

Tips for Creating Accessible PowerPoint Documents

- Create each new slide by using the Insert New Slide function.
- Make sure the Slide Layout in this new slide has the appropriate Text Placeholders - areas with dotted line that contain “Click to add text/title”.
- Use Text Placeholders for inserting text in your slides and avoid using Text Boxes for inserting important information. Text inserted in Text Placeholders will be structured in terms of headings.
- For a text-to-speech transcript, export the Outline View that contains all the text information to Word as Outline by selecting the Send to Word function in the File menu.
- Ensure each slide should at least have a title.
- Tag all the images (such as photos, clip art, diagrams, etc.) in the slides with text equivalent information such as alternative text*.
- Ensure the hyperlinked text, if any, should include the description of the hyperlink’s destination and the web site address (URL).
- Create a table within PowerPoint by selecting the Table function the Insert menu because and a text-to-speech (or screen reader) software can recognize text in this table.
- Create a chart within PowerPoint by selecting the Chart function in the Insert menu. Include the description of the trends in the chart as alternative text*.

** For 2003 PowerPoint Mac version, there is no caption or alternative text feature. You could insert your alternative text at the end of your bulleted list. Or you could insert it in the second text column by applying the 2-Column Text Slide Layout. You could also make the alternative text invisible in the slide by applying the same font color as the background color. In the Outline View, the alternative text will still appear.*

Tutorial for Accessible PowerPoint (2003 version)

1. To create a Title for every slide	2
2. To apply Slide Layout for all slide contents	2
3. To add text equivalent information to all images (Alternative Text Tag or Caption)	4
4. To group images with similar contents and provide just one Alt Text tag	5
5. Add descriptive Hyperlink and avoid color only information	6
6. To hide your Title in a slide	7
7. Use Insert Chart function	7

To create a Title for every slide

Every slide should have at least a Title, if not more text.

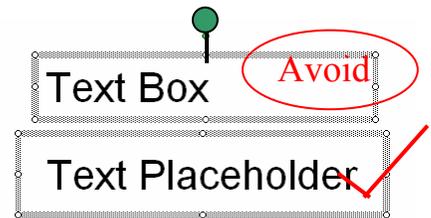
1. Go to the **Slide window** in your **Normal View**.
2. Select **Slide 1**. After “Welcome to” enter text “**San José State University**”. Delete the image that says San José State University.
3. Select **Slide 3**. Enter text “**Our Anniversary**”. Delete the Word Art of Our Anniversary.
4. Select **Slide 4**. Enter “**San José State Campus**”. (See next procedure on To hide your Title in a Slide)
5. So now you have a title for every slide.



Caution: if you type your Title directly in the Outline pane for a slide and the Title does not appear in your slide mostly likely you have not reapplied the Slide Layout properly.

To apply Slide Layout for all slide contents

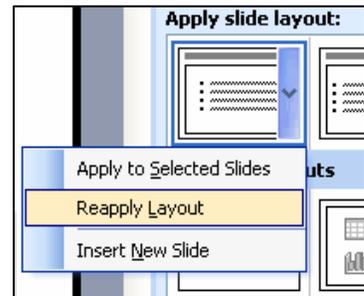
Text in Text boxes do not show up in the Outline Pane and even they could be read by JAWS the order of the reading will not be the same as they appear visually on your slide. The solution is to replace them with default **Text Placeholders** that appear in the default options of Slide Layout.



In order to replace all text in Text Boxes with **Text Placeholders**, we have to identify the Text Boxes ones with the **round green handle** on top and replace them with the **Text Placeholders**.

1. Select **Slide 2** in the **Slide pane/view** in **Normal View**.
There are two Text Boxes here and the **Slide Layout** currently is **Title Only** layout. So we want to change the layout to **Title and Text** so you have new Text Placeholders for relocating the text.

