

Karlen Communications

Accessibility Tools Used for Remediation



Karen McCall, M.Ed.
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Introduction

This tutorial introduces the reader to tools available in Microsoft 365 that are typically considered “adaptive technologies” for individuals with disabilities but can be used as remediation tools to identify accessibility barriers.

If you have any questions, please e-mail info@karlencommunications.com.

There are free tutorials on the [Karlen Communications](#)¹ website.

Microsoft Word

Style Sets (Design Ribbon)

There are cases where we get documents in fonts and font sizes that are not our preferences. If we have disabilities we might want a different font, font size or font colour. If we do not have a disability, we may be trying to read a document in a font or font size that causes visual fatigue or makes it difficult to decode words. We may also need to create a large print alternate format for a student or client. Word gives us the power to quickly swap out one Style set for another. We can create custom Style Sets based on our preferences and apply them to documents optimized for accessibility we want to read more efficiently.

If we create a Style Set that has our preferences such as Cambria 16 point as the Normal Style, when we Tell Word to apply our Style Set the font style and size are associated with the Normal paragraph style which means that everything that uses the Normal paragraph style as its base will fall into line gracefully. And every piece of text layer content uses the Normal paragraph style!

The creation of a large print Style Set is useful when remediating Word documents. It lets you quickly identify parts of a document where direct formatting is used. Direct formatting is when you select a paragraph or piece of text and apply a font Style, Font Size, alignment, spacing, colour or other attribute(s) instead of modifying an existing Style or creating a new one. Direct formatting is an accessibility barrier for those who want a different font or font size to make your content readable. Direct formatting is also called “Local” or “manual” formatting.

For example, I can read a serif font faster than a sans-serif font. I create a Style Set for my needs. I can then quickly apply the Style Set, review and edit the document, and if I need to return it to someone else for approval or further review, I can change the Style Set back to its original one.

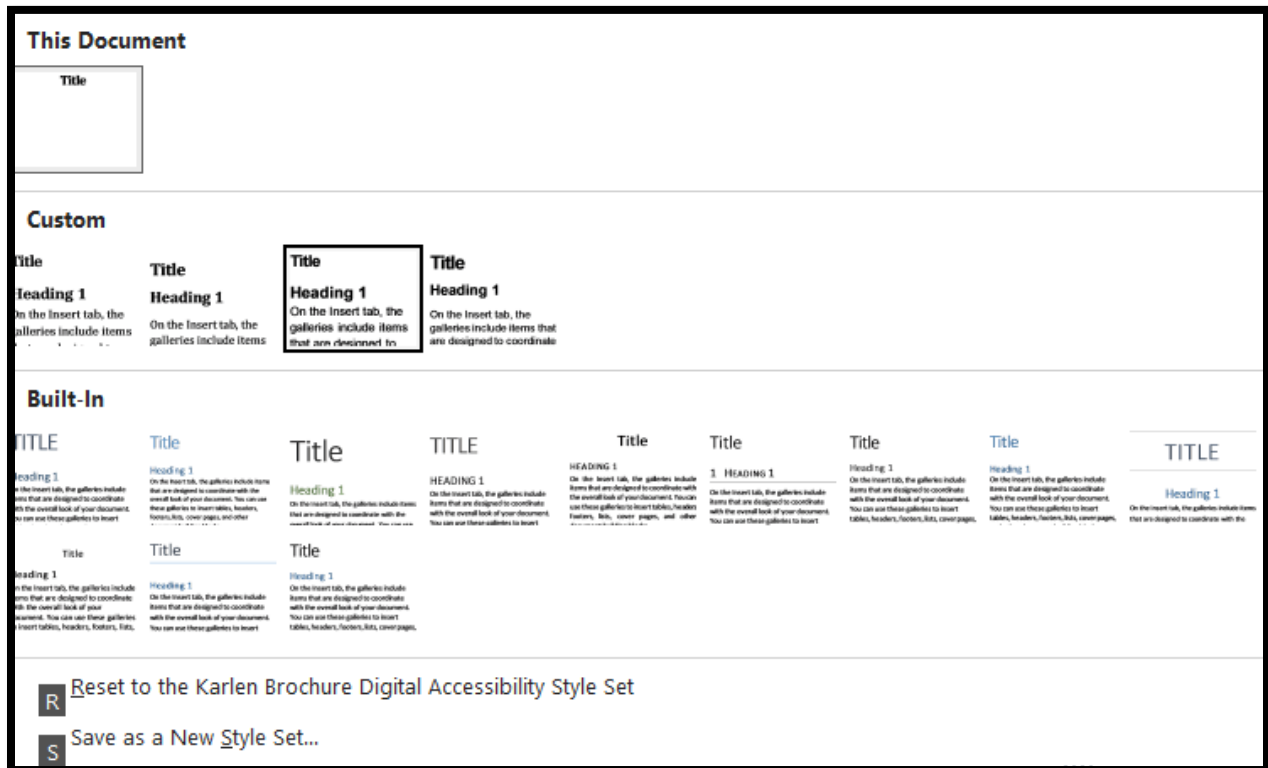
¹ Karlen Communications website:
<https://www.karlencommunications.com/OfficeForWindowsAccessibility.html>

It is easy to create a Custom Style Set and use it on other computers too!

