
Ensuring Presentations are Accessible



CLOSED CAPTIONING



AODA compliance requires that....

Any video or audio that is not intended for general public use (eg. website) must be captioned upon request.

(For general public use it **MUST** have captioning)

FONTS



- Limit the number of fonts in a presentation
- Be consistent with font usage
- Use sans serif fonts ONLY (eg. Arial, Helvetica, Verdana, etc)
- Use large fonts for viewing on a projector or online

FONTS CONTINUED



- Avoid glow and shadow - screen readers may not pick up text
- Minimal use of **bold**, underline, *italics* and UPPERCASE
- Avoid fonts with different **thicknesses**

BE COLOUR BLIND / LOW VISION AWARE



- Background and text should be high contrast (eg. black/white, blue/yellow, etc)
- Ensure messages can be conveyed if colour removed
- When printing avoid glossy papers
- If using colour to distinguish items, do not use shades of same colour - use high contrast, light vs dark
- Some challenging colour combinations include: blue/green, green/red, red/yellow

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SPACING



- Avoid cramming in text
- Lots of blank space on page
- Ensure wide margins for those with visual challenges (Also, text may go off the screen when projected)

SPACING CONTINUED



- Closed captioning appears at the top or bottom - leave room
- Split text over multiple slides (eg. prayers, songs, etc)
- Use left justification as much as possible
- Use minimal text - no need for full sentences
- Slides provide a speaking point not the full message

IMAGES



- Important for those who use screen readers
- Do not wrap text around images, use in-line placement
- Ensure images have alternate text so screen readers can read description
- Avoid word art and text boxes - screen readers may not pick up text
- Every slide must have a title

ANIMATION AND TRANSITIONS



- Transition:
 - Activity that occurs as slides start or text appears
 - Popular transitions: fly in, fade out, bounce, spin, etc

ANIMATION AND TRANSITIONS CONTINUED



Keep it simple:

- Minimal use of transitions
- Minimal use of animations
- Limit transitions and animations to emphasizing a key point
- Ensure animations do not detract from focus on key message

*A transition is activity that occurs as slides start, or text appears

Popular transitions: fly in, fade out, bounce, spin, etc

ANIMATION AND TRANSITIONS CONTINUED



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TABLES



- Avoid using if possible
- Ensure proper tables are used (not drawn in)
 - Go to insert and use the table option in the menu
- Use simple tables
 - Avoid merged, split or nested cells
- Ensure tables have column headings

HYPERLINKS



- Ensure there is context provided for the hyperlink
- Avoid 'click here' or 'more info' links without explanation

PRESENTATION



- If using the speakers note panel, do not put key messages in the notes - image descriptions, charts, etc
- Use numbered and bulleted lists
- Test with an accessibility checker or a screen reader
- Test by converting to grayscale

AUDIO AND VIDEO



- Ensure title on the slide - required for screen readers
- Avoided linking to something that plays outside of the presentation