

## Accessible trainings – the Wildcat way!

<https://itaccessibility.arizona.edu/content/marketing>

As you are creating your training materials, here are some simple things to consider. Contact DRC for assistance.

1. **Use and Create Accessible PDF Documents**
2. **Use or create captioned multimedia content**
3. Websites, Emails, and Documents
  - **Web Accessibility: The Wildcat way**
  - **Microsoft Office Accessibility**
  - Use **PowerPoint templates**, modify Master Slide Layout if needed
  - **Email Accessibility**
  - Overall Accessibility Tips Include:
    - Make sure you can **access all content with just a keyboard**
    - Use **headings** correctly to organize the structure of your content
    - Provide **alternate text** (text equivalents) for images
    - **Hyperlinks** - Use self-describing language - Avoid "Click Here"
    - Ensure good **color contrast**
4. **Include disability access statements**

### Accessible Presentation Techniques

<https://itaccessibility.arizona.edu/content/presentations>

Below are some techniques to ensure your presentation is accessible to as many participants as possible.

#### Before Presentation:

- If your presentation contains activities: think about accessibility of the activity. Would someone with low vision, limited mobility or hearing loss be able to participate? If your audience is unknown, plan for contingencies.

#### When presenting:

- Don't assume individuals can read what is presented on the slide. Describe charts/graphs or other graphics and read content aloud if it's not incorporated into your speech.
- Make sure your font is large enough and easy to read from the back of a room (Suggestion: 30-point font and use clear fonts such as Arial or Times New Roman).
- Ensure you are using good color contrast for easy viewing.
- Videos should have captions and captions should be turned on.
- If you are providing handouts, consider sending the presentation materials to attendees prior to meeting - make sure it's accessible.

Disability Resources (DRC) is YOUR resource for ensuring accessible content!

<http://itaccessibility.arizona.edu>

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