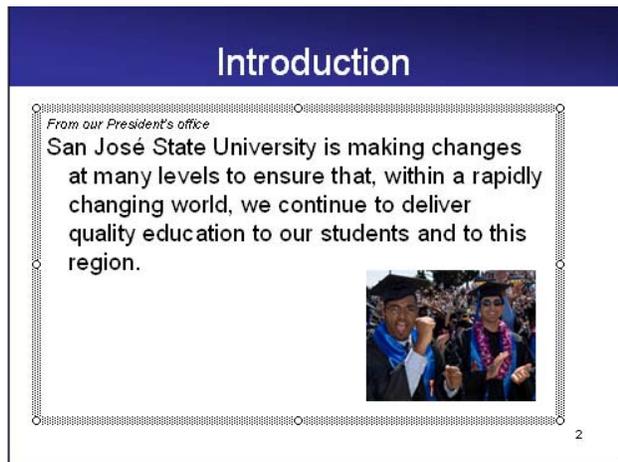
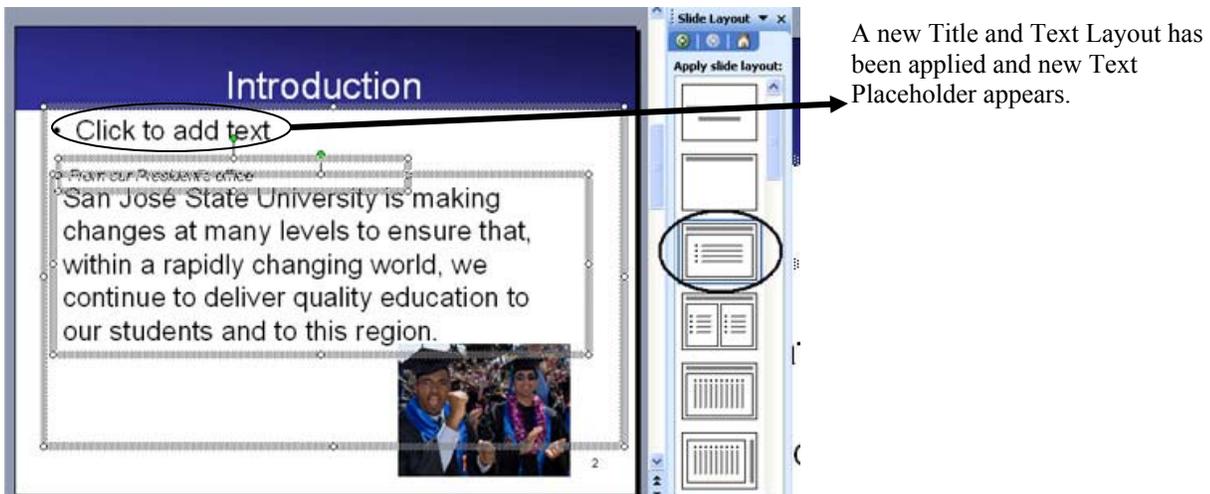
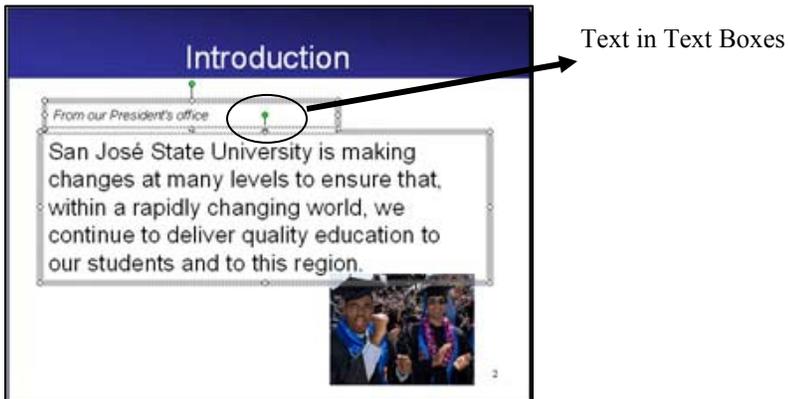
- a. Go to the **Format menu** and select **Slide Layout**. The **Formatting Palette** will appear on the left with the **Slide Layout** window opened. For the **Mac version**, the **Slide Layout window** will open.



