

# Technology Services for Online Teaching (TSONLINE)

## Part1: Accessible PowerPoint Presentation

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A PowerPoint presentation is typically posted online in its native file format (.ppt) or in the PowerPoint Show (.pps) format and accessed through a link to the presentation. Whenever the link is selected, the PowerPoint presentation is either downloaded to the user's computer or opened within a web browser. However, a presentation created using the Post PowerPoint "As Is" Method is not accessible to everyone.

### Method1: Accessibility Issues of "As Is" Method

Viewing the PowerPoint presentation in the browser by selecting the 'Open' option does not enable the text to be read by a text-to-speech program or a screen reader such as Jaws; thus a user who is blind, has low vision, or is using these types of assistive technologies would not have access to the presentation.

### Method1: Solutions for Issues of "As Is" Method (Figure. 1)

- Provide a link to download the PowerPoint Viewer: (<http://www.microsoft.com/downloads/details.aspx?familyid=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>) or assure users have the PowerPoint software.
- Viewing the presentation in the PowerPoint Software or PowerPoint Viewer enables the text to be read by a text-to-speech program or a screen reader such as Jaws.
- Provide the PowerPoint presentation in an alternate format (i.e. Outline in Word or text document, webpage)
- Provide the PowerPoint file in its native file format (.ppt) to enable users to effectively print any or all slides of the presentation.

### Steps:

1. Click on **Office** button (left-upper corner)
2. Select **Save As**
3. Click on **PowerPoint Show**
4. Select the folder you want to save your file in and give it an appropriate name

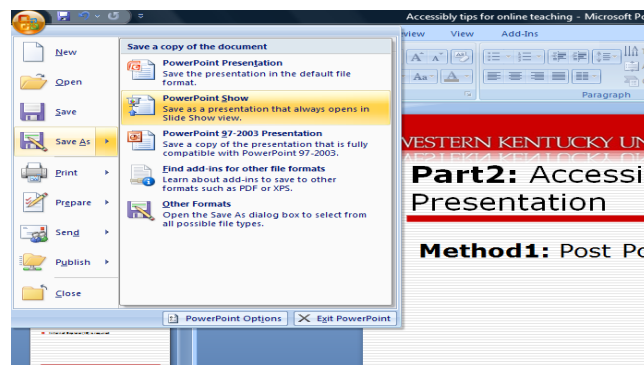


Figure 1: Method1: As Is Method

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## Method2: Using "Save as Webpage" in PowerPoint

“Saved as type: Web Page”, which results in an HTML file. (HTML stands for Hypertext Markup Language. Most webpages are written in HTML, as recognized by the .htm or .html extension code that follows the filename.)

## Method2: Solutions for Using "Save as Webpage" in PowerPoint (Figure. 2)

To view the resulting web-based presentation, the resulting HTML file when viewed in a non-Microsoft web browser (i.e. Netscape Navigator/Mozilla) does not display the text of the slides and the slides are images.

Users cannot access the resulting web-based presentation with a text-based browser, screen reader, or a text-to-speech program. In the resulting file, the slides are saved as images and there is no alternative text to describe the images for those who cannot see the images due to disability or technology.

### Steps:

1. Click on **Office button** (left-upper corner)
2. Click on **Save As**
3. From **Save as type**, select :Web Page
4. Select the folder you want to save your file in and give it an appropriate name
5. You will see an html file and a folder generated with the same name you select.
6. To try it, click on the html file.

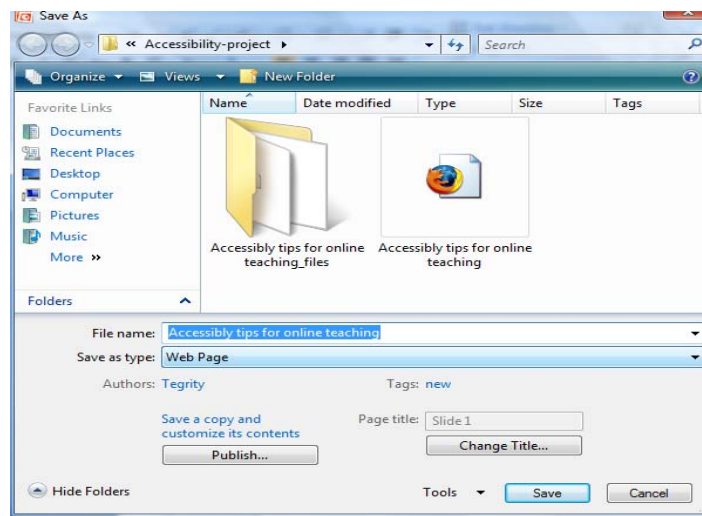


Figure 2: Using "Save as Webpage" in PowerPoint