

## Saving, Sharing, and Disseminating Your Access Paper

In this document you will find instructions for how to provide an Access paper to your for both online presentations and in-person presentations.

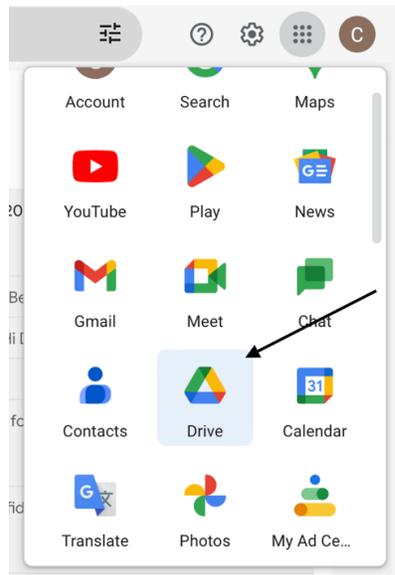
### Saving Your Access Paper as a “View-Only” Google Doc:

If you would like some help saving your access paper as a Google Doc, don't have access to Google docs, or encounter any technical difficulties while creating your access paper, please feel free to contact Jenn Boulay (Accessibility Committee Chair) via email at: [catr.accessibility@gmail.com](mailto:catr.accessibility@gmail.com) and she will be happy to help you!

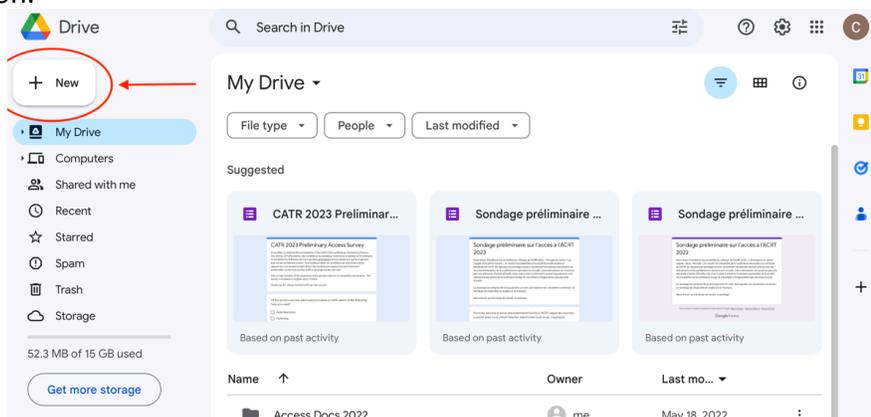
There are several ways to save your access paper as a “View-only” Google doc. Here are 3 methods that you can try:

#### Option 1: Saving Your Access Paper in a Folder

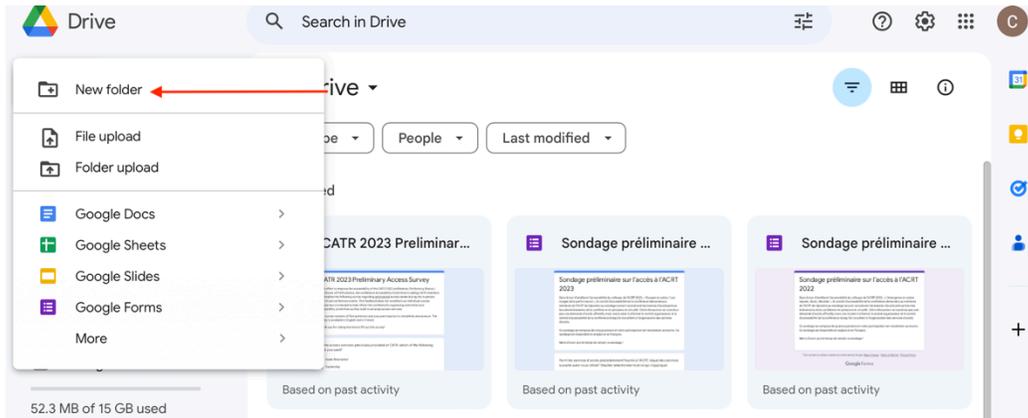
- Start by opening Google Drive in your Google apps:



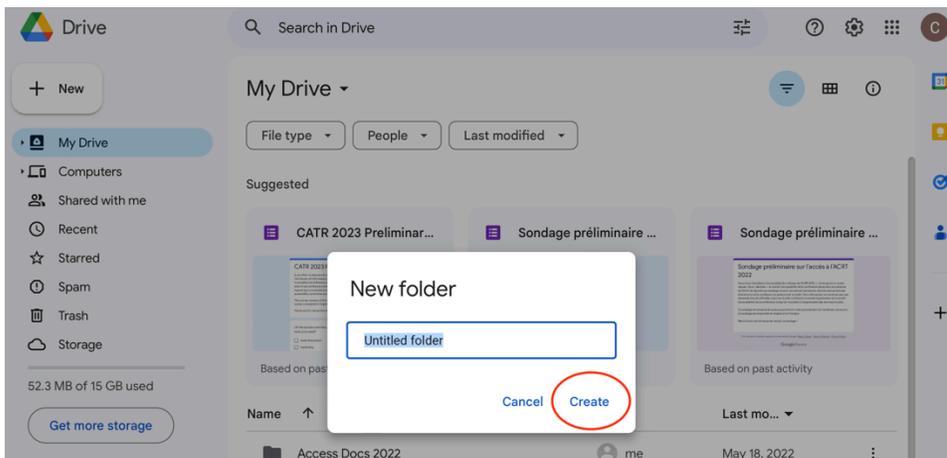
- Once you've opened Google Drive, go to the top-left menu bar, and click the “+ NEW” button.



- This will bring up a drop-down menu that looks like this. Click on “New folder.”



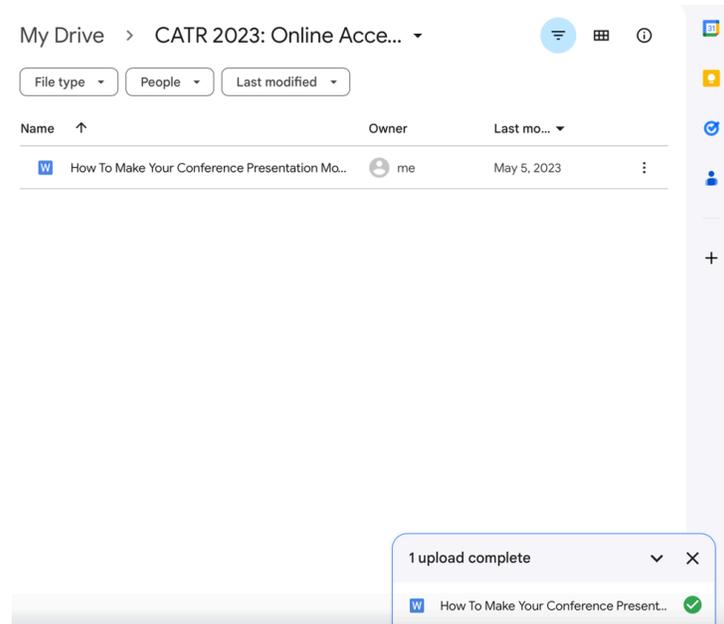
- Title your new folder and click “create.”



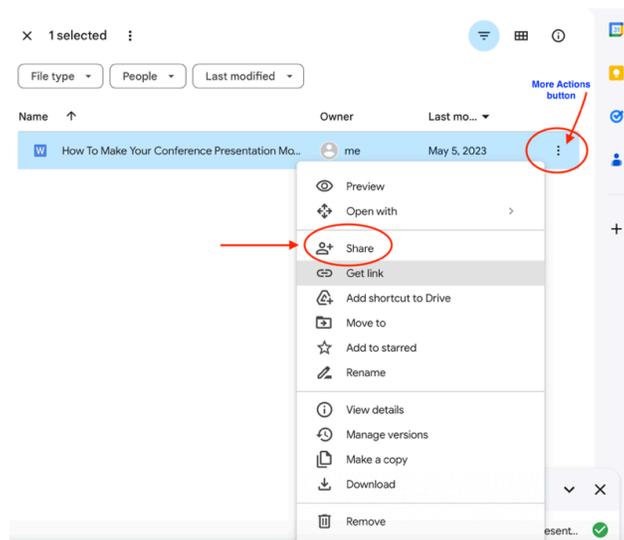
- Your new folder will appear in your list of folders (N.B. Your folders are automatically listed alphabetically). Open your new folder by double-clicking it:

Name	Owner	Last mo...
Access Docs 2022	me	May 18, 2022
CATR 2023: Online Access Paper_JM	me	9:46 AM
CATR_ACT 3_Zoom and Captioning Links	me	Jun 14, 2022

