zoom

Guide for Boosting Virtual Accessibility for Presentations

Turn off HD Video

Improve the user experience for everyone in the meeting especially if those with bandwidth limitations, restricted data usage on mobile, or unreliable internet access. Uncheck the "Enable HD" in **Zoom video settings**

Enable "Always Show Meeting Controls Toolbar"

Share instructions with your participants on how to always show meeting controls. By selecting the "Always Show Meeting Controls Toolbar" checkbox, the controls at the bottom of the zoom screen will remain up and not "disappear."
From within the Zoom Client:
1. Select the "Home" tab.
2. Select the Settings "Gear" icon. A settings pop-up window will open.
3. Select the "View Advanced Features" (Windows) or "View More Settings" link (Mac) under General settings. The Zoom website will open. Login if you are prompted with the login screen. The Meeting Settings page will open.
4. Navigate to the In Meeting (Basics) section of the Meeting Settings page.

Closed Captions

Zoom meeting hosts can now enable **Live Auto Transcription,** a machine-generated transcript for their meetings:
- Select the "Live Transcript" option in the zoom meeting toolbar.
- Choose the "Enable Auto-Transcription" under the Live Transcript section of the pop-up menu.
- Once enabled, users can turn the live transcript on/off for their own view.

Communicate Keyboard Shortcuts

Send **Zoom Keyboard Shortcuts** to your participants ahead of time. These instructions are valuable for anyone using keyboard only navigation or assistive technology.

ASL Sign Language Interpreter

If you have an ASL sign language interpreter for your Zoom session, view information on **working with an interpreter in Zoom**.

Provide instructions on how participants can interact with you or others

Participants can **use non-verbal feedback**, such as raising their hand and un-muting when called upon in addition to the chat feature. Repeat questions/comments from chat to ensure access and improve the captioning quality of any recorded sessions.

Practice accessible presentation techniques

Ensure your presentation is accessible to as many participants as possible by following these **simple presentation techniques**.

Always describe images and other visual content that's displayed

- Describe visual content, including Whiteboard information. This ensures everyone, including participants calling in and individuals with a vision or cognitive disability, have access.

- If you want participants to be able to follow along when demonstrating, describe what you are doing and/or state what you are selecting.

Dark mode

The dark mode feature alters Zoom's interface background to black, offering assistance to users with visual impairments or sensitivity to bright light.

Mute all participants upon entry

Those with visual impairments rely heavily on audio from screen readers, so excess noise should be minimized when possible. Some neurodivergent users also may be sensitive to background buzzing noises.

Use an accessible virtual background

We recommend backgrounds with little to no motion, since they can affect people who have attention deficit disorder, motion sickness, dyslexia, epilepsy, or migraines. A disruptive background can also be distracting to participants trying to follow along with a sign language interpreter.