

**Center for Faculty Development and Support**

**Creating Accessible PowerPoint  
Documents**

***With***

***Microsoft Office PowerPoint 2007***

***for Windows***

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# Creating Accessible PowerPoint Documents

## Overview

This tutorial is written for Microsoft Office PowerPoint 2007 for Windows. Microsoft PowerPoint is an application for creating slide presentations. Presentations created with PowerPoint may contain text, graphics, audio, video, or other dynamic features. Due to the visual nature of PowerPoint documents, it is important to carefully plan the organization, layouts, text and visual content of your slide presentation to ensure your document is accessible.

## Learning Objectives

Upon completion of this tutorial, you should be able to:

1. Define what makes a PowerPoint document accessible
2. Create a structure for PowerPoint presentation by using Slide Layouts and Outline pane
3. Add descriptive alternative text or caption to explain graphics, images, charts, or any non-text information
4. Use Notes pane to explain complex images, tables, charts, audio or visual files
5. Include meaningful name, hyperlink, and url for websites
6. Create chart or table within PowerPoint or include source file
7. Print in various formats
8. Convert PowerPoint to a PDF document
9. Locate resources to convert PowerPoint to other accessible format

## Prerequisites

Individuals using this tutorial should have basic computer skills and the ability to work in the Windows operating system.

## What is Accessibility?

Accessibility in terms of electronic documents here refers to facilitating the use of technology for people with disabilities. Providing equivalent access to online electronic documents for all faculty, staff and students across the CSU system is articulated in [Executive Order 926](http://www.calstate.edu/eo/EO-926.html) at <http://www.calstate.edu/eo/EO-926.html>. This Executive Order formalizes and documents all CSU's responsibilities to comply with the requirements of Section 508 of the federal Rehabilitation Act. To learn more about accessibility requirements for the CSU, visit [About the Accessible Technology Initiative](http://www.calstate.edu/accessibility/) website at <http://www.calstate.edu/accessibility/>.

The focus of this tutorial is to create documents that are accessible to individuals with a visual impairment and to those who require the use of an assistive technology such as, a text reader, to navigate and read documents. Deaf and hard-of-hearing students benefit from captioned audio and video in a presentation. Students with physical disabilities,

learning disabilities, and English language learners may also benefit from the formatting features of an accessible document.

### **What Makes a PowerPoint Document Accessible?**

Accessible PowerPoint presentations are readable by all students regardless of apparent disability. Specific accessibility remediation for assistive technology allows text reader software, used by people with visual impairments, to read documents on the screen with the read out loud feature. Captioned audio accompanying the PowerPoint allows deaf or hard-of-hearing people to understand the presentation. Accessible PowerPoint documents include the following considerations:

#### **Logistics**

- Presentations are prepared ahead of time and rehearsed
- Have an electronic copy posted on a course website

#### **Text**

- Ensure all texts to be read are displayed on Outline pane
- Add alternative text or caption to describe all images or graphics
- Use Notes pane to explain complex images, tables, charts, and audio or visual files
- Include meaningful name, hyperlink, and url for websites
- Use font size larger than 30 points
- Contain less than seven points per slide
- Avoid flashing or blinking text, objects, or other elements
- Provide a non-animated version of presentation if animation is used

#### **Layout**

- Use slide layouts to format and organize content
- Create tables, charts and graphs within PowerPoint. Or, link to source document
- Use good color contrast. Some users cannot perceive certain colors such as, green and red.
- Use a style such as, bold or capitalization to emphasize text in a document instead of relying on color

## Overview of a PowerPoint Normal Default View

The major elements of a normal default view include:

1. Slide and Outline area on the left
2. Content stage area in the center and right
3. Notes pane area below the content stage area
4. View button below Notes pane for Normal, Slide Sorter, or Slide Show view

