

Accessible Presentations Checklist

27% of Canadians identify as having a disability according to a 2022 Statistics Canada Report. Chances are there is someone in your audience who is experiencing disability!

Tips for delivering your presentation

- Always use a microphone. Avoid projecting your voice without one.
- Repeat questions asked by the audience so everyone can hear them.
- Turn on captions when you're delivering your presentation or work with captioners to understand how they caption content.
- Speak at a conversational pace and enunciate clearly.
- If your slide contains a single, enlarged photo, a joke, a meme or other visual information to communicate a concept, explain it so everyone understands it.
- Make sure the interactive elements in your presentation are accessible, for example, Sli.do, polls, Q&A or other activities

Formatting accessible presentations

Tip: Turn on the Accessibility Checker in PowerPoint so you can improve your presentation as you're creating it.

Slide titles and animations

	Item
☐	Avoid animations, slide transitions and flashing or animated objects
☐	Use unique titles for each slide
☐	Use slide numbers so people can refer to them

Images and videos

	Item
☐	Use descriptive alternative text for all images, charts, diagrams, tables and graphs (except for decorative images).
☐	Include captions for all video content.
☐	Avoid using text in images.
☐	Make sure any images of people are diverse and reflect an accurate representation of people with disabilities.
☐	Make your graphics as simple as possible. Avoid complicated graphics, charts or visuals.

Writing, text, colours and fonts

	Item
☐	Use legible fonts in a plain typeface. Avoid text-heavy slides.
☐	Use at least 18pt text for bullets and body copy and at least 40pt text for slide titles.
☐	Use enough contrast between foreground and background colours. (https://webaim.org/resources/contrastchecker/)
☐	Avoid using colour as the only way to differentiate or emphasize text. Try using bold formatting (avoid italics or underlines).
☐	Write in plain language (check using https://hemingwayapp.com/)
☐	Simplify your slides. Keep text away from the lower section of your slides so captions don't cover the content.
☐	Avoid using acronyms and abbreviations.
☐	Avoid using ALL CAPS because it makes the content harder to read.
☐	Always use numbers in their numerical form (for example 3, not three).

Tables

	Item
☐	Use tables only when you need them, not to layout text.
☐	Set a Header Row for every table.
☐	Stick to simple table layouts. Avoid merged or split cells where possible.
☐	Create tables using Insert > Table. Do not use tabs and spaces to create the look of a table.
☐	Avoid leaving blank or empty table cells.

Links

	Item
☐	Use descriptive link text. Avoid “click here” “learn more” or other vague links.
☐	Underline links and use a different colour than regular text.

Resources

- [Creating Accessible PowerPoints](#)
- [Government of Canada Content Style Guide](#)
- [Colour contrast checker](#)
- [Hemingway editor](#)

Inclusive stock photography

- Affecttheverb: [Disabled and Here Collection](#)
- Disability:In: [Corporate Disability Stock Photography](#)
- [Getty images disability collection](#)
- [The Noun Project](#)

Questions?

Email me at kelly@squarelyaccessible.com