- b. Select the **Title and Text** Layout as shown in the figure on your right. Click on its downward arrow to reveal the options and select **Apply to Selected Slide**. New **Text Placeholders** with dotted line will appear.
- c. **Cut and paste** (or highlight text and drag with cursor to the new locations) the copies of both text boxes respectively into the new **Text Placeholder**.

Tutorial for Accessible PowerPoint

- d. Repeat steps for the other slides that require this procedure.



Cut and pasted text from Text Boxes to Text Placeholders. Text now will appear in your Outline pane/view. Reformat font accordingly.

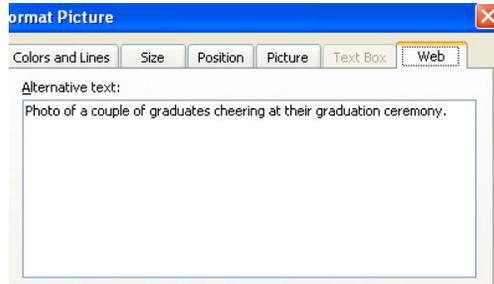
To add text equivalent information to all images (Alternative Text Tag or Caption)

In order to provide the text equivalent information for imagery elements in your slide, you should provide text description, also known as Alternative Text or Caption to tag (format) these elements so that JAWS could read the tags as well.

For creating Alternative Text:

1. For **Windows version only**, select **Slide 2**.

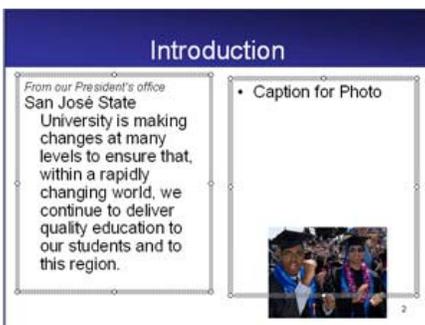
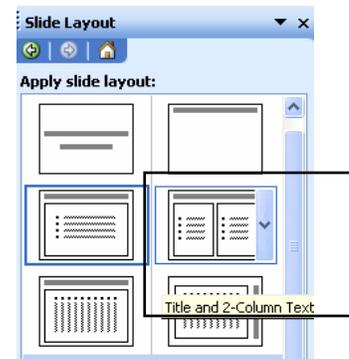
2. Double click on the photo of graduates. The **Format Picture** window will appear. Click on the **Web** tab. In the **Alternative Text** window, enter the short but clear description of the content, i.e. **“Photo of a couple of graduates cheering at their graduation ceremony”**. Click **OK** when done.



For creating Captions:

PowerPoint **Mac version** does not support the Web tab in its Format Picture window therefore we recommend using a Text Placeholder to serve as a caption to illustrate the Alt text tag for the image. **Windows version** should also use this caption method if the Alt text needs to appear in the Outline pane/view. Of course, for the Windows version, when you create a caption for the image, then you would not to use Alt text, otherwise JAWS will read the information twice.

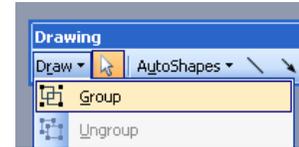
1. For both **Mac and Windows versions**, select **Slide 2**.
 - a. **For both versions** if you want to **include the text equivalent descriptions in your Outline**, instead of Alt text in Web tab window, for other purposes, you should:
 - i. **Reapply a new Slide Layout with Title and Text** layout (if you need more placeholders, you can choose the **Title and 2 Column Text** layout). You can use one of the **column/text placeholders** for the **main body text** and the other for the **caption**. You will need to **modify the font attributes** in the **two placeholders** separately.