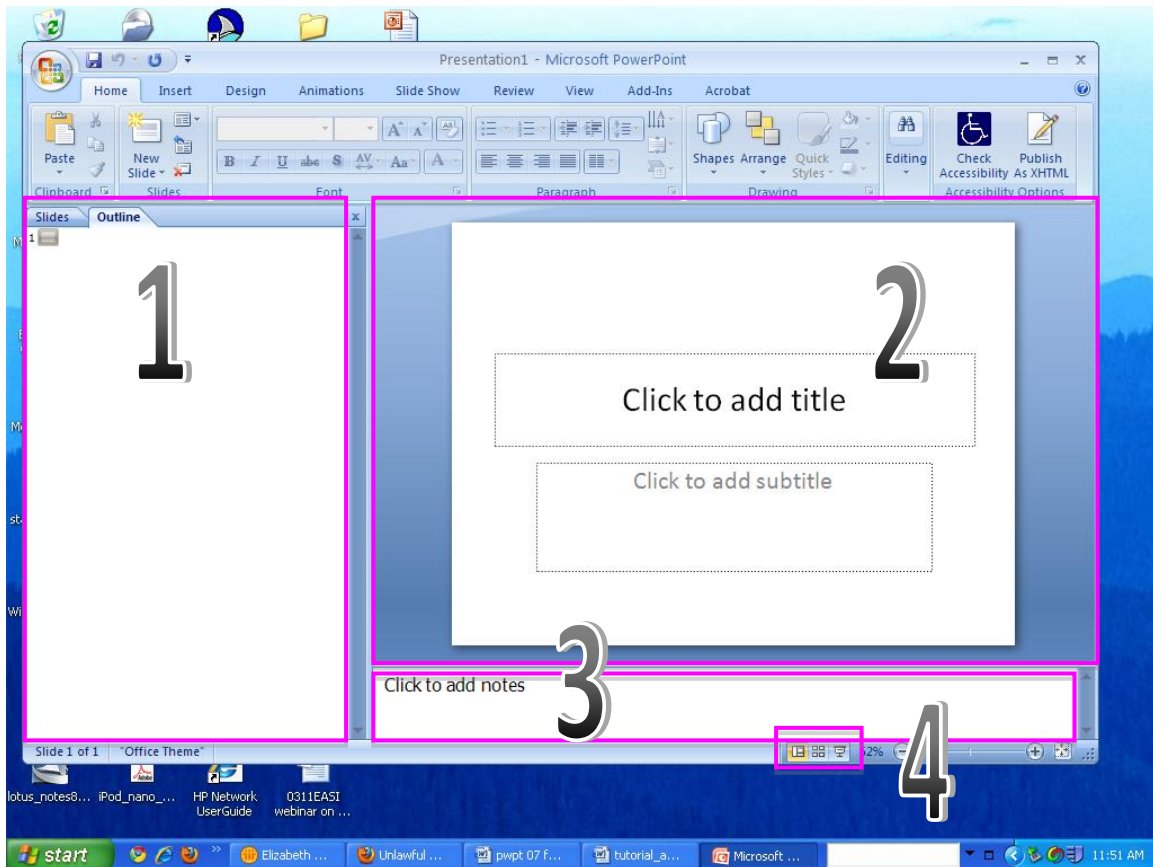


Figure 1. A PowerPoint normal default view

### The Outline Pane

Click the **Outline tab** in the Slide and Outline area to display the outline pane. Only text displayed on the outline pane will be read by a text-to-speech reader. Ensure each slide has a slide title. The slide title serves as the structure in navigating and understanding the logical flow of the slide presentation.

## Slide Layouts

To create a slide presentation, select a layout from the nine built-in PowerPoint slide layouts. These built-in slide layouts will standardize formatting and ensure the content is properly added to the outline pane. Slide layouts help define the sequence of titles, subtitles, content texts, and objects in the entire slide presentation. Avoid using the blank slide layout as it does not contain any placeholder for texts, hence will not be read by text-to-speech reader.

Follow the steps below to select your desirable slide layout:

1. On the **Home** tab, in the **Slides** group, click the down arrow on the lower right corner of the **New Slide** icon and nine built-in slide layouts of the **Office Theme** will appear.

