**Guidance for Accessible Screen Sharing During Online Presentations and Meetings**

1. Check in with attendees to see if they can see your screen clearly.
2. Zoom in/enlarge content as much as possible using Ctrl and plus symbol (+) to zoom in when using a browser. Alternatively, use Ctrl+mouse wheel.
3. Learn how to use the Magnifier app/glass.

**On Windows PC**, Press the **Windows** key on keyboard, select **Settings** (above Power button), select **Ease of Access** and select **Magnifier**. In the window displayed you will see the keyboard shortcuts for turning on and off the Magnifier and also options to customise the magnifier. Useful shortcut to remember:

* Windows + Plus (+) will turn on Magnifier.
* Windows + Esc will turn off Magnifier.

**On Macintosh** click the **Apple** icon, select **System Preferences**, click the **Accessibility** icon and select **Zoom.** Click the checkbox to activate the keyboard shortcuts and note the list of possible shortcuts and their keystrokes. Amend any further settings as required. Useful shortcut to remember is:

* Alt+Command+8 to switch on and off the magnifier)

1. Adjust the screen resolution via operating system's display settings or increase the scale. This is useful when you are sharing an application and wish to focus on details such as ribbon commands or menus for most of the session.

**On Windows PC**, right click the desktop, select **Display Settings**, select **Display**, scroll down a little through list of options. You will see that you can increase the scale and/or change the resolution.

**On Macintosh**, Click the **Apple** icon, select **System Preferences**, select **Display**. Select ‘**Scaled**’ then select the size required.

1. Where possible, provide a link for people to look at the content themselves rather than your screen share of it.
2. Describe what participants should be seeing on the screen and draw their attention to any areas they should be focusing on. Describe images.
3. As you advance through slides in a slide desk read the title of the slide first.
4. Make use of any tools provided to highlight key areas. For example, Zoom offers a **laser pointer**. PowerPoint offers annotation tools, e.g. when in Slide Show view, use the Ctrl+P keyboard shortcut key to switch on/off the pen.
5. Change the size and shape of the window you are sharing, e.g. into 3:4 orientation. The closer the dimension and aspect of the window you are sharing is to the available space in the meeting window the more of the space will be used and the better the visibility of your content.
6. **Focus** and **Full Screen** options in Teams located via the **… Options** button on Meeting Control bar. The Focus command only works for participants when the presenter is sharing content. It hides away all the video thumbnails which are usually displayed along the bottom, thereby zooming in a little on the shared content. (Tell participants about these features so they can use them if necessary).
7. If you only have one monitor and need to see your notes, use another device if possible (phone, tablet etc.)
8. Use a headset or a good quality microphone.
9. Practise! Ideally try doing this on a small screen such as a laptop one or reduce the window size so you can see what the ‘worst case’ experience would be like.