To group images with similar contents and provide just one Alt Text tag

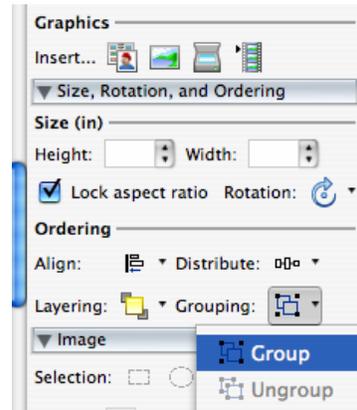
1. Select Slide 4.

b. Select **all** the photos that do not have Alt text tags at all, by hitting the **Shift** key simultaneously as you click and select the photos.



c. For Windows version: go to the **Drawing Toolbar**, click on the **downward arrow** next to the label **Draw** and select **Group** function. All the photos will be grouped as one image. Repeat **Step 1a** or **1b** for entering **Alternative text**.

d. For Mac version: Go to the **Formatting Palette's Graphics** section and select **Size, Rotating, and Ordering** and select **Grouping > Group** function.

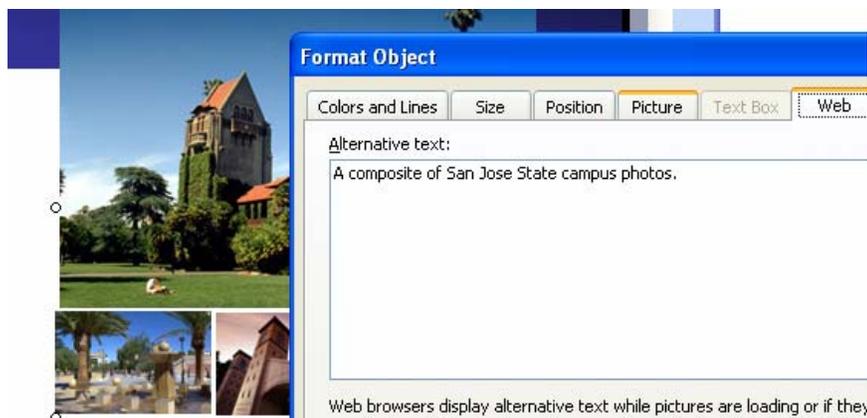


Before grouping you will have one set of white circular anchor points for each photo.



After grouping there is only one set of anchor points for the entire imagery.





For **Windows version**: add the Alternative text for this grouped photo by double clicking on the image for Format Picture window, and select the Web tab and enter the description.

For Mac version: add the Alternative text for this grouped photo by going to the Insert menu and select Text Box. Hide your text box behind the photos if necessary.

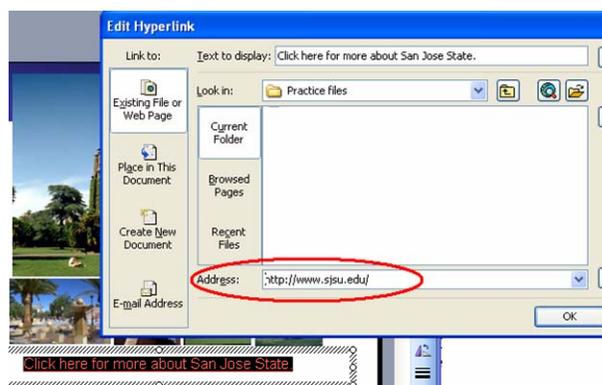
For **both versions**: **If you want to include captions in a Text Placeholder**, change (reapply) the current **Slide Layout** to **Title and 2 Column Text Layout** and use one of the Placeholders for your caption. (*See Creating Captions on page three.*)

Add descriptive Hyperlink and avoid color only information

Hyperlinks' destinations (or functions) should be described in text even if you decide to include the entire URL in your slide. Crucial information or instruction in your slide should have text equivalent and not solely depended on the use of color for indication. In addition, some students who may not have severe visual impairment but might have weakness in differentiating red from green, therefore missing your color only information or instruction.