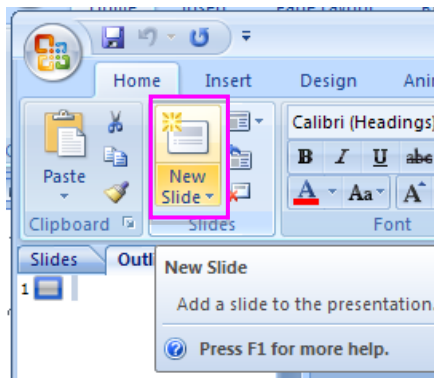


Figure 2. New Slide icon with a down arrow on the lower right corner highlighted in Slides group on the Home tab

2. From the **Office Theme** of nine built-in slide layouts, select title slide or an appropriate layout to start building your slide presentation.

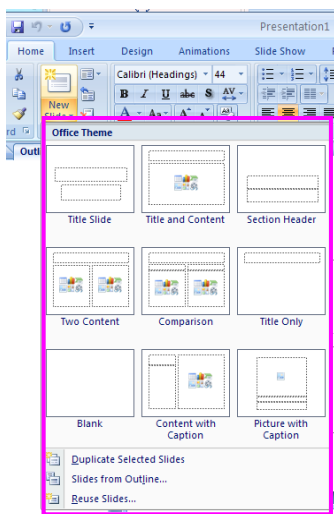


Figure 3. Office Theme drop down box with nine built-in slide layouts highlighted

## Caption or Alternative Texts for Images or Graphics

Text-to-speech software reads texts only and will skip any graphics, images, clip art, charts, objects, etc. Add alternative textual descriptions or caption to explain your visual images so that the text-to-speech reader will convey the content information of your visual images. Caption is visible text usually added below or next to an image. Alternative text (alt text) is invisible text but will be read by the text-to-speech reader to explain the image.

### Single Image

Follow steps below to add alternative texts for a single image.

1. Right-click the image, picture, chart of the graphic, or any non-text object, then click **Size and Position**.

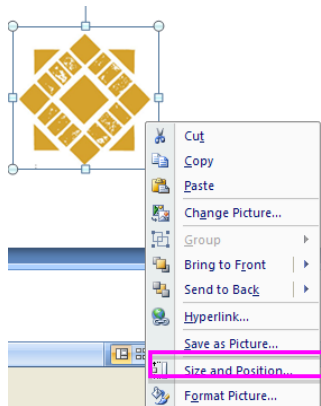


Figure 4. A pop-up box with Size and Position highlighted

2. In the **Size and Position** window, click the **Alt Text** tab and enter your descriptive text in the **Alternative text** box.

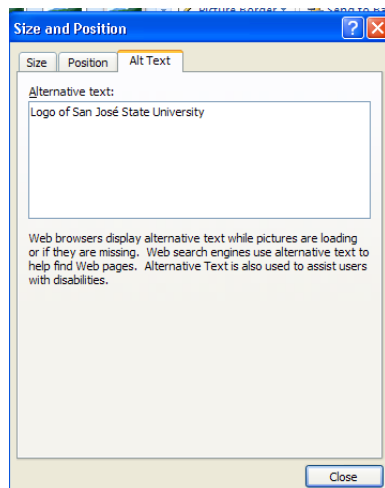


Figure 5. Size and Position window with descriptive texts in the Alternative text box

## Grouped Images

Sometimes you may include several images to illustrate one key point. If so, consider grouping the images together as one big image and enter descriptive texts for all images at one time. Follow steps below to group images:

