Accessible PowerPoint

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Disability Legislation

AODA – Accessibility for Ontarians with Disabilities Act 2005

◦ Develops mandatory accessibility standards to identify, remove, and prevent barriers for people with disabilities (public, private sector by 2025).

◦ **Core principles**
  • Integration, Dignity, Independence, Equality.
Who we serve...

- Learning Disabilities.
- AD/HD.
- Asperger’s Syndrome.
- Non Verbal Learning Disabilities.
- Autism Spectrum Disorders.
- Blind or Low Vision.
- Deaf or Hard of Hearing.
- Physical Disabilities.
- Medical Disabilities.
- Psychiatric Disabilities.
- Acquired Brain Injuries.
- Mild Intellectual Disability.
- Gender, race/ethnicity, socioeconomic background, level of self awareness & critical thinking ability.
Accessible PowerPoint: Structure

Best Practices

1. **Structure**
   - Unique heading titles for each slide.
   - Organized.
   - Distinct flow.
   - Well structured and clear.
   - Ensure reading order of each slide is logical.
   - Increase visibility for colour blind students.
Best Practices (continued)

2. Images

- Charts, graphs, tables should be inserted by selecting the appropriate slide layout or using the insert menu.
- Include extended descriptions for graphics.
- Include alt text for images.
Accessible PowerPoint: Content

Best Practices (continued)

3. **Content**

- Use appropriate punctuation at the end of each bullet point.
- Use colour scheme that presents sharp contrast between text and background.
- Large and easy to read font.
- Simple language users can understand.
- Caption when playing videos & film.
- Use hyperlink text that is meaningful.
Accessibility Do’s and Don’ts

**Do’s**

1. Post presentations on D2L in accessible format.
2. To increase the level of course material’s accessibility convert PowerPoint presentations to PDF or Word files.
3. Run accessibility checker—select file>info>check for issues>check accessibility.
4. Change displayed text when adding website links.
5. Keep sentences short.

**Don’ts**

1. Rely on colour.
2. Use pale blue text.
3. Use notes section for communicating course material. Instead provide student with a separate handout.
4. Don’t rely on sound only.
Resourses

WebAim & PowerPoint Accessibility