1. Select **Slide 4**.

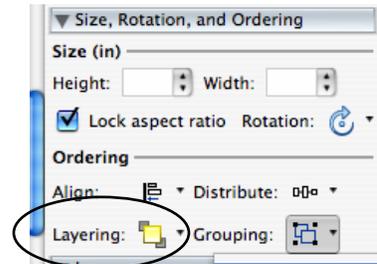
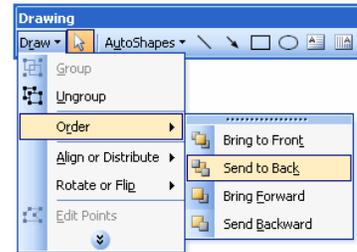
- a. Delete the current inappropriate text in the Placeholder and replace it with **Click here for more information about San José State**.
- b. Highlight the new text and go to **Insert** menu and select **Hyperlink...**
- c. Enter the URL of <http://www.sjsu.edu/> into the field
- d. **Optional**: If you want to indicate the entire URL as well, you can enter it in a separate line



To hide your Title in a slide

While you need to have a Title for every slide and showing in the Outline pane/view, you might not want the Title to show in your slide because the visual might already represent your title. In each PowerPoint slide, all the elements, text or images, are presented in an order of layers even though they might appear to be all on the same plane or layer. When one element overlaps directly, then you can manipulate the layer of either one layer to bring the layer of choice to be in the foreground. Here is how to hide a Title or any text in a slide:

1. Select **Slide 4**, you want to have the photos in front and hide the title.
2. Select the **Title Placeholder “San José State Campus”**. **Click on one of the white circles** at the corner of the **Placeholder** and drag it to **reduce the size** of the placeholder such that the width is narrower than your photo.
3. For the **Windows version**, go to the **Drawing Toolbar** and click on **Draw** label’s downward arrow and select **Order** and select **Send to Back**. The Title is now behind the photo.
4. For the **Mac version**, go to the **Formatting Palette**, click on **the Size, Rotation and Ordering** tab and select the **Layering** label and click on the downward arrow to choose the **Send to Back** function. The Title is now behind the photo.



Use Insert Chart function

In order for JAWS to recognize a Microsoft PowerPoint objects i.e. picture, table, etc. and to search for their Alternative Text tags, you should use the **Insert > ...** for all your objects, in this case for a **Chart**. You would want to use this **Insert** function for plotting your **Chart** instead of importing a chart that was created in Excel because JAWS does not understand it and when you double click it you will get **Excel’s** data sheet function instead. You are recommended to copy data from Excel’s spreadsheet and paste in the new Chart in PowerPoint using the **Insert>Chart...** function.

1. Open the Excel file where you have the table of data. Copy the cells that have data and column or row labels.

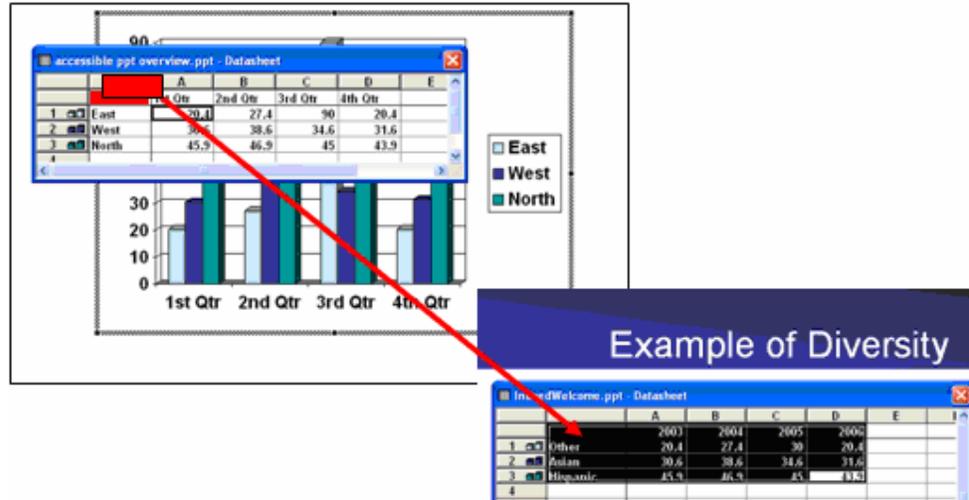
	A	B	C	D	E
1		2003	2004	2005	2006
2	Other	20.4	27.4	30	20.4
3	Asian	30.6	38.6	34.6	31.6
4	Hispanic	45.9	46.9	45	43.9