3. Hold down **Shift** key and **click** on each images



Figure 6. Screen shot of 5 images selected

4. Right click the grouped image and select **Group** under **Group** in the pop-up box.



Figure 7. A pop-up box with Group selected under Group feature

5. Repeat steps 1 and 2 to enter alternative text for this grouped image.

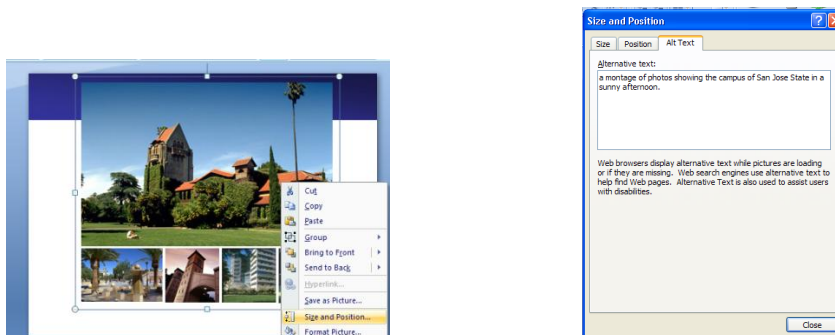


Figure 8. Two screen shots with Size and Position highlighted on the left and on the right is the Size and Position window with descriptive texts entered inside the Alternative text box

## Website Hyperlinks

When websites are referenced in a PowerPoint document, ensure a meaningful name for the website, hyperlink, and url are included. Screen reading software is able to process and display all hyperlinks into an index list and read them out loud to the users. To provide and hyperlink the name of the website will enhance the readability so that a list of web sites rather than a list of long url or non-descriptive words such as, “Click here” will be read. Follow steps below to insert hyperlinks.

1. Select the name of the website such as, **San Jose State University**
2. Right click the highlighted texts and select **Hyperlink...** in the pop-up box.

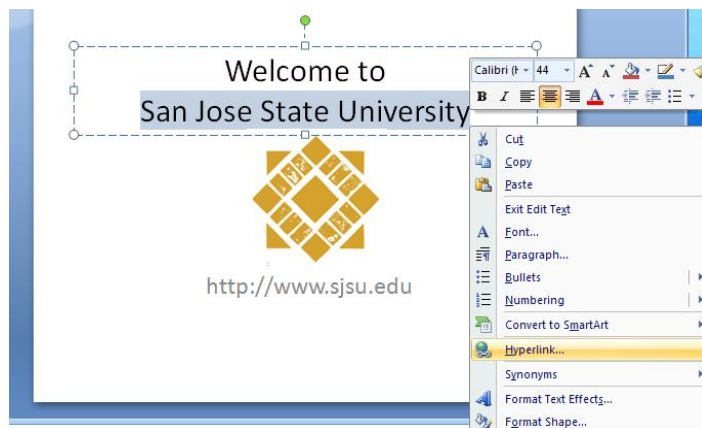


Figure 9. A pop-up box with Hyperlink... selected

3. Enter the url in **Address** box at the bottom of the **Insert Hyperlink** window and click OK.

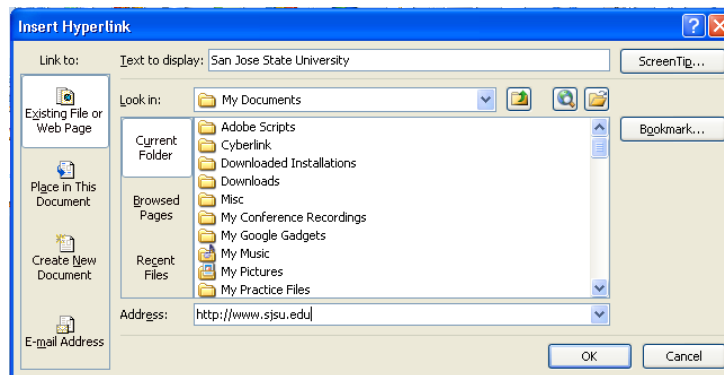


Figure 10. Insert Hyperlink window with url entered in the Address box

## Using Notes Pane

If the image is a complex table or chart, use Notes pane to add long descriptions. It may also be used for speaker notes or for captions of audio or video files that are added to the slide presentation. Notes pane is located below the slide content stage area.

### Entering Text in Notes Pane

**Click to add notes** in the Notes pane. If you need more space to enter your text, move your cursor between the Notes Pane and slide content stage area until your cursor turns into an icon with an up and down arrow. Click and drag this icon upward to resize your Notes pane.