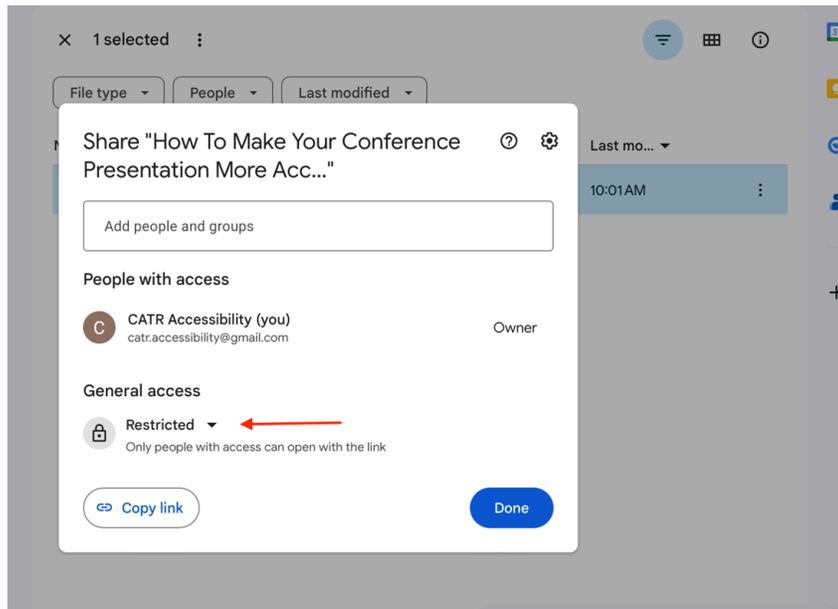
- Drag and drop your access paper from your desktop into your new Google folder. Once your access paper has finished uploading, double-click to open and verify that your access paper is:
  - Using a sans serif font (Arial, Calibri, Helvetica, Tahoma, Verdana)
  - Using font size 14-16
  - And that the spacing + overall layout of your document has remained the same (sometimes when transferring from an outside app or outside software like Word to Google docs, the spacing/layout can shift slightly).



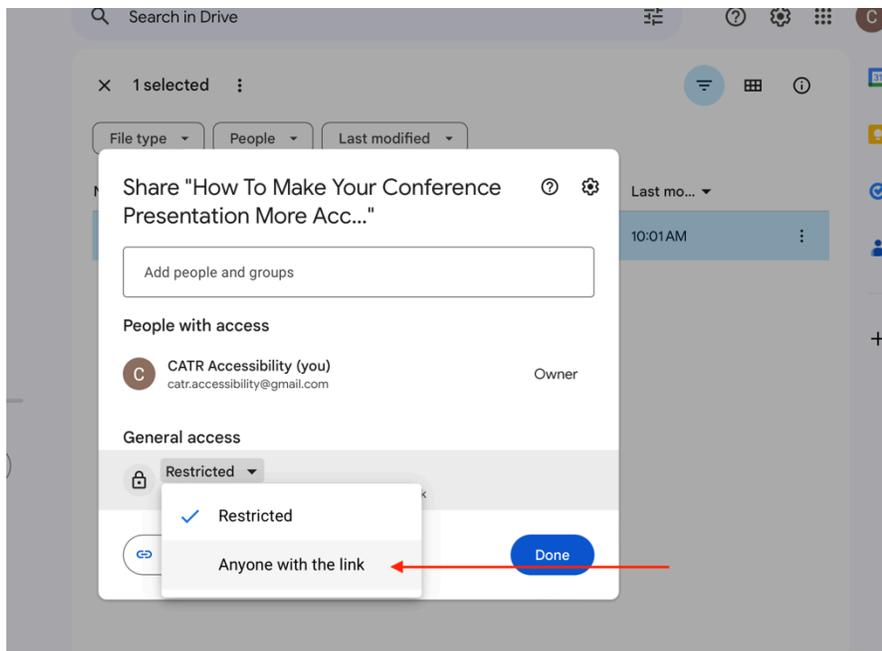
- Once you've verified the layout of your access paper, click on the 3 vertical dots (more actions button) located on the right side of your file. This will bring up a new drop-down menu. Click on "Share."



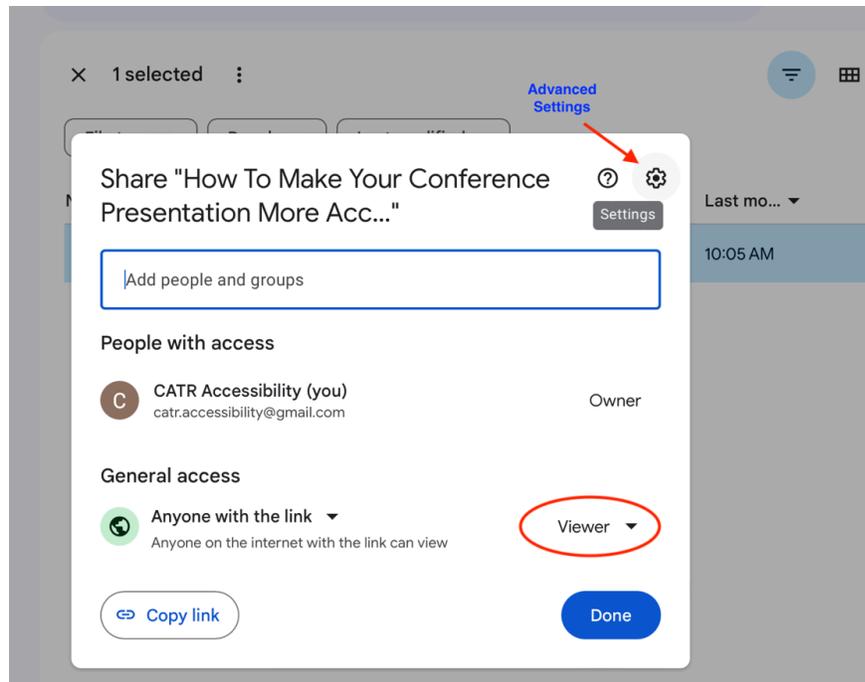
- This will bring up the following menu:



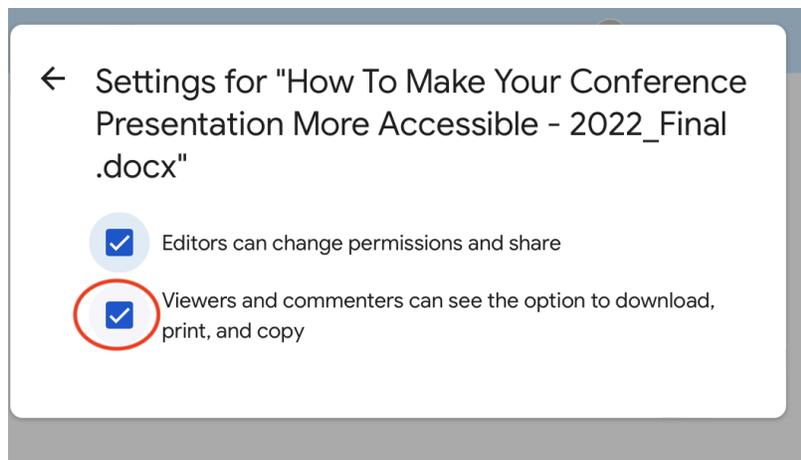
- Under "General access", click on "Restricted", which will bring up the following sharing settings:



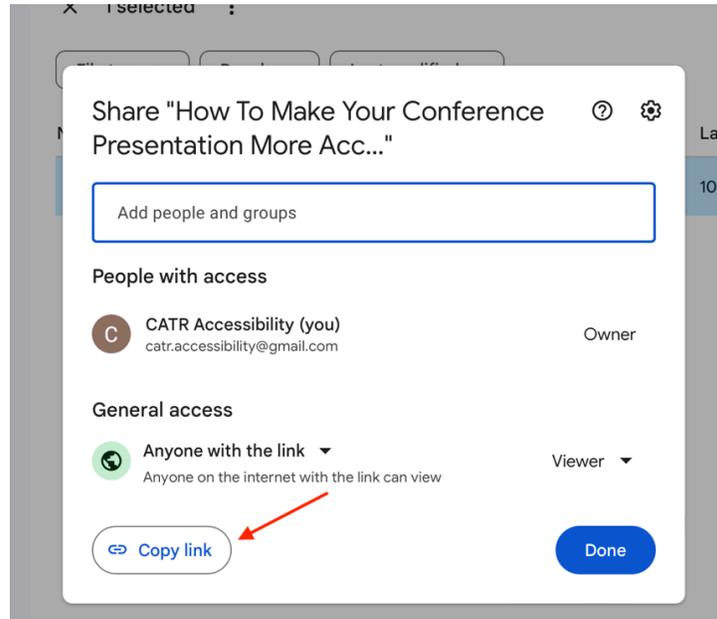
- Click on “Anyone with the link.” This setting enables anyone attending your online session to view your access paper.
- Verify that under “General access”, it says “Viewer.” This setting will prevent others from editing your access document.
- Click on the tool icon (advanced settings button) located in the top right corner of this menu:



- Uncheck “Viewers and commenters can see the option to download, print, and copy.” This will prevent others from copying and downloading your access paper.

