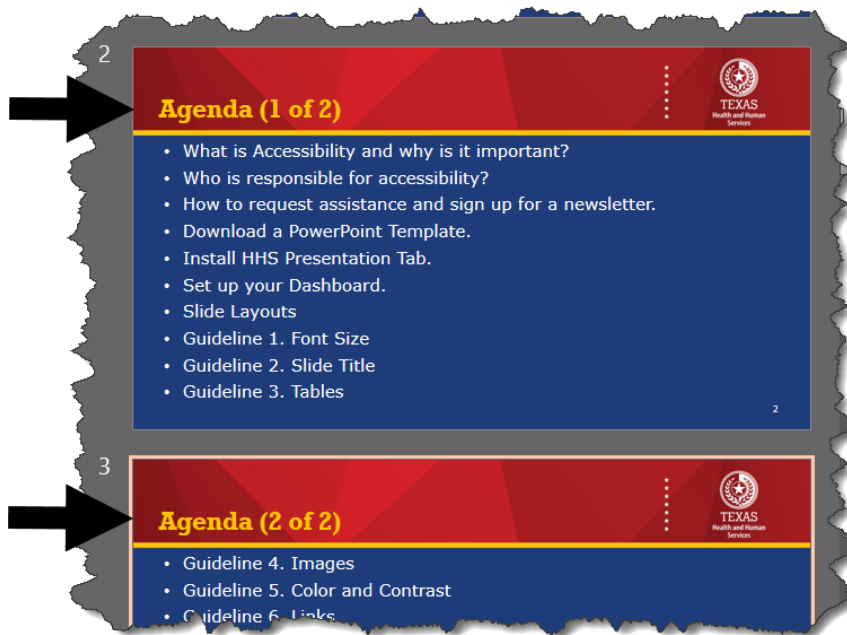
**Live Training Note:** Demonstrate how inserting a text box ruins accessibility. If a different layout design is needed, please reach out to us.

# Slide Title

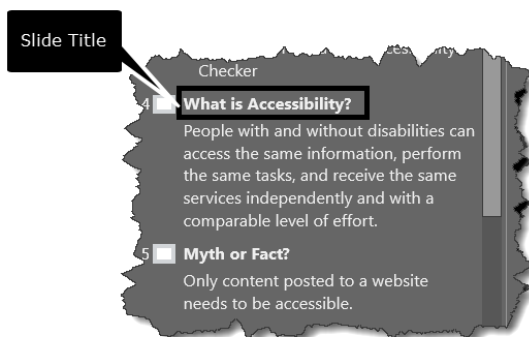
Every layout designed has a title placeholder. **Provide a unique title for each slide.** When you have the same slide title on two or more slides you can either:

- Add the word "Continued" to the end of the second slide title.
- Use another title naming convention (X of Y).

**Live Training Note:** Demonstrate the two naming conventions using the Font slides.



When you type in a title, the title appears in the Outline panel. A person who uses a screen reader relies on the slide titles to know which slide is which. This is almost as powerful as assigning a heading level to the title of the slide.



## Font Size

Verify that the font size is not smaller than 18 points on each slide.  
Don't overload your slides!

The main content placeholder has a default font size of 24 pt. The title content placeholders are larger than 24 pt. and vary in size in the templates.

**Live Training Note:** Is it difficult for you to see the text on the slide? Demonstrate how to split up the text for one topic onto two slides.