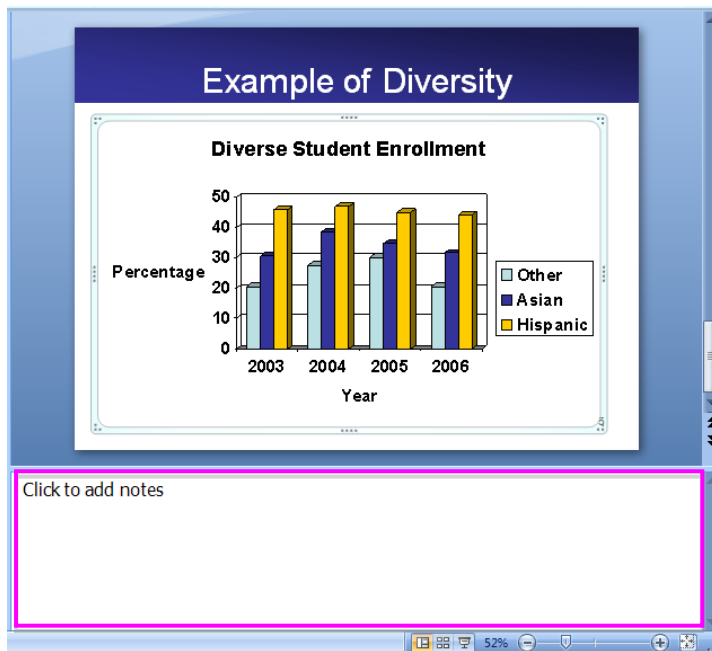


Figure 11. A complex chart slide with Notes pane highlighted

Text in the Notes pane will not be read by a text reader. Attach the notes page of those pertinent slides as a separate document to your PowerPoint slide presentation. Follow steps in the next section to save your notes as a separate document.

## Saving Notes as a Separate Document

1. Select **Publish** from **Office** button drop down menu.
2. Select **Create Handouts in Microsoft Office Word** in the pop-up box.

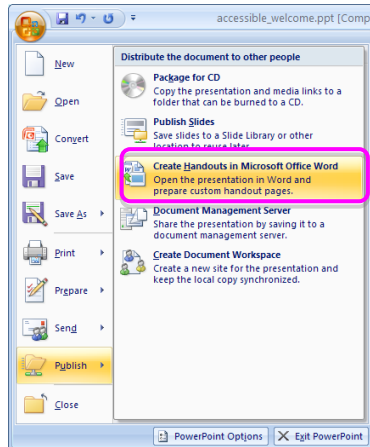


Figure 12. Office button drop down menu with Create Handouts in Microsoft Office Word highlighted

3. In the **Send to Microsoft Office Word** window select your desirable page layout in Microsoft Office Word by clicking the appropriate radio button such as **Notes next to slides**.

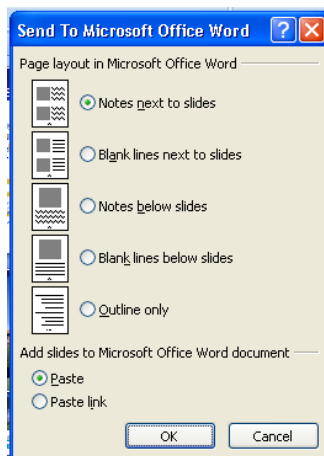


Figure 13. Send to Microsoft Office Word window with Notes next to slides radio button selected


4. Click **OK** to save your Notes as a separate Word file. Attach this separate Notes document to your slide presentation.

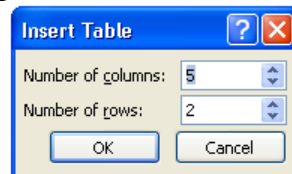
## Tables or Charts

Tables and charts are useful for displaying data in an organized manner. Relationships between data can be easily and clearly shown in a visual format by referring to the column and row headings or X and Y coordinates. Simple tables are read by screen readers when column and row headers are clearly defined. However, a screen reader cannot associate cells with the row and column headers. Including the header row in a table will clarify the tabular data for all students as well as for the visually impaired. If the table spans multiple pages, ensure the header row is repeated on each slide.

