**AODA**

**(Accessibility for Ontarians with Disabilities Act)**

Under the law, everyone has the right to access. Documents should be conversion ready.

* Customer Service
* Design of Public Spaces
* Employment
* Information and communication
* Transportation

**Accessible Word Design**

* Use Sans-serif fonts: Arial, Comic Sans MS, Georgia

No serif (times new roman) or italics, since they are not accessible.

* Font Size set at 12.
* Color: black on white or white on black
* Alt text/descriptive texts/descriptions for images or videos: accessible for screen reader
* Referral links: do not use click here, instead a descriptive name
* Line-spacing

Single-spaced and one-line space between contents

Align it to the left

* Headings: Better readability, use sentence case(Xxxxx Xxxxx for nouns else Xxx xx)
* If displayed on a projector: at least 30pt size
* PowerPoint: avoid certain effects (shadow and glow)

**Best Practices:**

* Every slide needs a title
* No animations/transitions
* Don’t overcrowd slides with content
* Use accessibility checker (Word and PowerPoint)
* Graphics are inline with text (wrap-text>in-line text)