

Be a Visually Impaired Ally on Zoom.

The needs of every visually impaired person (VIP) are unique. The following guide is a great starting point, but remember that a one-size-fits-all approach does not work. Build relationships with your VIP attendees, audience, and customers by asking about their preferred formats.

Planning:

Accessibility needs are easier, cheaper, and quicker to factor in **before** your digital or Zoom event. Integrating accessibility planning beforehand will save you time, money, and customer frustration, ensuring a smooth and successful event.

Zoom Setup:

- Set up your Zoom room **without** a password.

Zoom explains how to do this here:

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065355

- Disable or remove graphical verification pages.



During the Zoom:

- Hosts familiarise yourself with popular Zoom shortcut keys or have a list handy. That way, if you ask the VI user to do something on Zoom and the user is unsure, the host can provide the correct shortcut keys. This is helpful in interactive settings like a workshop.
- **Patience.** If a VI participant is on mute, they may need a moment to navigate to the unmute button. Either give your VI a few extra moments to respond or the host can offer to unmute.
- Shared screen activity should be fully described, as some screen readers will not be able to access the content.
- All visuals, posters, slides, photos, diagrams etc should be audio described.
- Power Point slides are not screen reader friendly, convert them into a word document.
- Some people do not use a mouse and rely solely on the keyboard. Keep this in mind when planning meetings, teaching sessions, or mentoring.

Communications after your Zoom event

- Communications should be done by email and any attachments should be in a Word document. **txt files** are popular with VI users on Mac
- PowerPoint slides should be converted to MS Word as screen readers find PP clunky to get around.
- One VIP provided the following feedback regarding PowerPoint: "PowerPoint slides **can** be screen reader friendly if they are set up correctly". SVI have provided a link below called: Make your PowerPoint presentations accessible to people with disabilities by Microsoft.



RNIB links:

Information about Assistive technology

<https://www.rnib.org.uk/living-with-sight-loss/equality-and-employment/information-for-those-in-work/assistive-technology/#:~:text=Some%20people%20find%20it%20easier,Supernova%20magnifier%20and%20screen%20reader.>

Information about Assistive technology

<https://www.rnib.org.uk/campaign-with-us/alt-text-campaign/how-can-i-write-alt-text/>

Information about accessible options for video calling.

<https://www.rnib.org.uk/living-with-sight-loss/assistive-aids-and-technology/tv-audio-and-gaming/what-is-video-calling/>

Microsoft: Making your PowerPoint presentations accessible to people with disabilities:

<https://support.microsoft.com/en-gb/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>

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