There are two methods to create tables or charts in PowerPoint: a) Create tables and charts within PowerPoint. They can be read more easily by a text reader than those imported from Word or Excel. b) Import the data from Word or Excel and attach the source document.

### Insert a Table

1. Click on the **Table icon**  on an appropriate slide layout.
2. Determine the appropriate column(s) and row(s) from the **Insert Table** window



and click **OK**.

Figure 14. Insert Table window

Or,

3. Open the source document and copy original table data from Word document.
4. Under the **Insert** menu select **Table...** An **Insert Table** window will display.

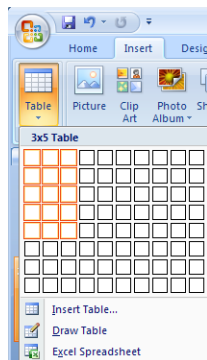



Figure 15. Insert menu with Table selected

5. Determine the appropriate column(s) and row(s) from the **Insert Table** window and click **OK**.
6. Paste the original data onto this new table and attach the source document.

## Insert a Chart

1. Click on the **Chart icon**  on an appropriate slide layout and an **Insert Chart** window will be displayed.

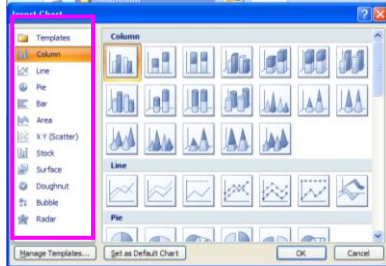


Figure 16. Insert Chart window with Template panel highlighted

2. Click on a **Template** such as, **Column, Line, Pie**, etc., on the left panel to select your desired chart type.
3. Double click on your desired chart selection. A new Excel spreadsheet will open with a sample of staging data on a spreadsheet and a sample of staging chart will open on your PowerPoint slide.

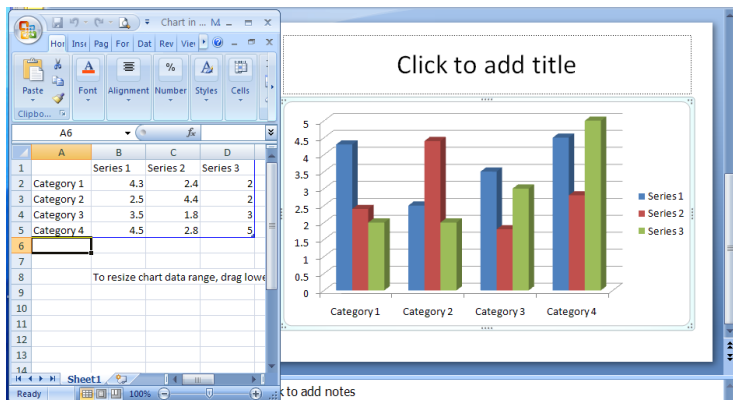


Figure 17. Sample staging Excel spreadsheet data on the left and sample staging PowerPoint slide chart on the right

4. Modify the data on the spreadsheet to reflect your data.

Or,

5. Repeat the above steps 1 through 3
6. Copy the source data from your original Excel spreadsheet and paste the data onto the new Excel spreadsheet. Follow instructions to resize chart data range if necessary to reflect your source data correctly.

Text reader cannot read the context information for the table or chart data. Provide an explanation of your slide content by using Notes Pane. Reference and attach this notes page as a separate document to the slide presentation. See Notes Pane section to review how to save Notes page as a separate document.

## Printing and PDF Document

The Print feature in PowerPoint is very useful. It allows you printing slides, handouts, notes, outline, and converting slides into PDF documents. Follow steps below to perform your desirable function. Attach Notes or Outline document as a separate document to enhance the accessibility of your PowerPoint slides.

