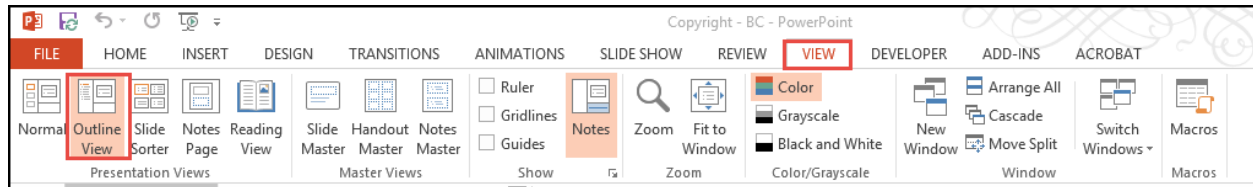# Making PowerPoint Accessible
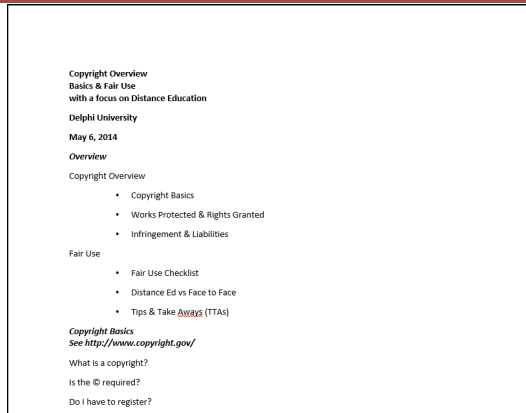## Online Accessibility Series

Overview: PowerPoint files can present a challenge for students with vision loss. The best option is to provide a text alternative to the content contained in the PowerPoint presentation. With the Outline View in PowerPoint, this is fairly simple to do.

1) Open your presentation in PowerPoint and display it in **Outline View**.
   a. Choose the *View* tab.
   b. Click **Outline View.**
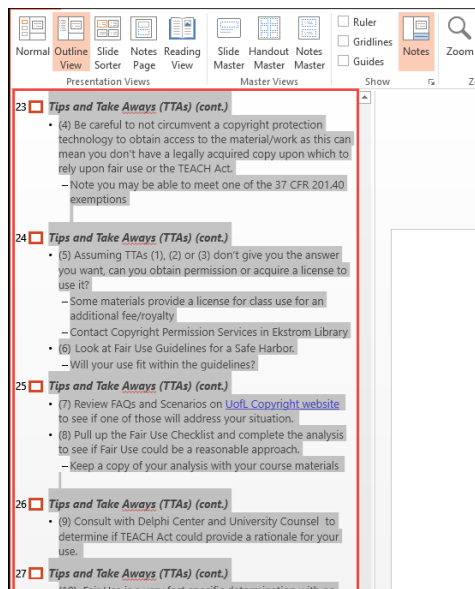
2)   Click anywhere inside the left frame and press Ctrl-A to select all of the text in the frame, then Ctrl-C to copy the text.

Making PowerPoint Accessible
Online Accessibility Series

UNIVERSITY OF
LOUISVILLE.
DELPHI CENTER FOR
TEACHING & LEARNING

Copyright Overview
Basics & Fair Use
with a focus on Distance Education

Delphi University

May 6, 2014

Overview

Copyright Overview

- Copyright Basics
- Works Protected & Rights Granted
- Infringement & Liabilities

Fair Use

- Fair Use Checklist
- Distance Ed vs Face to Face
- Tips & Take Aways (TTAs)

Copyright Basics
See http://www.copyright.gov/

What is a copyright?

Is the © required?

Do I have to register?

3) Open Microsoft Word and paste the text into a blank document (Press Ctrl-V or right-click and choose Paste.)

4) Format the Word document following the techniques found in the **Creating Accessible Word Documents and PDF files** support document. The following are some suggestions for formatting.

   a. Apply the **Title** style to the title of the presentation on the first slide.

   b. Apply the **Heading 1** style to the heading that is usually found at the top of each slide.

   c. Make sure tables are displayed using the **Table** tool and that headers are provided.

   d. Images will not copy over. You may choose to insert the images into the Word document and provide Alt Text, or you may simply describe the image in the Word document where the image appears in PowerPoint.

   e. Help students navigate the document by indicating where slide changes occur and giving the slide number. For example, adding the test "Slide 2" in the break between slides 1 and 2.

5) Compare the PowerPoint presentation and the Word document side-by-side to confirm they contain equivalent information.

6) Make both versions of the document available online.