How-To: Accessible PowerPoint

Microsoft PowerPoint is ubiquitous with lectures. Often instructors share their PowerPoint files with students to aid in the note-taking process. However, these slide show files may be inaccessible to some students, particularly those with visual and hearing impairments. These steps will help to ensure accessibility to your PowerPoint.

Many students with visual impairments use screen reader software to read the information displayed on the screen to them. Use the following steps to make sure your PowerPoint may be accessed and read by screen reader software.

When creating the PowerPoint slides:

- Type the slide text into the outline pane.
- Images and pictures should also have an Alternative Text or 'Alt-Text' that describes or names each image. Add Alt-Text by right clicking the image. Next, click Format Image and then click Alt-Text. Type your description into the field and click OK.
  - Use a single description of a chart or graph, rather than trying to describe each individual element in the chart or graph.
  - Use descriptive words to describe mathematical equations (e.g., "divide 44 by 9" instead of "44/9"
- All videos embedded or linked in the PowerPoint should have closed-captioning embedded with the video. Transcripts should be available for any audio embedded in the slides.

Alternative Option: Another way to make PowerPoint accessible is to save the outline into a Word or PDF format. If you choose to include images in the document from the PowerPoint slides then you must use the guides from above to create Alt-Text for each image.

If you put this information into a Microsoft Word document then you may save it as a Word file or save it as a PDF.

Is My Document Accessible?

A Two-Minute Quick Check for a digital PDF document

1. Open the PDF document with Adobe Reader
2. Can you highlight the text?
3. Can you have the text read it back to you by selecting the Read Out loud feature from Adobe Reader's View menu?
4. If you are scanning a document, have you gone through Optical Character Recognition (OCR) process and test if your document can be read?
5. If you are scanning an image or photo, have you provided alternative text or captions to describe your image/photo?"

If answers from {2) to (5) are "yes", then the document is accessible.

The L.I.S.T. check for a digital Word document

1. Do you have any web links in your document?
   Have you provided a meaningful name, URL and a hot link for the website?
2. Do you have any **Images,** photos or video in your document?
   Have you provided alternative text or captions to describe your images or videos?
3. Do you have any **Structure** for your document?
   Have you assigned heading style and used the "spacing before and after" heading to modify the space between lines?
4. Do you have a **Table** in your document?
   What is the reading order for your tabular information? Have you repeated the table header row on top of each page for a long table?

The S.L.I.C. check for a digital PowerPoint document

1. Do you have any **Structure** for your document?
   Go to the Outline view of your document, do you have a title for each slide? Have you used the slide template within PowerPoint to create a new slide? Were there any texts displayed on the Outline view?
2. Do you have any web **links** in your document?
   Have you provided a meaningful name, URL and a hot link for the website?
3. Do you have any **Images,** photos or video in your document?
   Have you provided alternative text or captions to describe your images or video?
4. Do you have a **Chart** or table in your document?
   Use the embedded chart or table tools within the slide template to create your chart or table. If you want to use your original data, ensure you import the data, not the chart, attach the original source data and provide a description to explain your chart.

Captioning

Section 508, Subpart 8-1194.24: Video & Multimedia Products
http://www.access-board.gov/sec508/standards.htm

> (c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.

Web Content Accessibility Guidelines 2.0
http://www.w3.org/TR/WCAG/#media-equiv

> 1.2.2 Captions (Prerecorded): Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)

> 1.2.4 Captions (Live): Captions are provided for all live audio content in synchronized media. (Level AA)

TAG 213. 32 Video and Multimedia Products

> Effective September 1, 2006, unless an exception is approved by the president or chancellor of an institution of higher education or an exemption has been made for specific technologies pursuant to §213.37 of this chapter, all electronic and information resources developed, procured or changed by an institution of higher education shall comply with the standards described in this subchapter. Each institution of higher education shall include in its accessibility policy the following standards/specifications:

> (1) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.

> (2) Upon receiving a request for accommodation of a Web cast of training/informational video productions which support the institution of higher education's mission, each institution of higher education which receives such a request for accommodation shall provide an alternative form(s) of accommodation in accordance with §2054.456 and §2054.457, Texas Government Code.

Captioning tools:

Desktop Applications:

- MacCaption (OS X) or CaptionMaker (Win)
- Camtasia (Mac or Windows)-$20 through SELL http://www.techsmith.com/camtasia.html
- MAGpie (Win) http://ncam.wgbh.org/invent_build/web_multimedia/tools-guidelines/magpie
- SubTitle Workshop (Win) http://www.urusoft.net/products.php?cat=sw&lang=1
- MovieCaptioner (OS X) http://www.synchrimedia.com

Web-based Applications

- dotSub (http://dotsub.com/)
- Subtitle Horse (http://subtitle-horse.com/)
- Universal Subtitles (http://www.universalsubtitles.org/en/)

Outsourcing Vendors/Resources

- Automatic Sync Technologies ($2.65 per minute full service) http://www.automaticsync.com
- Listing on YouTube Ready Qualified Vendors: http://youtuberead.dcmp.org/
- National Center for Accessible Media http://ncam.wgbh.org/invent_build/web_multimedia
  - Tools, Resources, Guidelines, Standards Captioning (time stamping only, you provide transcript)

	Cost Per Hour	Cost Per Minutes
Captioning (time stamping only, you provide transcript)	$37 - $54	$0.62 - $0.90
Standard Transcription	$82 - $114	$1.37 - $1.90
Captioning + Transcription	$119 - $168	$1.98 - $2.80

(Taken from AHEAD "Accessible Video Techniques" presentation-March 2012, Sean Keegan)