

Access Copy Guide

An “Access Copy” is a text-only copy of a visual presentation. These documents offer presentation attendees multiple options for engaging with a presentation, whether they have a disability or simply would like a visually uncluttered document in which to take notes. Access copies also help presenters ensure that everyone has equal opportunity to engage with their presentation, even when a PowerPoint or other visual presentation is not completely accessible. For visual elements of a presentation, access copies will use an image description or alternative text description to center the intended meaning or experience conveyed by the visual.

To compose an access copy, presenters should provide attendees with an editable document format, such as Word or Google Docs, to allow for individuals to customize the font, layout, size, or other features of the document based on personal needs. Access copies should make use of heading styles to ensure information is appropriately tagged for assistive technology. This guide provides a customizable access-copy template, as well as an example of access copy for individuals to reference.

Access Copy Template

Access Copy: “Title of Presentation”

Speaker name, pronouns, and affiliations

[Link to Visual Presentation Slides](#)

Visual Description of Presentation Theme: This presentation contains xx slides. Briefly describe the visual elements of the presentation theme .

Slide 1: Slide Title

Copy the text of your slide as it appears in the presentation, including any bulleted or numbered lists. Sequence the information based on how you would like an individual to read through the information.

Speaker Notes:

If you include speaker notes for the audience to read, provide a copy of that text here.

Visual Description:

If there is a visual element on the slide, you can describe it here. In descriptions, it is not necessary to say “photo/screen capture of.” Instead, provide a simple description of the visual, focusing on any details or emotive qualities you want to convey to your audience.

Template Note: If possible, avoid splitting the contents of a single slide over a page break. You will notice Slide 2 information appears on the next page to keep all the information together.

Slide 2: Slide Title

- This is an example of a slide that has a bulleted list.
- Bullet 2
- Bullet 3

Speaker Notes

If you include speaker notes for the audience to read, provide a copy of that text here.

Visual Description

If there is a visual element on the slide, you can describe it here. In descriptions, it is not necessary to say “photo/screen capture of.” Instead, provide a simple description of the visual, focusing on any details or emotive qualities you want to convey to your audience.

Slide 3: Title

- Notice this slide has no speaker notes and visual description.
- It is not necessary to include these categories for each slide.
- Instead, only include the categories that are present on that specific slide.

Slide 4: Title

Slide Heading

When slides contain headings, you should 1) give a visual indicator of a heading such as the bolding of “Slide Heading” in the previous paragraph, and 2) use a heading style. When using the heading style, ensure that it is the appropriate level heading to follow the slide title (for example, the Slide #: Title headings in this document are H2, so the “Slide Heading” would be H3).

1. Numbered list after the heading
2. Second item in list

Access Copy Example: “Focusing on Document Accessibility: A Style Guide Workshop”

[Visual Presentation Slides](#)

Visual Description of Presentation Theme: This presentation contains 16 slides. The presentation theme is by ACES: The Society for Editing and features beige slide backgrounds with alternating red or grey bars of color on the right side of the slide. Slides contain a monitor and coffee cup clipart graphic in the lower left or right corner.

Slide 1: Title Slide

ACES: The Society For Editing 2024 Annual Conference, April 4-7, 2024

Focusing on Document Accessibility: A Style Guide Workshop

Griffin Zimmerman (They/He)

Link to additional materials: <https://tinyurl.com/gxzimmerman>

Visual Description: Grey slide with black, white, and red text. A red and black partial circle is in the upper left corner and white wavy lines overlapping the right corners.

Slide 2: About Me

- PhD in Rhetoric, Composition, and the Teaching of English from University of Arizona
- Member International Association of Accessibility Professionals, CPACC & ADS Certified
- Editor and Accessibility Consultant at University of Kansas
- Disabled individual who relies on captioning

Visual Description: This slide features a headshot of Griffin Zimmerman. Griffin is a white, masculine presenting person with brown, curly hair and glasses. They are smiling broadly and wearing a blue hat and a blue button-down shirt with green flower print.

Slide 3: Learning Objectives

- Articulate how accessibility impacts documentation.
- Identify how to incorporate accessibility considerations into style guides.
- Develop style guide language that proactively addresses accessibility.

Slide 4: Understanding Accessibility

Document accessibility is more than ensuring screen reader or assistive technology compliance.

Slide 5: Designing Inclusive Style Guides

Principles of Universal Design

Equitable and Accessible =

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive
4. Perceptible
5. Tolerance for Error
6. Low Physical (and mental) Effort
7. Size and Space for Use