


Course content presented by an instructor via PowerPoint can be accessed by most students as long as they have either the program itself or the correct plug-in (PowerPoint Viewer). Problems arise when a student is deaf/hard of hearing or blind/low vision. There are a number of things instructors can do to make their PowerPoint presentation accessible to all students, including providing transcripts or captions for imbedded audio, adding descriptions of images in the note pane, and providing alt-text descriptions for images that are non-decorative.

## DESIGNING A PRESENTATION

### NORMAL VIEW

The first step in designing an accessible presentation is to use Normal View to display the Outline/Slides and Notes panes.

- To view slides in Normal View:

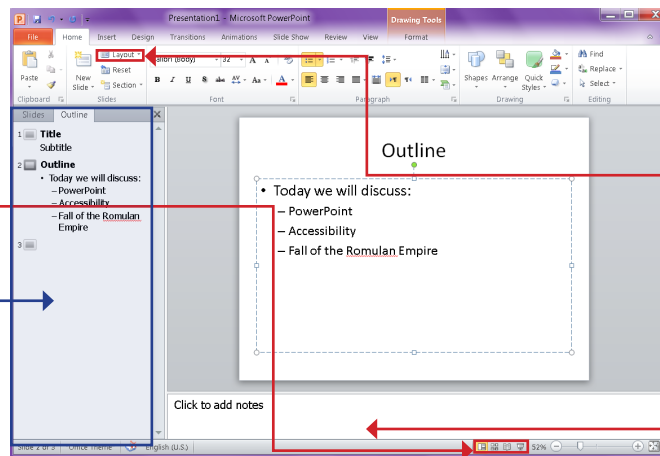
On the lower left, click the **Normal View** button .

### OUTLINE PANE

In Normal View, the left pane consists of two tabs: the Slides tab and the Outline tab.

Text on a slide is accessible if it can be viewed in the Outline tab. You can even type the content of your slides in this tab:

- To move to the next slide, press **Ctrl+Enter**.
- To add additional text on a slide, such as bullets, after pressing **Enter**, press the **TAB** key.



### LAYOUT

Using preset layouts will help ensure new content is added to the presentation correctly and displayed in the Outline tab.

- To view/change slide layouts:

On the **Task Pane** menu, click **Slide Layout**.

- If the Task pane is not visible:

On the **View** menu, click **Task Pane**.

### NOTES PANE

Use the Notes pane to describe all non-decorative images such as graphics and logos. Pay particular attention to informational images such as charts, graphs, and diagrams.

## MAKING YOUR PICTURES AND EXPORTED CONTENT ACCESSIBLE

### ADD ALT-TEXT TO IMAGES

An alt-text description should be provided for all non-decorative images.

1. Right-click selected image and then click **Format Picture**.
2. Click the **Alt Text** tab.
3. In the **Alt Text** box, type a title and description and then click **OK**.

### PROVIDE ACCESSIBLE ELECTRONIC COPY OF PRESENTATION

Another way to increase accessibility is to create an electronic copy of the presentation in a tagged and accessible PDF format.

1. Click the **File** tab, and then click **Save As**.
2. Click the arrow at the **Save as type** field, and select **PDF**.
3. Click **Options**.
4. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
5. Click **Save**.

### PROVIDE TRANSCRIPT OR CAPTIONS FOR EMBEDDED MULTIMEDIA

Instructors should provide students a transcript or captions of any multimedia embedded in a PowerPoint presentation. See K-Access' Quick and Simple Accessibility Checklist for more information on captions and transcripts.