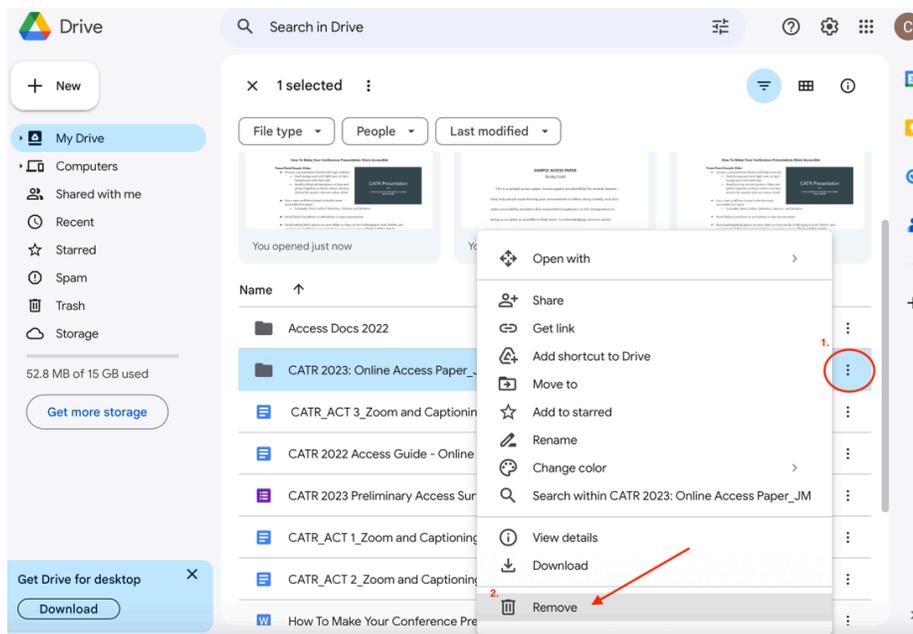


- Return to the sharing settings and click on the “Copy link” button located in the bottom-left corner of the menu.



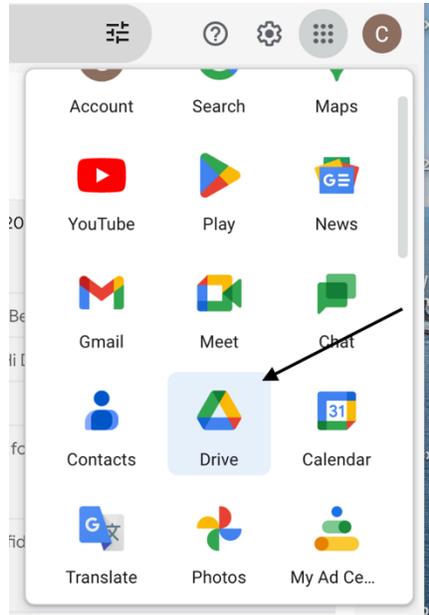
- Finally, paste your access paper link somewhere for safekeeping until your session begins. My recommendation is that you keep it at the top of the document you will be referring to during your presentation, in your slides, and/or the access paper itself.
- At the start of your presentation, copy + paste your online access paper link into the Zoom chat to share with attendees. OR you can also email your link to your session moderator and ask if they can post the link for you at the top of your presentation.

\*\*If you would like to remove your access paper after your session is complete, click on the 3 vertical dots (more actions button) and click “Remove”:

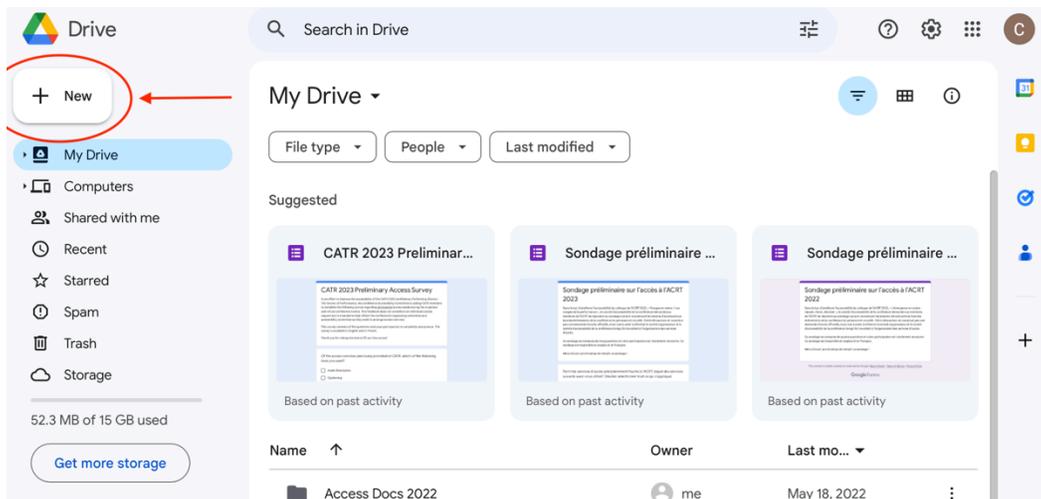


## Option 2: Uploading Access Paper as a Document/File

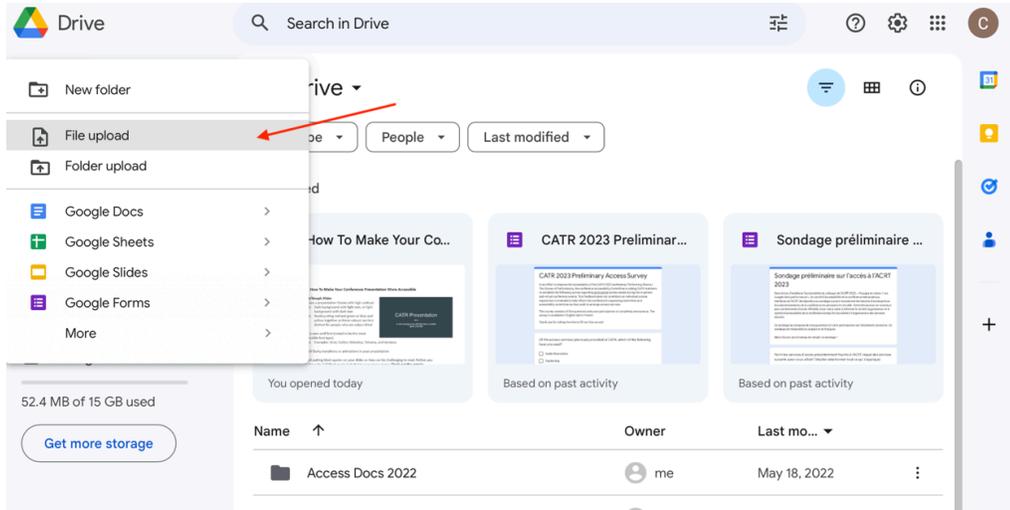
- Start by opening Google Drive in your Google apps:



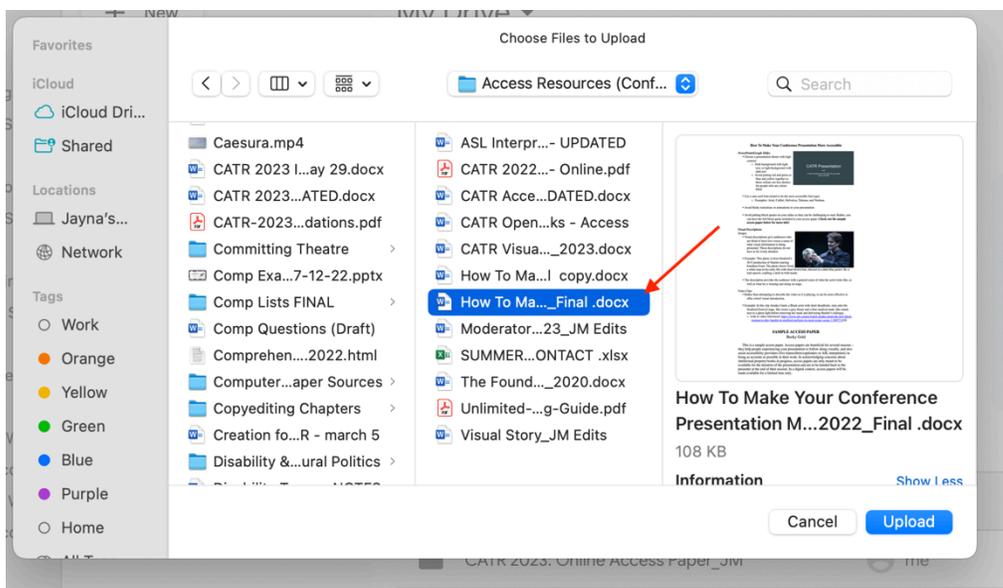
- Once you've opened Google Drive, go to the top-left menu bar, and click the "+ NEW" button.



