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**

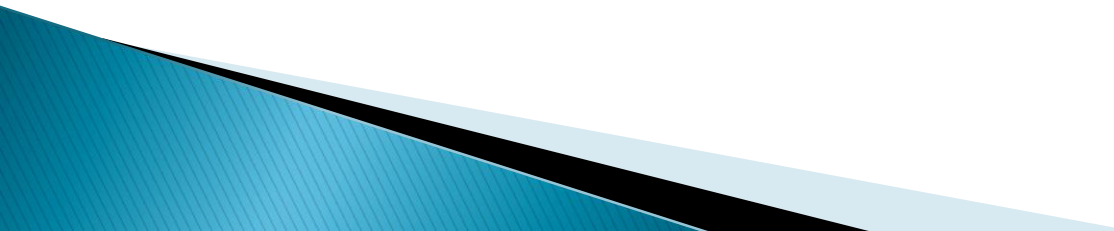- Integration, Dignity, Independence, Equality.

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.
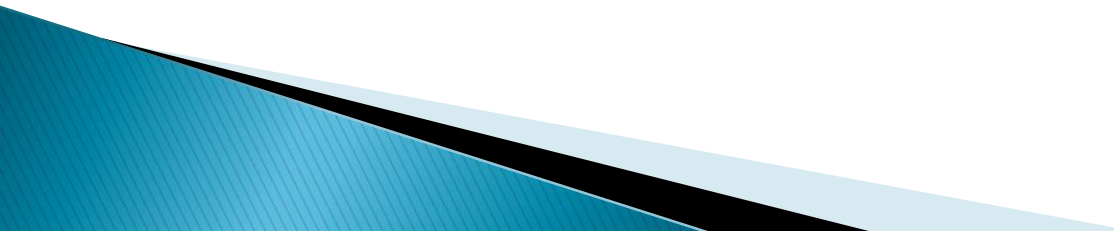
Accessible PowerPoint: Structure

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.

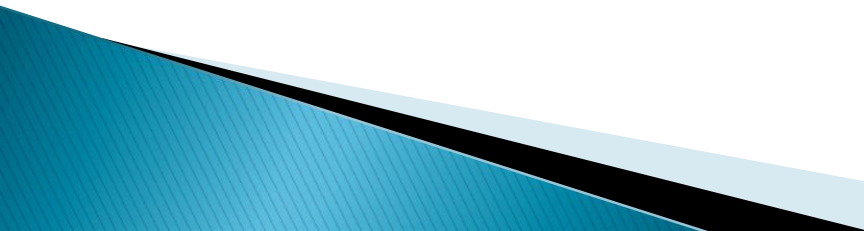# Accessible PowerPoint: Images

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.

Resources

[WebAim & PowerPoint Accessibility](#)