



Create Alternate Format from PowerPoint Presentation

This short tutorial assumes you do not have ANY Text Boxes on your slides!

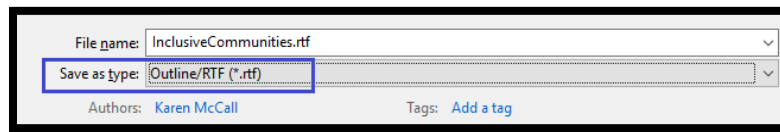


Figure 1 Save as Outline or RTF options in Save As dialog.

1. Switch to Outline View (Alt +W, P, letter O) from the view Ribbon to examine your slides to see how much of your content is going to be saved as an RTF or Rich Text Format file.
 - a. You can use Outline View to create your presentations the same way you would use the Navigation Pane in Word, but in PowerPoint, you can see the most accessible content.
 - b. Pressing Alt + W, L will return you to Normal Layout where you can see the slide Thumbnails again or click View, Normal.
2. Choose File, Save As, keep the same name of the document but choose Outline RTF as your file type.
 - a. The RTF or Rich Text Format file will be saved in the same folder as your presentation.
3. Open the RTF document and resave it as a “Word Document” so it has the latest DOCX extension.
4. Press Ctrl + A to Select All and then Alt + H, E or click the eraser in the Fonts Group of the Home Ribbon to Remove Formatting.
 - a. You now have a document with no formatting or structure.
5. Using the PDF from Word document attached to this tutorial as a guide, begin adding the structure and formatting to the DOCX version of your PowerPoint presentation.
6. The title of the Presentation should have a Title Style.
7. There should be a Subtitle Style used for Table of Contents.
8. Slide 1 which is the Title Slide of your presentation should be a Heading 1 for the Slide Title text.
9. You can then format the rest of the content on the slide.
10. At the end of the Slide Title, include the slide number. For example: “Creating More Inclusive Communities (Slide 1)” without the quotes.



11. All slides will use Heading 2 for the slide title with the exception of the Title Slide for the presentation and Section breaks or Section Header slides. They will use Heading 1 as they act as “chapter headings” or major topic changes in the PowerPoint presentation.
12. If your presentation has images on the slide layer of the presentation, you’ll need to copy and paste them into the Word document.
 - a. Resize them as needed.
13. Using the Alt Text from the images, copy it and create captions for the images.
 - a. Each image that was in the presentation layer or slide layer of the presentation should have Alt Text and a Caption.
14. Do not add images from the Slide Master or decorative images to the Word document.
 - a. An exception might be a company logo that might be in the Slide Master but that you want available/visible in the Word document to show branding.
15. Any long web addresses in the presentation should be contextual links with Footnotes or Endnotes in the Word document.

Once this alternate version of a presentation is finished and saved, you can convert it to tagged PDF, Braille, Large Print or EPUB as necessary.

The point of adding the Captions is for any request for Braille. Without the Captions, the Braille would not contain any hint of the images. For Large Print, tagged PDF or EPUB the images from the presentations can be clearly identified by the Caption as well as Alt Text.

Make sure you add the Document Properties including keywords! Go to File, Info tab, Document Properties, Advanced Properties. Adding the document properties in the Info tab area itself will not convert to other formats.

I’ve used Footnotes in these tutorials so that if the document is printed, people can read the long web address. This is a workaround that you can use in documents where you can add Footnotes.

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