- This will bring up a drop-down menu that looks like this. Click on "File Upload."

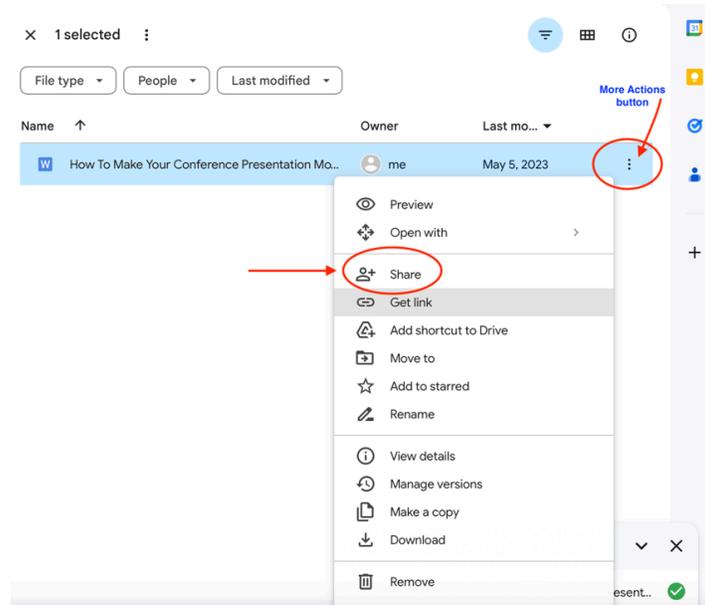


- Select your access paper from the list of documents on your computer and click “Upload.”

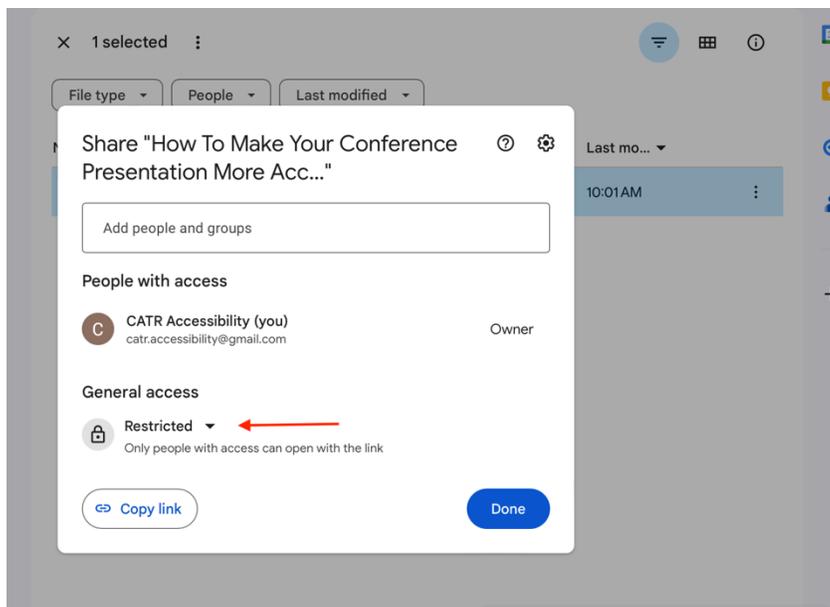


- Once your access paper has finished uploading, double-click to open and verify that your access paper is:
  - Using a sans serif font (Arial, Calibri, Helvetica, Tahoma, Verdana)
  - Using font size 14-16

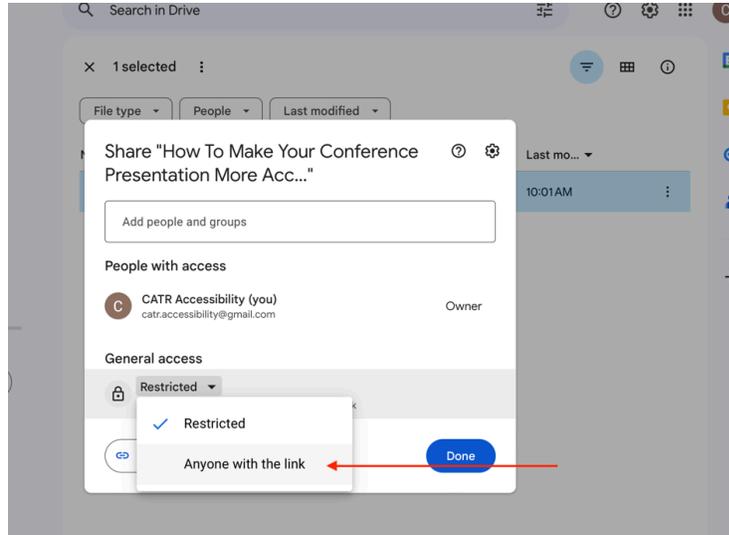
- o And that the spacing + overall layout of your document has remained the same (sometimes when transferring from an outside app or software like Word to Google docs, the spacing/layout can shift slightly).
- Once you've checked your layout, click on the 3 vertical dots (more actions button) located on the right side of your file. This will bring up a new drop-down menu. Click on "Share."



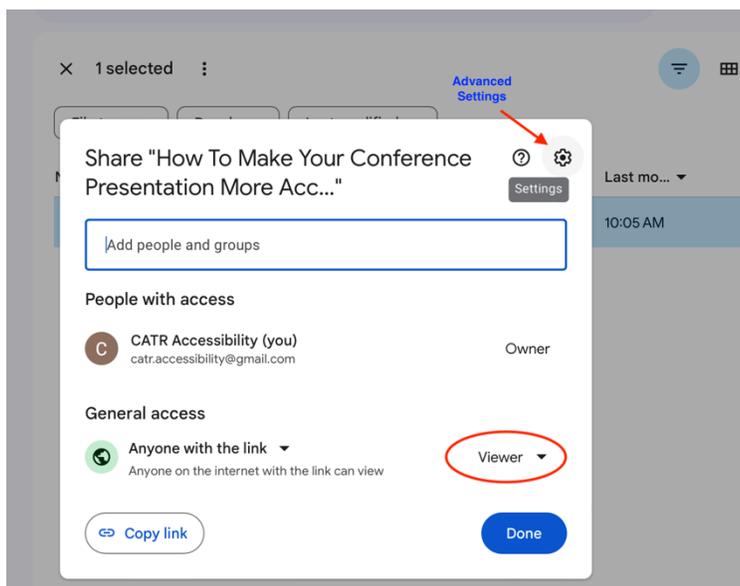
- This will bring up the following menu:



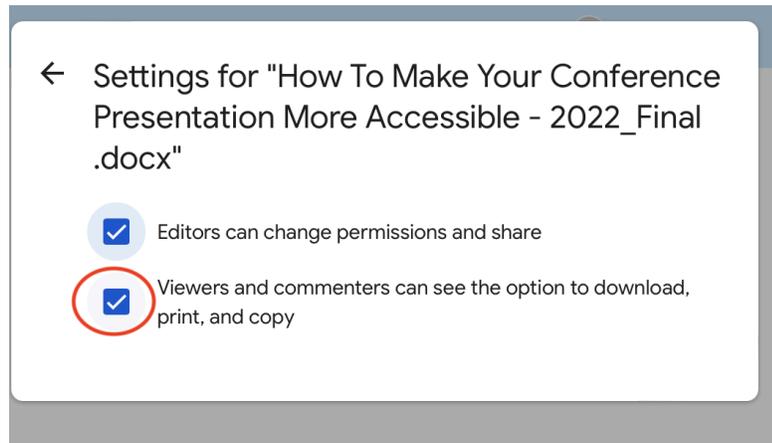
- Under “General access”, click on “Restricted”, which will bring up the following sharing settings:



