Convert MS PowerPoint Document to Accessible PDF File

Using Windows 7 Operating System and Microsoft Office 2013 Accessibility Options

To include a PowerPoint presentation within a course, follow these steps to ensure accessibility in PDF format.

- (1) Click the **File** tab and select **Info**.
- (2) Click on Check for Issues> Check Accessibility.
 - The checker will progress through your document and provide a list of errors and warnings in a column on the right side of the screen.

H 5-Q (ϵ) HOME INSERT DESIGN TRANSITION FILE Info X Cut Layout 🖻 Copy 🔻 🕋 Reset New Paste New BI CCCOER Webinar 9.2016 Sormat Painter * Section -Slide -H: » Proposals & Presentations Open Clipboard 5 Slides Protect Presentatio . Save 1.2 1 Control what types of change Protect Save As Finding & Adopting OER Presentation Inspect Document Inspect Presentation Check the presentation for hidden properties or personal information. Before publishing this file, be awa Check for Check Accessibility Document properties, author 🛞 Check the presentation for content that people Issues with disabilities might find difficult to read. Presentation notes Check Compatibility Content that people with disi Check for features not supported by earlier versions of PowerPoint

 Make necessary changes.

1 Convert MS PowerPoint Document to Accessible PDF File

(3) To create the accessible PDF:

- Click the File tab and select Save As.
- In the Save as type field, select PDF.
- Enter a file name in the **File name** field.

(4) Click the **Options**button and make sure the **Document structure tags for accessibility** checkbox
is selected.

 This checkbox is the default so that the file is accessible to disabled users, enabling them to use a screen reader to navigate the file.

3 🚽 🕤 🗸 🛈 Top 🗧 - 1 (ϵ) FILE HOME INSERT DESIGN TRANSITION Save As X Cut E Layout -🖻 Copy 🕚 😭 Reset New Paste New B I 🖋 Format Painter Sites - Northern Virginia Slide -22 Open Community College Clipboard $\Gamma_{\rm M}$ Slides * Save OneDrive 1 Finding & Adopting OER Computer 4 ? X Options Range File name: COER Webinar 9.2016 ● All ◎ Current slide ○ Selection Custom show: -Save as type: PDF ▲ To: 16 Slide(s) From: 1 × Authors: Blicher, Heather M. Publish options Publish what: Slides per page: -12 34 56 Slides 6 -Options... Fram<u>e</u> slides Order: Horizontal Vertical Include hidden slides Include comments and ink markup Include non-printing information Document properties Document structure tags for accessibility PDF options ISO 19005-1 compliant (PDF/A) Bitmap text when fonts may not be embedded 5 OK Cancel Save

2 Convert MS PowerPoint Document to Accessible PDF File

(5) Click **OK** and **Save**.