CREATING ACCESSIBLE PRESENTATIONS IN MICROSOFT POWERPOINT

GUIDELINES FOR CREATING ACCESSIBLE PRESENTATIONS USING MICROSOFT POWERPOINT 2003 AND 2007 FOR MICROSOFT WINDOWS XP AND VISTA AND MICROSOFT POWERPOINT 2004 AND 2008 FOR APPLE OS X

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These guidelines are provided by the **Center for Teaching and Faculty Development** as part of their accessibility resources for **Universal Design for Learning**. **Universal Design for Learning** is a process of making course concepts accessible and skills attainable regardless of learning style, physical, or sensory abilities. Providing accessible instructional materials is for the benefit of everyone as accessibility removes the barriers individuals may face from obtaining the information.

For additional information on **Universal Design for Learning**, please visit the **Universal Design for Learning** web site online at http://ctfd.sfsu.edu/udl. For additional accessibility resources, please visit the **Center for Teaching and Faculty** web site online at http://ctfd.sfsu.edu/accessibility-resources.htm.

UNIVERSAL DESIGN FOR LEARNING
SAN FRANCISCO STATE UNIVERSITY

INTRODUCTION TO ACCESSIBILITY IN MICROSOFT POWERPOINT

Microsoft PowerPoint is a popular application for creating dynamic presentations. Presentations created within PowerPoint can contain text, graphics, audio, video, and more. Due to the visual nature of PowerPoint presentations, ensuring accessibility in your presentations will require the use of alternate text-only versions of the content. However, there are many things that can be done within PowerPoint to make this process seamless.

These guidelines were written for the two most recent versions of PowerPoint for the Microsoft Windows and Apple OS X platforms. Though the Windows and OS X versions have many similarities, differences in menu items and options have been highlighted.

THE SLIDE MASTER

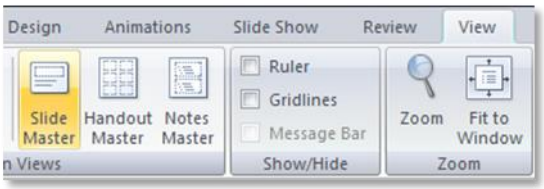
The majority of the formatting in PowerPoint is handled through the *Slide Master*. Changes enacted in the *Slide Master* will affect the entire presentation. Changes made in individual slides will not affect the master and therefore it is recommended that you make changes to the *Slide Master* instead of each slide individually. This allows for some flexibility, as you can change the look of an individual slide, if necessary, instead of being bound by the *Slide Master*.

POWERPOINT 2003: SLIDE MASTER

Choose **View** \\ **Master** \\ **Slide Master** from the main top menu. The *Slide Master* view will show the default settings for the title slide and will allow you to change the look and feel of your presentation. A visual thumbnail list of the slide layouts will appear below the *Slide Master View* next to the main work area for your presentation.

POWERPOINT 2007: SLIDE MASTER

Choose the *View* ribbon and then click on the *Slide Master* button in the *Presentation Views* section. This will shift the ribbon view to *Slide Master View* which will allow you to change the look and feel of your presentation. A visual thumbnail list of all the slide layouts will appear below the *Slide Master View* next to the main work area for your presentation.



POWERPOINT 2004 AND 2008: SLIDE MASTER: MICROSOFT

Choose **View** \\ **Master** \\ **Slide Master** from the main top menu. The *Slide Master* view will show the default settings for the title slide and will allow you to change the look and feel of your presentation. A visual thumbnail list of the slide layouts will appear below the *Slide Master View* next to the main work area for your presentation.

Depending on your presentation, you may be fine with the default settings that have been supplied by PowerPoint. However, you can change any element of the *Slide Master* by clicking in the main work area and using the various editing tools within PowerPoint. As you change the look and feel in the main work area, the thumbnails to the left

will also change to give you a visual representation of how your presentation will look. After you are satisfied with the look and feel of your presentation, exit the *Slide Master View* by clicking on the *Close Master View* button. This will bring you back to the main view where you can begin adding content to your presentation.

SLIDE LAYOUT

To change the layout of your slides, change it using one of the predefined layouts provided by PowerPoint since this will keep the formatting the same and ensure that content is properly added to the presentation outline.

POWERPOINT 2003: SLIDE LAYOUT

Choose **Format \\ Slide Layout...** from the main top menu. This will bring up the *Slide Layout* sidebar on the right hand side. You can choose your desired layout by clicking on it. Note that newly inserted slides inherit the layout of the slide that precedes them. You can also decide whether or not to display the *Slide Layout* options whenever you insert a new slide.