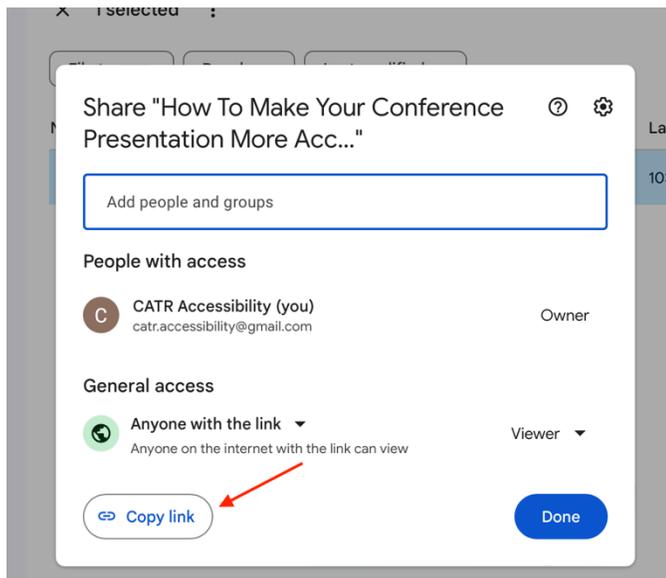
- Click on “Anyone with the link.” This setting enables anyone attending your session to view your access paper.
- Verify that under “General access”, it says “Viewer.” This setting will prevent others from editing your access document.
- Click on the tool icon (advanced settings button) located in the top right corner of this menu:



- Uncheck “Viewers and commenters can see the option to download, print, and copy.” This will prevent others from copying and downloading your access paper.



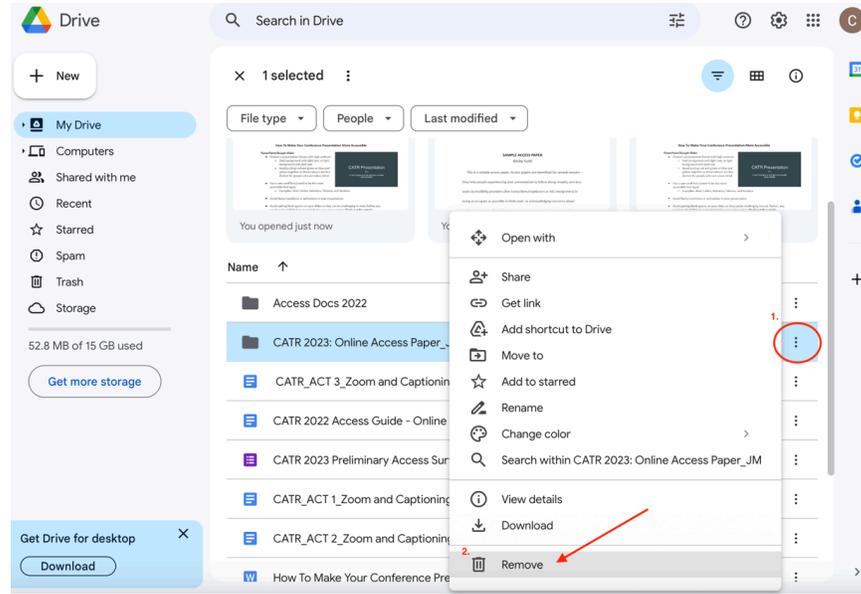
- Return to the sharing settings and click on the “Copy link” button located in the bottom-left corner of the menu.



- Finally, paste your access paper link somewhere for safekeeping until your session begins. My recommendation is that you keep it at the top of the document you will be referring to during your presentation, in your slides, and/or the access paper itself.

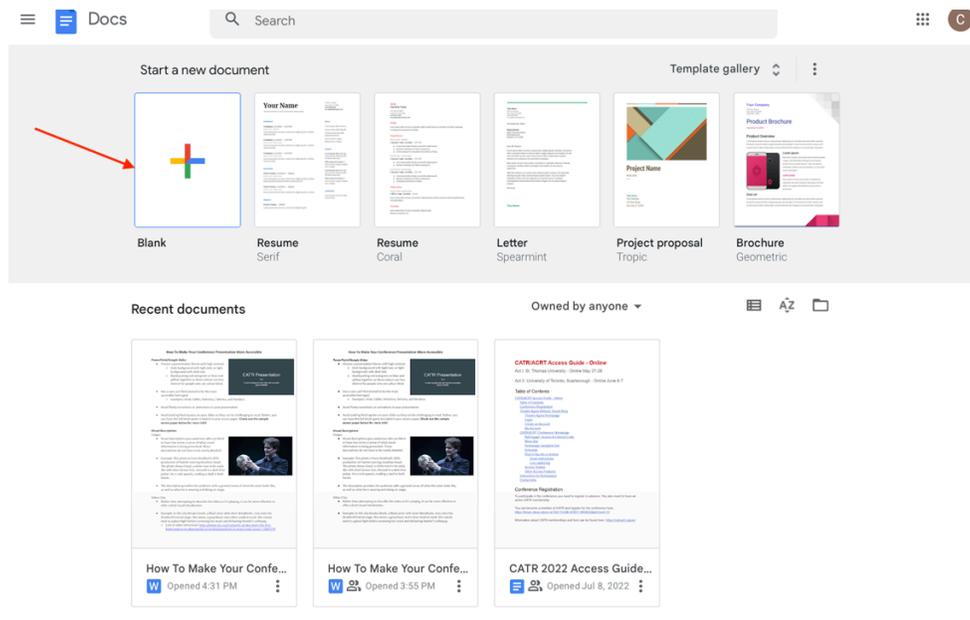
- At the start of your presentation, copy + paste your online access paper link into the Zoom chat to share with attendees. OR you can also email your link to your session moderator and ask if they can post the link for you at the top of your presentation.

**\*\*If you would like to remove your access paper after your session is complete, click on the 3 vertical dots (more actions button) and click “Remove”:**

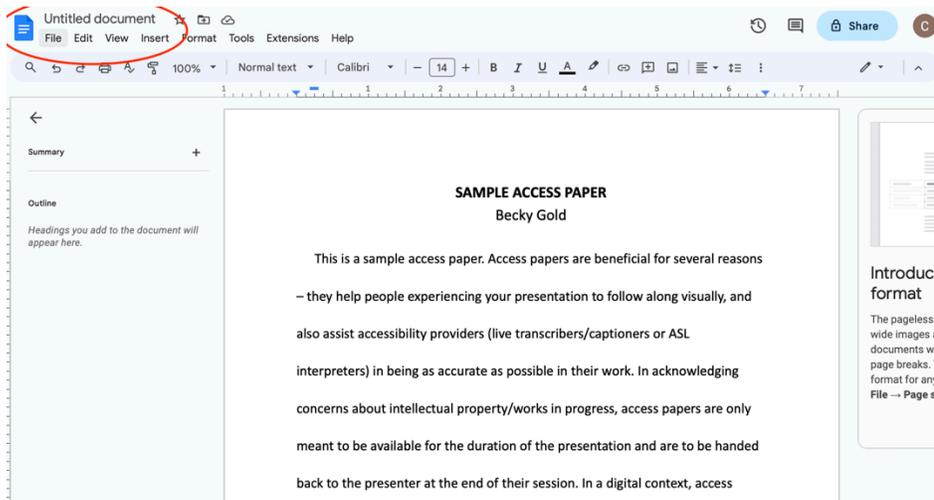


### Option 3: Pasting the text into a Google Doc.

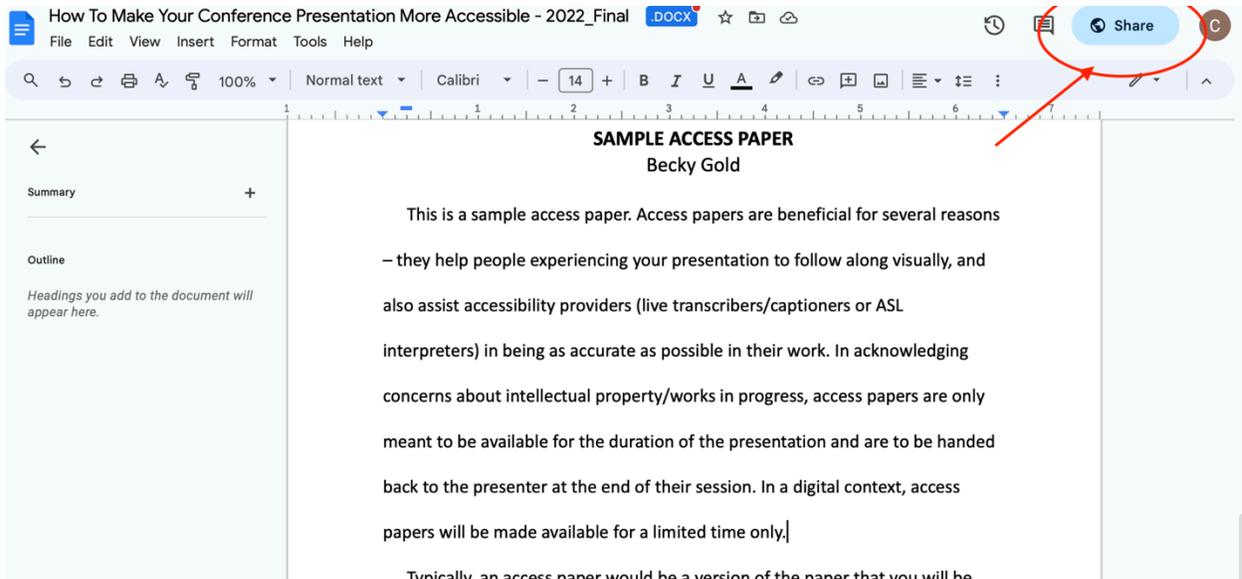
- Select and copy your access paper text. Open Google docs (<https://docs.google.com/document/u/9/>) and under “Start a new document”, double-click “Blank.”



