



Here are some ways we can make information accessible:

Existing format	Ways to make it accessible
Printed or electronic document	<ul style="list-style-type: none">• Read the document out loud or explain it• Use SynreVoice• Make a large print version• Create a structured electronic file – a file using pre-set headings, styles, and lists – so people can read it with their assistive devices, like screen readers. You can also use it to produce other accessible formats.
Technical or complicated information	<ul style="list-style-type: none">• Use common words instead of jargon• Break text into shorter sentences and paragraphs• Use graphics to add meaning
Graphic	<ul style="list-style-type: none">• Include a written or verbal description
Sign	<ul style="list-style-type: none">• Use larger text, simple pictograms, strong colour contrast, and/or tactile elements
Verbal or audio	<ul style="list-style-type: none">• Make it visual – write it on a piece of paper, put it in an email or on a digital screen
Video	<ul style="list-style-type: none">• Add subtitles and/or video descriptions• Provide a transcript• Consider an in-person presentation or conversation
Telephone	<ul style="list-style-type: none">• Use text-based technology such as email, texting or instant messaging• Use technologies designed for the hard of hearing like a teletypewriter (TTY) or a telephone relay service
Presentation	<ul style="list-style-type: none">• Share a copy of your presentation materials (e.g. PowerPoint slides or transcript)• Use a microphone