Tutorial for Accessible PowerPoint

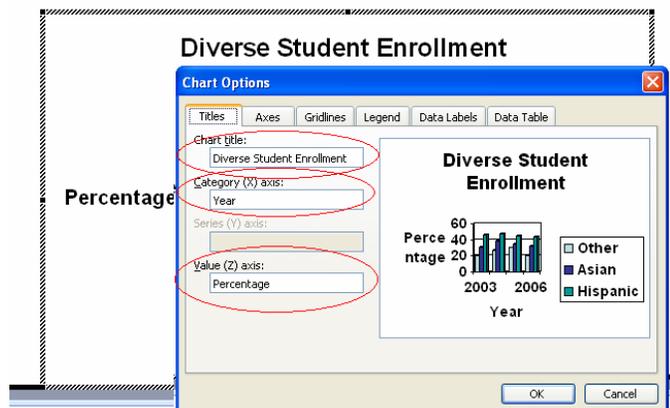
- Return to your PowerPoint file, select **Slide 5**.

For **Windows version**:

- Go to **Insert menu** and select “**Chart...**”. **Chart object** will appear.
- Double click on **Chart object** for the **Datasheet** window to appear
- Paste **Excel** data by clicking the first cell at the upper left hand corner of both row and column in the datasheet in PowerPoint. It will overwrite the default information in the cells.



- Go to the **Chart menu** while the chart object is still active in slide, and select **Chart Options**.
- Enter the text labels for the **Chart Title**, **Category** and **Value**.

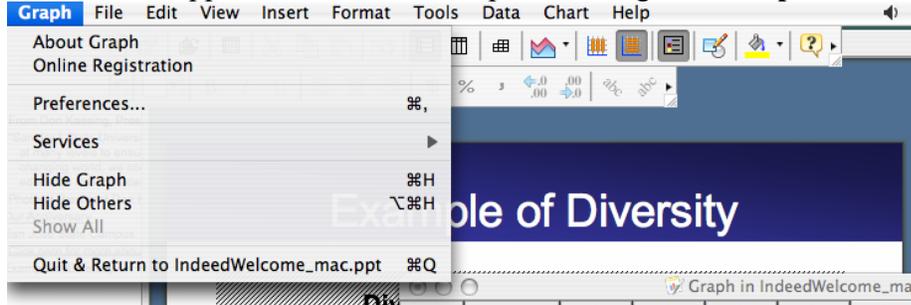


- Click **OK** when done.