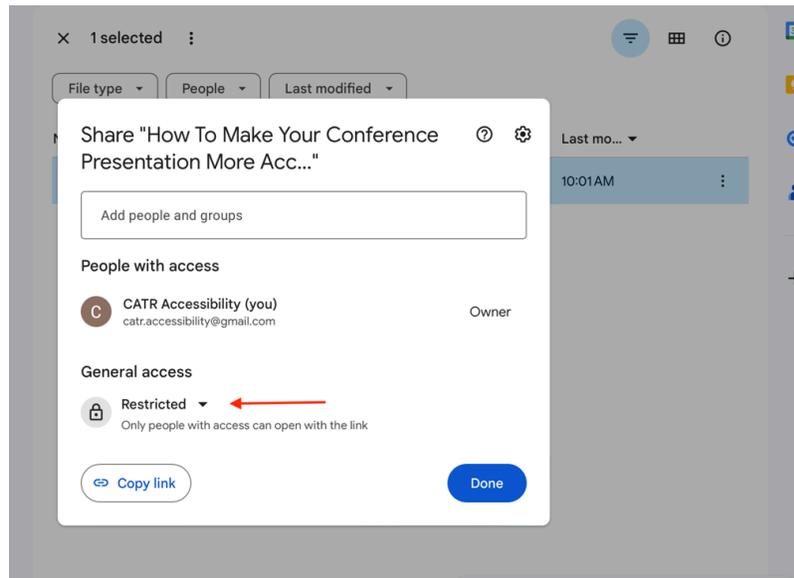
- Paste the text from your access paper into your new blank Google doc.
- Make sure to review your copied access paper and verify that you are:
  - Using a sans serif font (Arial, Calibri, Helvetica, Tahoma, Verdana)
  - Using font size 14-16
  - And that the spacing + overall layout of your document has remained the same (sometimes when transferring text from an outside app or software like Word to Google docs, the spacing/layout can shift slightly).
- Make sure to give your access paper a name:



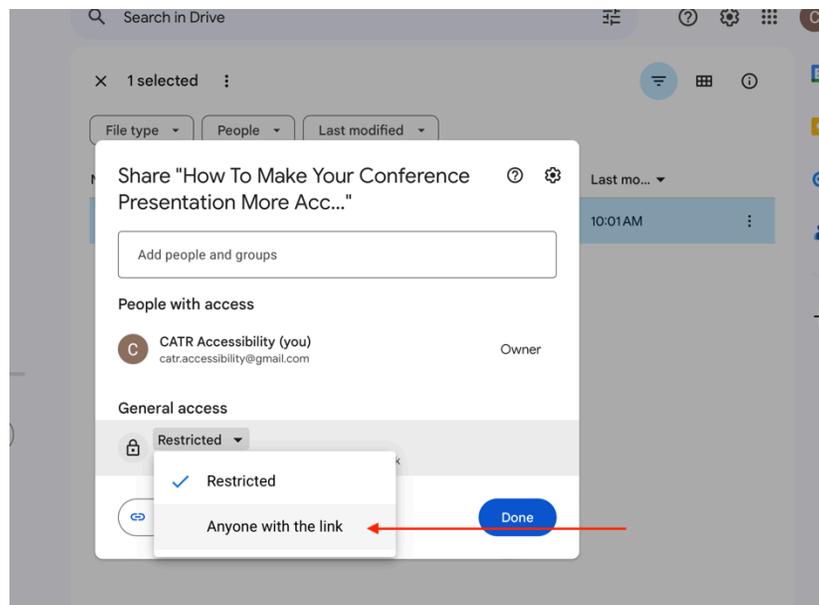
- After naming your access paper, click the “Share” button in the top-right corner:



- This will bring up the following menu:

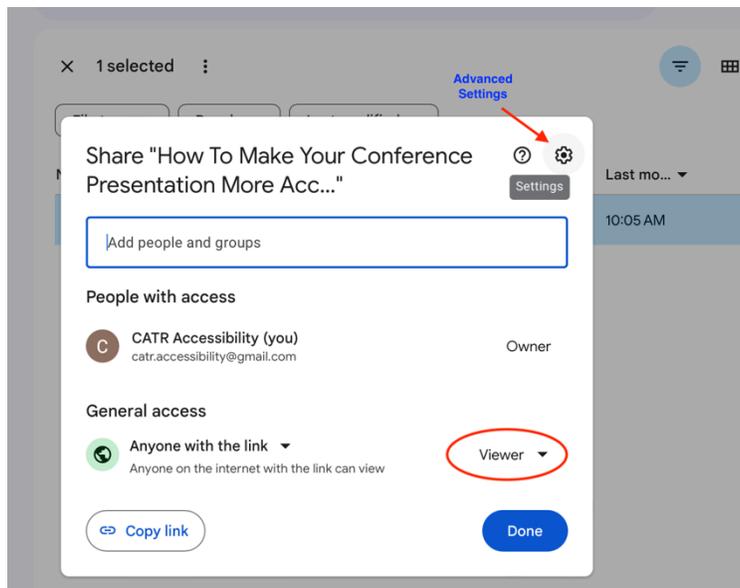


- Under “General access”, click on “Restricted”, which will bring up the following sharing settings:

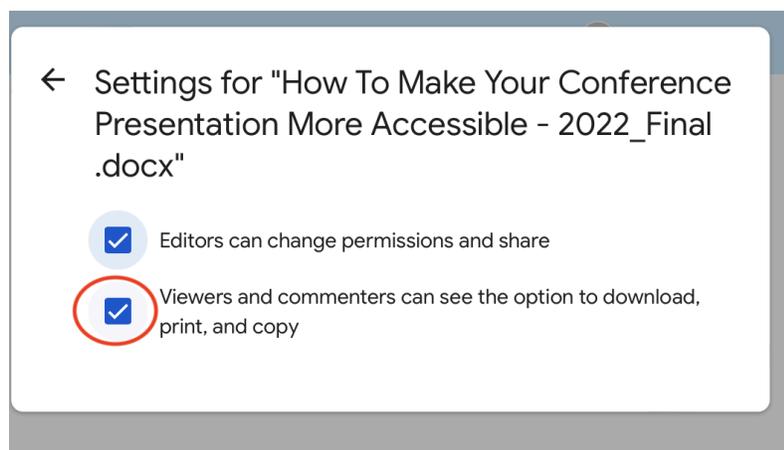


- Click on “Anyone with the link.” This setting enables anyone attending your online session to view your access paper.

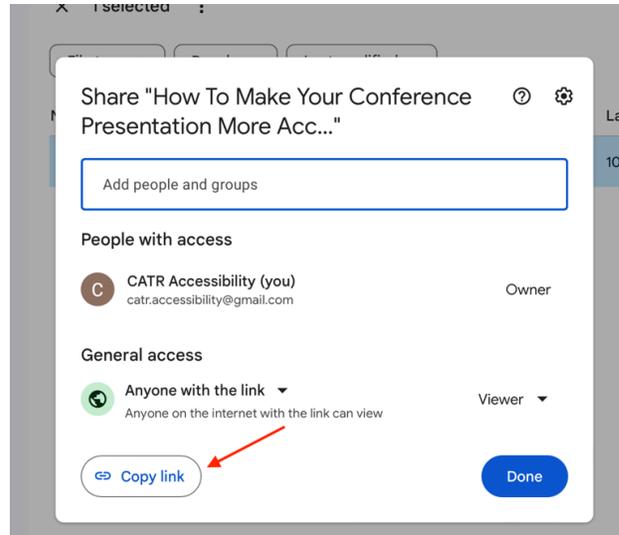
- Verify that under “General access”, it says “Viewer.” This setting will prevent others from editing your access document.
- Click on the tool icon (advanced settings button) located in the top right corner of this menu:



- Uncheck “Viewers and commenters can see the option to download, print, and copy.” This will prevent others from downloading and copying your access paper.