POWERPOINT 2007: SLIDE LAYOUT

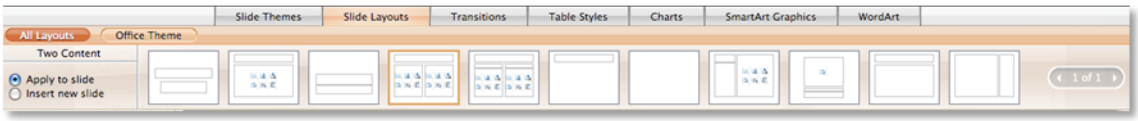
Choose the *Home* ribbon and click on the *Layout* button in the *Slides* section. A drop-down menu of the available slide layouts will appear. You can choose your desired layout by clicking on it. Note that newly inserted slides inherit the layout of the slide that precedes them.

POWERPOINT 2004: SLIDE LAYOUT

Choose **Format \\ Slide Layout** from the main top menu. This will bring up the *Slide Layout*. You can choose your desired layout by clicking on it. Note that newly inserted slides inherit the layout of the slide that precedes them. You can also decide whether or not to display the *Slide Layout* options whenever you insert a new slide.

POWERPOINT 2008: SLIDE LAYOUT

To view the available Slide Layouts, click on the Slide Layouts ribbon. This will bring up all a list of all the available slide layouts. You can choose to apply the desired layout to the current slide or a new slide.



SLIDE OUTLINE

As you add content to your presentation, PowerPoint will automatically begin building an outline. It is important to follow the on-screen prompts to add content (text areas will be labeled as *Click to add title* or *Click to add text*) since the outline is based on the layout settings established in the *Slide Master*. To view the presentation outline, click on the *Outline* tab in the left hand sidebar. The *Outline* view will show you the sequential ordering of your presentation. Each slide will have a title followed by the content contained within the slide.

SLIDE NOTES

Since most PowerPoint presentations are composed of bullet points that are expanded upon during the actual presentation, it is important to include any information you will be verbally providing in the notes section. You will also want to include any additional descriptions on any images you use in your presentation. Below every slide in the main work area is the notes section. To add notes to your slides, follow the prompt to *Click to add notes* and begin writing. Be sure to make your notes as detailed as possible, especially if the slide is rather vague and will be a topic expanded upon during your actual presentation.

CONSIDERATIONS FOR MULTIMEDIA WITHIN POWERPOINT PRESENTATIONS

Many PowerPoint presentations will contain multimedia aspects such as audio and video clips. It is important to make sure that accessible formats for multimedia are provided. For instance, consider placing the transcript of your audio or video clip within the notes section in PowerPoint. That way, users who cannot hear or view your multimedia will still benefit from the information. Additionally, you may want to include documents of the transcripts with the slides, especially if the transcript is rather long.

COVERTING POWERPOINT TO AN ACCESSIBLE FORMAT

Once you have completed your PowerPoint presentation and have added in all your notes, you will want to save it in a more accessible format. Since screen-reading software will not be able to process many of the visual aspects of PowerPoint, it will be necessary to create an alternate format that can be viewed by someone using screen-reading software. The easiest way to do this is to save the presentation as a Microsoft Word document. From within Word, you can check the document structure and touch up any additional formatting issues necessary to make the document of the presentation fully accessible.

For additional guidelines on creating accessible documents in Microsoft Word, please see the *Creating Accessible Documents in Microsoft Word* guide on the Accessibility Resources on the Center for web site online at http://ctfd.sfsu.edu/accessibility-resources.htm.

POWERPOINT 2003: CONVERTING YOUR PRESENTATION TO MICROSOFT WORD

Choose **File \\ Send To \\ Microsoft Office Word...** from the main top menu. You will be given the choice of where you want the notes to appear in relation to the slides and whether or not to include the slides in the Word document.

POWERPOINT 2007: CONVERTING YOUR PRESENTATION TO MICROSOFT WORD

Click on the Office orb in the upper left hand corner and choose **Publish \\ Create Handouts in Microsoft Office Word**. You will be given the choice of where you want the notes to appear in relation to the slides and whether or not to include the slides in the Word document.

POWERPOINT 2004 AND 2008: CONVERTING YOUR PRESENTATION TO MICROSOFT WORD

Choose **File \\ Send To \\ Microsoft Word** from the main top menu. PowerPoint will not automatically save your notes with your newly created document so you will need to manually cut and paste the notes into the document from within Word.