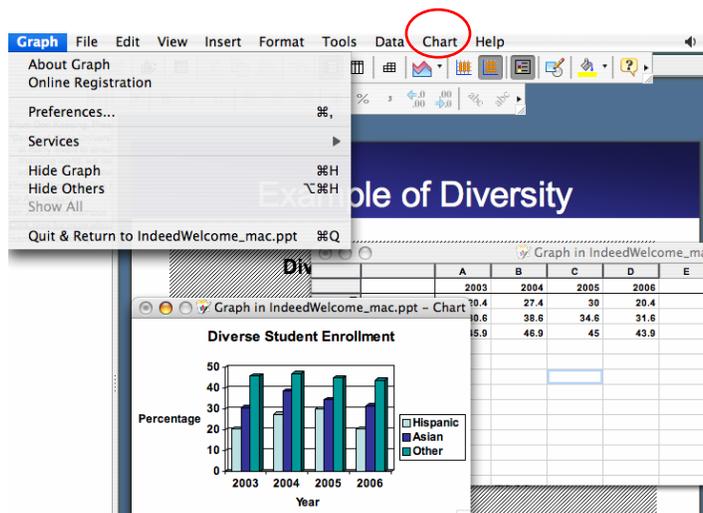
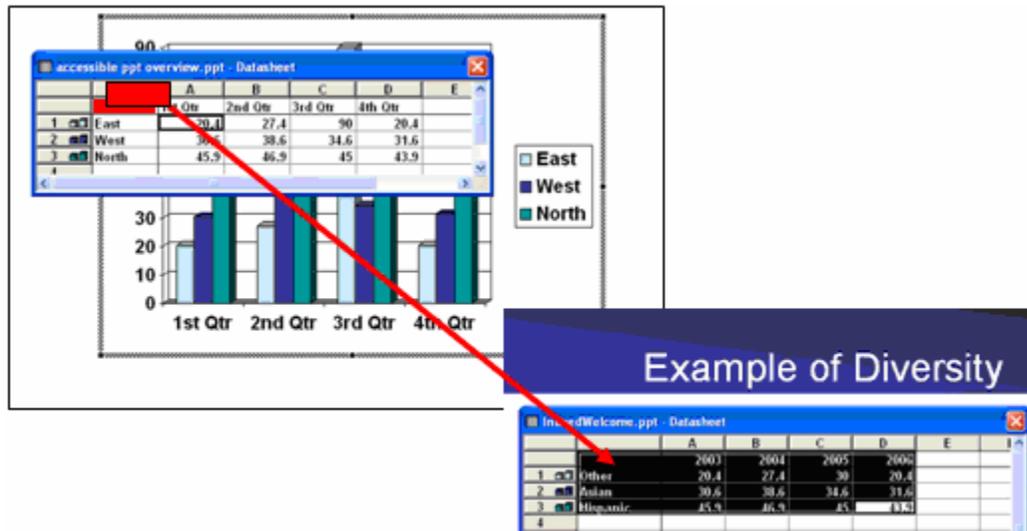
For **Mac version**:

Tutorial for Accessible PowerPoint

- Go to **Insert menu** and select “**Chart...**”. **Chart object** and the **Datasheet** window will appear. The menus on top now changed to **Graph’s** menus.

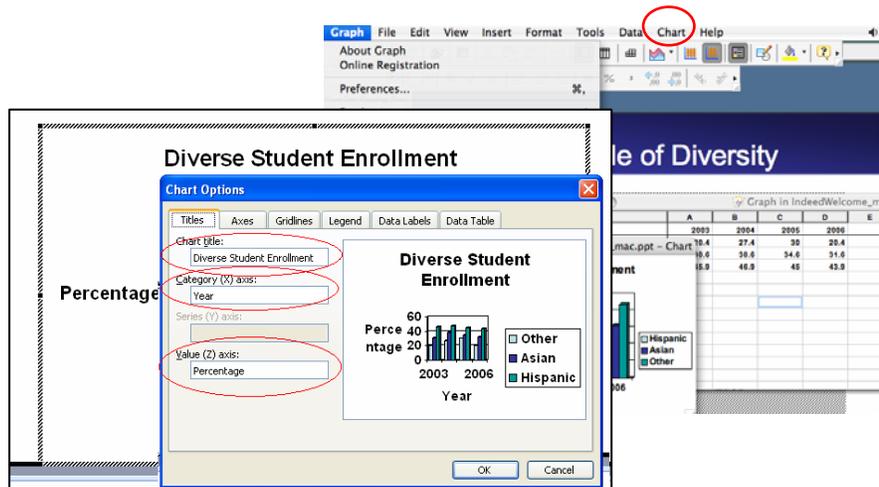


- Select the **Datasheet** window.
- Paste **Excel** data by clicking the first cell at the upper left hand corner of both row and column in the mini spreadsheet in PowerPoint. It will overwrite the default information in the cells.



Tutorial for Accessible PowerPoint

- d. Go to the **Chart** menu while the chart object is still active, and select **Chart Options**.



- e. Enter the text labels for the **Chart Title**, **Category** and **Value**.
- f. Click **OK** when done. Go to the **Graph** menu and select **Quit and Return to <presentation>**.