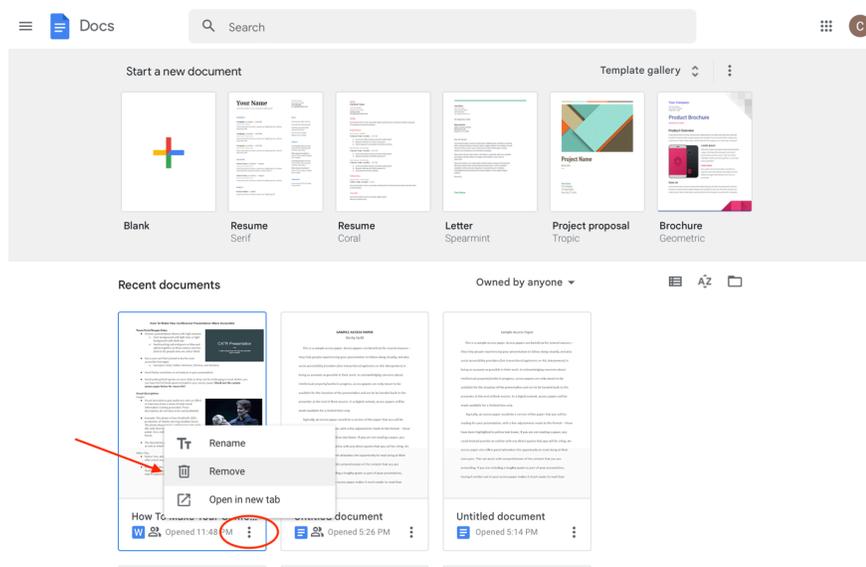


- Return to the sharing settings and click on the “Copy link” button located in the bottom-left corner of the menu:



- Finally, paste your link somewhere for safekeeping until your session begins. A recommendation is to paste the link at the top of your copy of your paper, in your slides, or at the top of your Access Paper.
- At the start of your presentation, copy + paste your online access paper link into the Zoom chat to share with attendees. OR you can also email your link to your session moderator and ask if they can post the link for you at the top of your presentation.

**\*\*If you would like to remove your access paper after your session is complete, click on the 3 vertical dots (more actions button) and click “Remove”:**



## Sharing Your Access Paper

### Online Presentations:

At the start of your presentation, copy + paste your online access paper link into the Zoom chat to share with attendees. OR you can also email your link to your session moderator and ask if they can post the link for you at the top of your presentation.

- Alternatively, you can provide a QR Code on your first slide, if you are using slides. Please refer to the instructions for how to create a QR code for your Access Paper on google drive.

### In-Person Presentations:

Sharing your Access Paper at the beginning of your in-person presentation is both simple and possible.

There are a couple of ways you can share your access paper with attendees:

- You can print your Access Paper and bring a few hard copies. The Atlas Hotel in Regina offers free printing for guests at the Business Centre or print them at home and bring them with you.
  - If you do print hard copies, it is recommended that you include at least one copy in large print (16pt)

**NB:** A concern with physical Access Paper copies is that attendees will forget to return it. To avoid this, ask for your copies back after the end of your presentation, and include your name and "ACCESS PAPER: RETURN AFTER PRESENTATION".

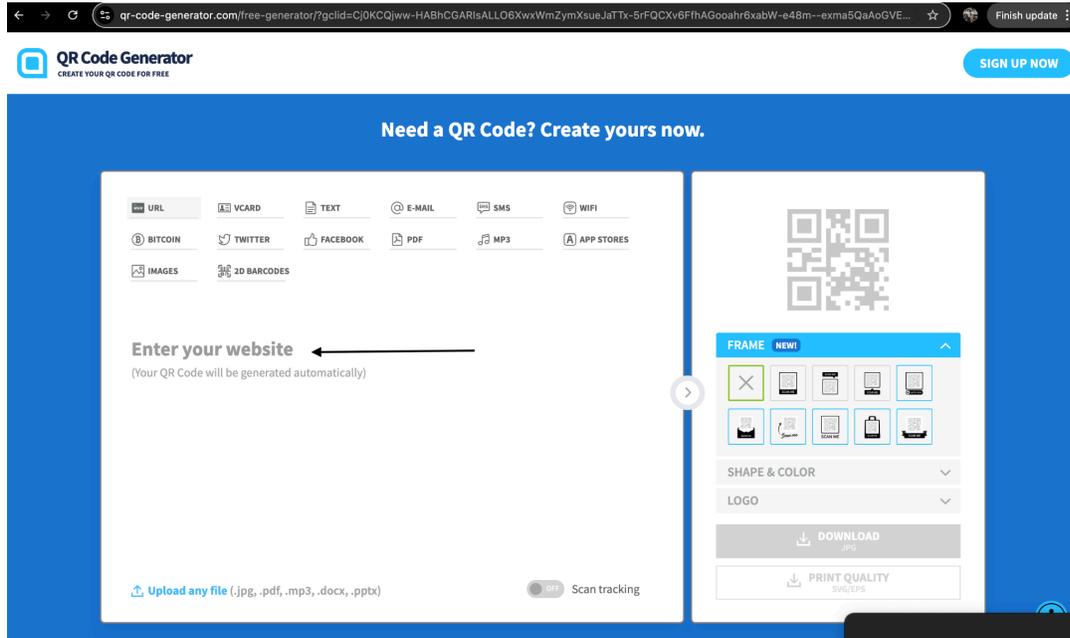
- If you would like to share a copy online during your in-person presentation, another option is to provide your Access Paper using a QR code that can be scanned at the beginning of your presentation.
  - Using one of the three options and instructions above, you can add the link

### How to make a QR Code for Your Conference Presentation Access Paper

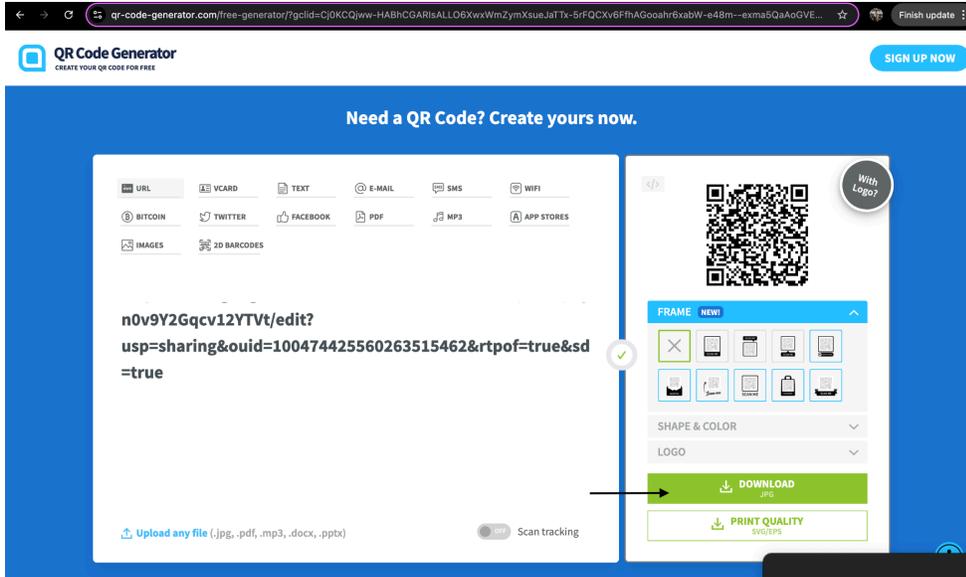
Creating a QR code is free and you can create one without having to sign-up or subscribe.

**\*\*Please note:** After a while, the link in your QR Code. Be sure to check that it is working prior to your presentation.