### Print Slides, Handouts, Notes, and Outline

1. Under **Office button**, select **Print** to display Print window.

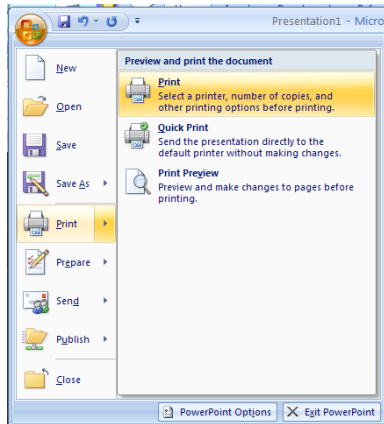


Figure 18. Office button with Print selected

2. Under the **Print What** drop down box in the **Print** window, click the down arrow to display the available options. Make your appropriate selection from the drop down box such as, **Slides, Handouts, Notes pages, or Outline View** and click OK.

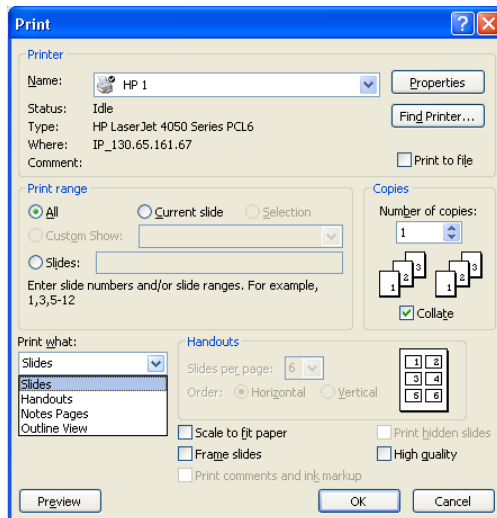


Figure 19. A Print window with all available Print What options listed

## Converting to PDF Document

To convert your PowerPoint into a PDF document, follow steps below.

1. From **Office Button**, select **Save As** and **Adobe PDF** option.



Figure 20. Office button drop down menu with Save As and Adobe PDF selected

2. From the **Save As** window, enter document name in the **File name** box.

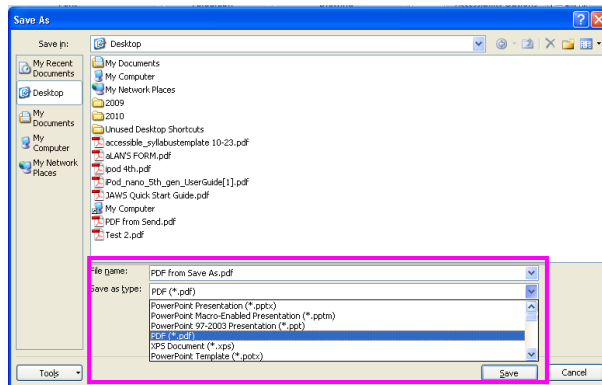


Figure 21. Save As window with document name entered in the File name box and PDF selected from the Save as type drop-down menu

3. From the **Save as type** drop down menu, select **PDF(\*.pdf)** and click **Save**.

## Resources

In addition to the above requirements, there are additional methods of making PowerPoint slides accessible as follows:

### Online Resources

- [Eric Meyer S5 slide show conversion tool](http://meyerweb.com/eric/tools/s5/) at <http://meyerweb.com/eric/tools/s5/>
- Convert PowerPoint to HTML by using [Web Publishing Wizard](http://virtual508.com/) at <http://virtual508.com/>
- Lecshare is another tool to convert PowerPoint to HTML page. Visit [Lecshare website](http://virtual508.com/) at <http://virtual508.com/> for more information.

### California State University (CSU) Online Resources

- [CSU Accessibility Technology Initiative](http://calstate.edu/accessibility/) at <http://calstate.edu/accessibility/>
- [Professional Development for Accessibility Technology](http://teachingcommons.cdlib.org/access/) at <http://teachingcommons.cdlib.org/access/>

### San Jose State University Online Resources

- [Center for Faculty of Development](http://www.sjsu.edu/cfd/accessibility/) at <http://www.sjsu.edu/cfd/accessibility/>