Document & Presentation Accessibility

Why?

Making your documents and presentations accessible ensures that all event attendees can navigate electronic documents and engage with presentations with the same level of independence. [Source]

How?

Best practices:

- Use sans-serif fonts (e.g. Arial, Helvetica). Alternatively, use the font OpenDyslexic to ensure readability for participants with dyslexia.
- Font size: 12 points or larger for documents, 16 points or larger for presentations.
- Use bullet points and smaller paragraphs instead of long chunks of text.
- Use formatting (**bold**, *italics*, underline) appropriately to highlight key ideas.
- Provide a table of contents or a list of sections.
- Send out documents and slideshows in advance.
- Provide written descriptions and captions for all images (Alt-Text).
- Use Microsoft Accessibility Checker to verify your documents/presentations.

Other best practices for **document accessibility**:

- Use true headings (i.e. select Heading 1 on Word instead of simply bolding the text).
- Use "left aligned" instead of "justified" text identification.
- Highlight the key information in long documents in a 2 to 5 sentence summary.
- Avoid using complicated jargon and overly lengthy sentences. If using metaphors or acronyms, make sure to explain them.
- Provide a short summary in French if your document is in English (and vice versa).

Other best practices for **presentation accessibility**:

- Limit the use of animation. Any slide transitions should move from left to right, at minimum speed. If possible, add a sound to clearly indicate slide transition.
- Provide text transcript and/or closed captions for any videos.
- Use good color contrast combinations for the background and the text.
- Avoid having text overlaid on images, or images overlaid on one another.
- Use punctuation at the end of bulleted points so a screen reader knows where to stop.
- Indicate the page number (in size 14 points) on every slide for easier navigation.

Other resources:

- McGill's Digital Accessibility Resource Guide
- Universal Design for Learning (SAA) - expand "Additional Resources"