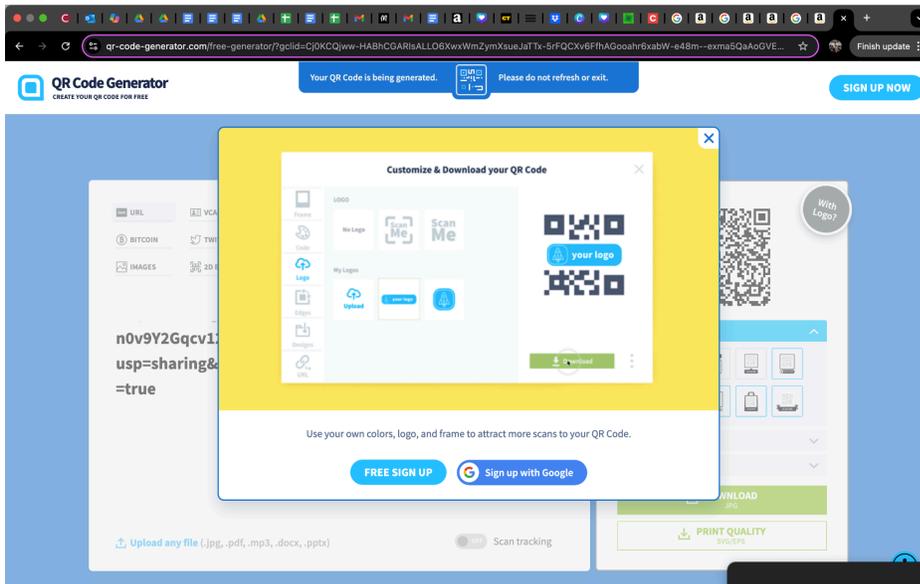
**Step 1:** Go to the [QR Code Generator Website](#). After clicking the link, you will land on the page below.



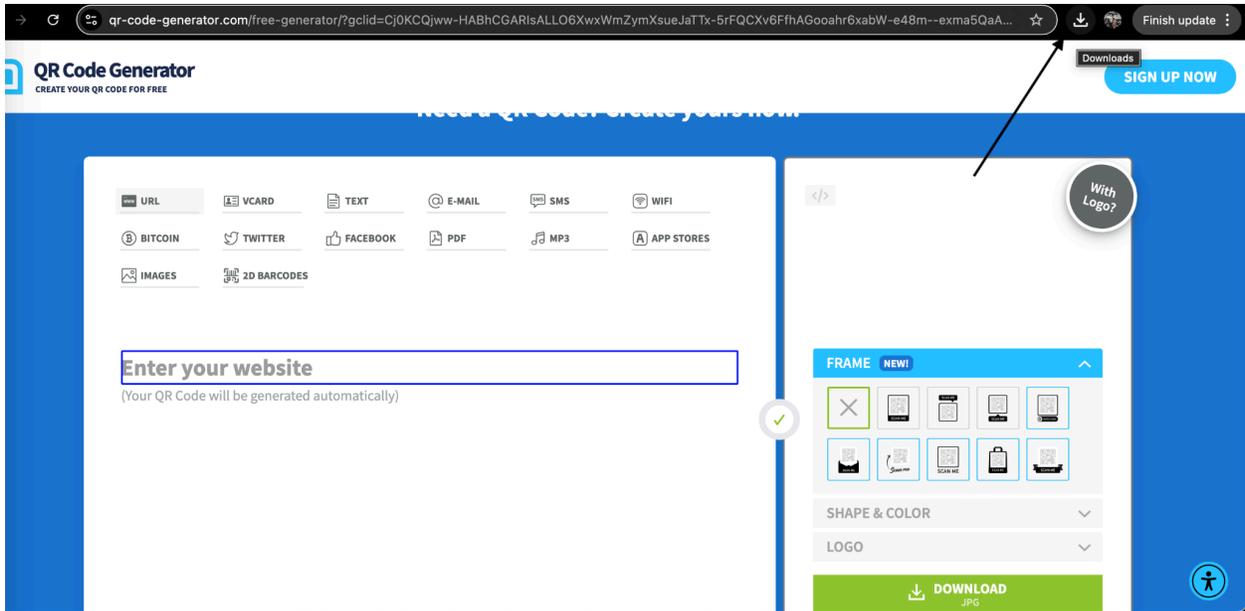
**Step 2:** You will want to paste the link to your Access Paper into the box. After you have pasted the link into the box, click the green “download button”.



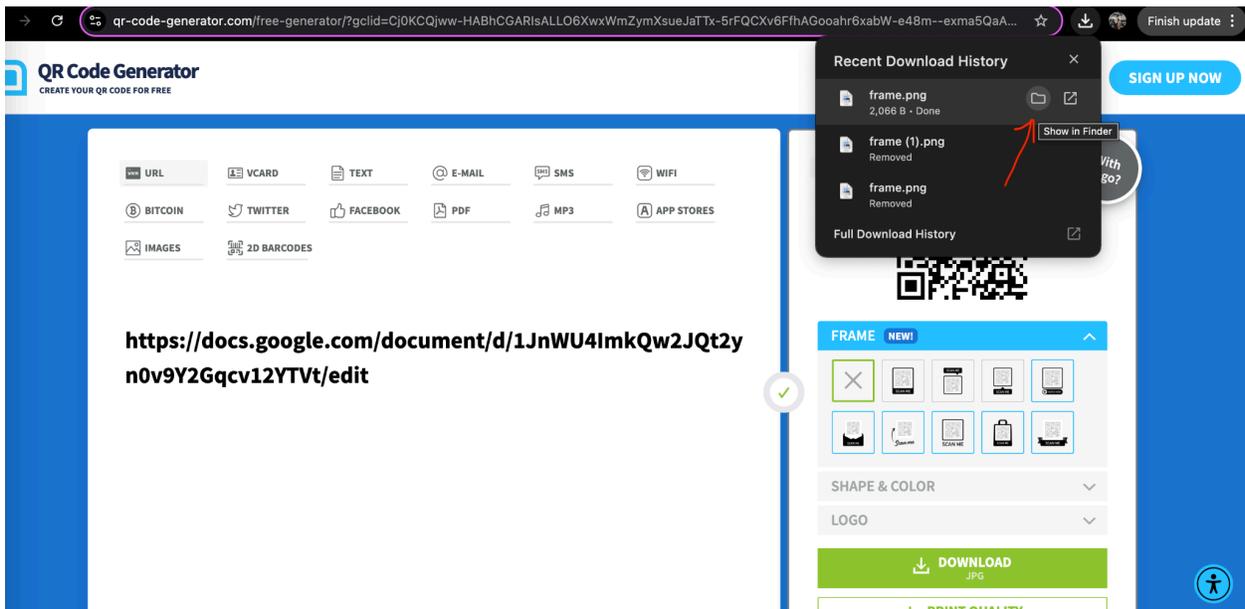
**NB:** A page will pop-up asking you to sign-up or sign-in to add your logo to the QR code. You can just exit and ignore this message.



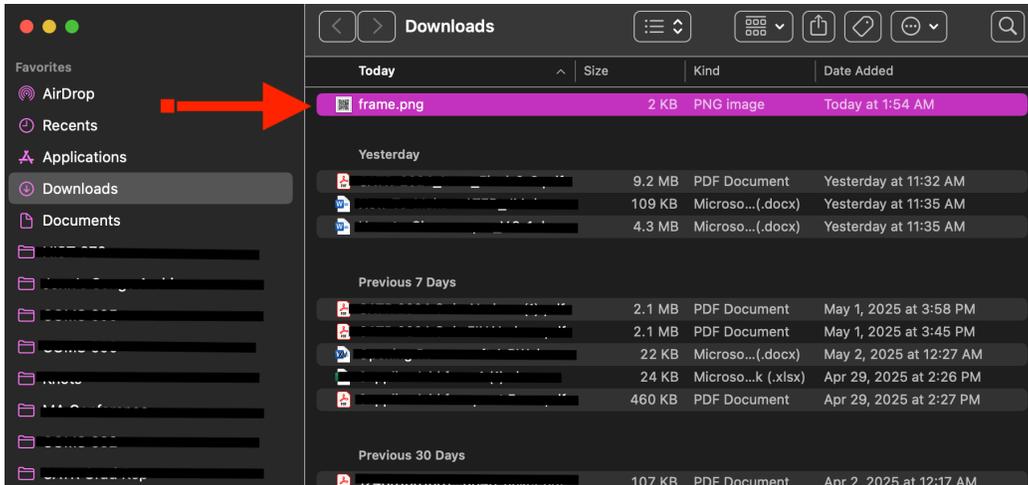
**Step 3:** To locate the QR code on your computer, click the download button on your browser. This will bring up your most recent downloads.



- After clicking the download symbol, a menu with your most recent downloads will pop-up. Click the folder button and your QR code will end up in your files.



- Your QR Code will be an image and be visible in your files as an image (.png file). It will be a generic file name - you will want to change and label it to easily find it.



**Step 4:** Now that you have your QR Code for your Access Paper, you can add it to your Powerpoint. To add it, drag and drop the image onto you wish to add it to. It is best to have black background for easier scanning.



Congratulations! You are now ready to share your Access Paper during your online or in-person conference presentation!

If you have any questions or need assistance, please email Jenn Boulay (Accessibility Chair) at: [catr.accessibility@gmail.com](mailto:catr.accessibility@gmail.com)