Creating a Custom Style Set

On the Design Ribbon in Word, you can swap out one Style Set for another by pressing Alt + G, S for Design Ribbon, Styles, then choosing the Style Set you want. Use the Up, Down, Left or Right Arrows to locate the Style Set, then press Enter to apply it.

Figure 1 Design Ribbon, Styles Gallery shows custom large print Style Sets.



The Styles Gallery provides several options.

1. You can choose from a list of built-in Styles such as “Distinctive,” “Basic,” “Lines” and “Minimalist.”
2. You can create your own Style Set with your own font style and size.
3. If you are used to working with Themes and have created a Theme Font you can choose Fonts and apply the Theme Font although this would not affect the font size, just the font style.

Note: Themes can be used to create a common look and feel for documents in Word, PowerPoint, or Excel.

I recommend starting with the default Style Set because it has the paragraph spacing built-in whereas the Word 2003 Style Set does not, and you will have to either manually add paragraph spacing or do this in the Normal paragraph style. So, it saves you time!

You will only have to do this once. When you create your Style Set you can archive it somewhere for safe-keeping. If an update or reinstall of Office removes your Style set as an option, you can copy it back to the Quick Styles folder and continue using it. You won't have to recreate it.

For a custom Style Set, step 1 is to modify the Normal paragraph style:

1. It is always better to work with content in a document.
2. Open a new document.
3. Use the ability to insert random text using =rand(x, y) where x is the number of paragraphs and y is the number of sentences in each paragraph. This will give you some text to work with.
4. Press Ctrl + Shift + S to open the Apply Styles Pane. This will float over the document. If you are using a screen reader, it will have focus once it is opened until you apply a Style.
 - a. Make sure that the Normal style is the one identified in the Apply Styles Pane.
 - b. Tab to the Modify button and press Enter.
5. For those who are mouse-dependent, right-click the Normal Style in the Styles Gallery on the Home Ribbon and choose Modify.
6. The standard Modify Style dialog opens.
7. Tab to the Font Style area and choose the font you prefer. You can either type it in or open the list and use first character navigation to find it.
8. Tab to the Font Size list and press the Down Arrow to open the list.
9. Locate the font size you want, and press Enter.
10. This is the Modify Style dialog, and it can apply to new documents based on this template or this document only.
 - a. You want to choose "This document only" so you don't overwrite your Normal document template Styles.
11. Do not choose to Automatically Update if that option is available.
12. Tab to and activate the OK button.

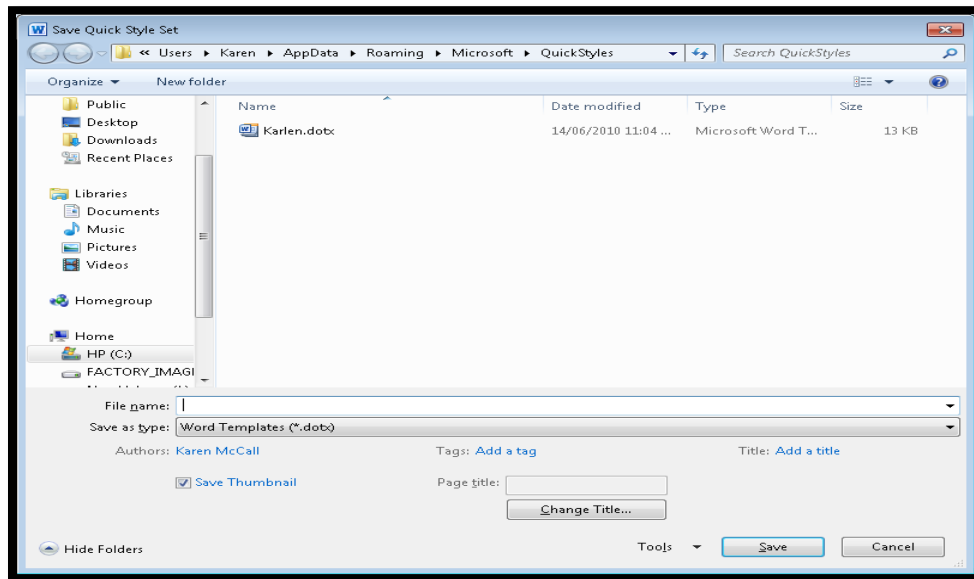
If you have made the font size of the Normal Style 16 point for the body text, you will need to calculate the changes in size for Headings and go through the process of modifying them.

For example, if the text of your document is 16 point, you would want Heading 3 to be 18 point, Heading 2 to be 20 point and Heading 1 to be 22point. The size of Headings is not automatically updated when you change the font size for normal text in a document.

Step 2 - Create the new Style Set that can be swapped out for the current Style Set:

1. With the changes to the Normal style and Headings Styles as well as any other Styles you would use in a document in front of you and before you close the sandbox document without saving press Alt + G, S, S to open the Save as a New Style Set dialog.

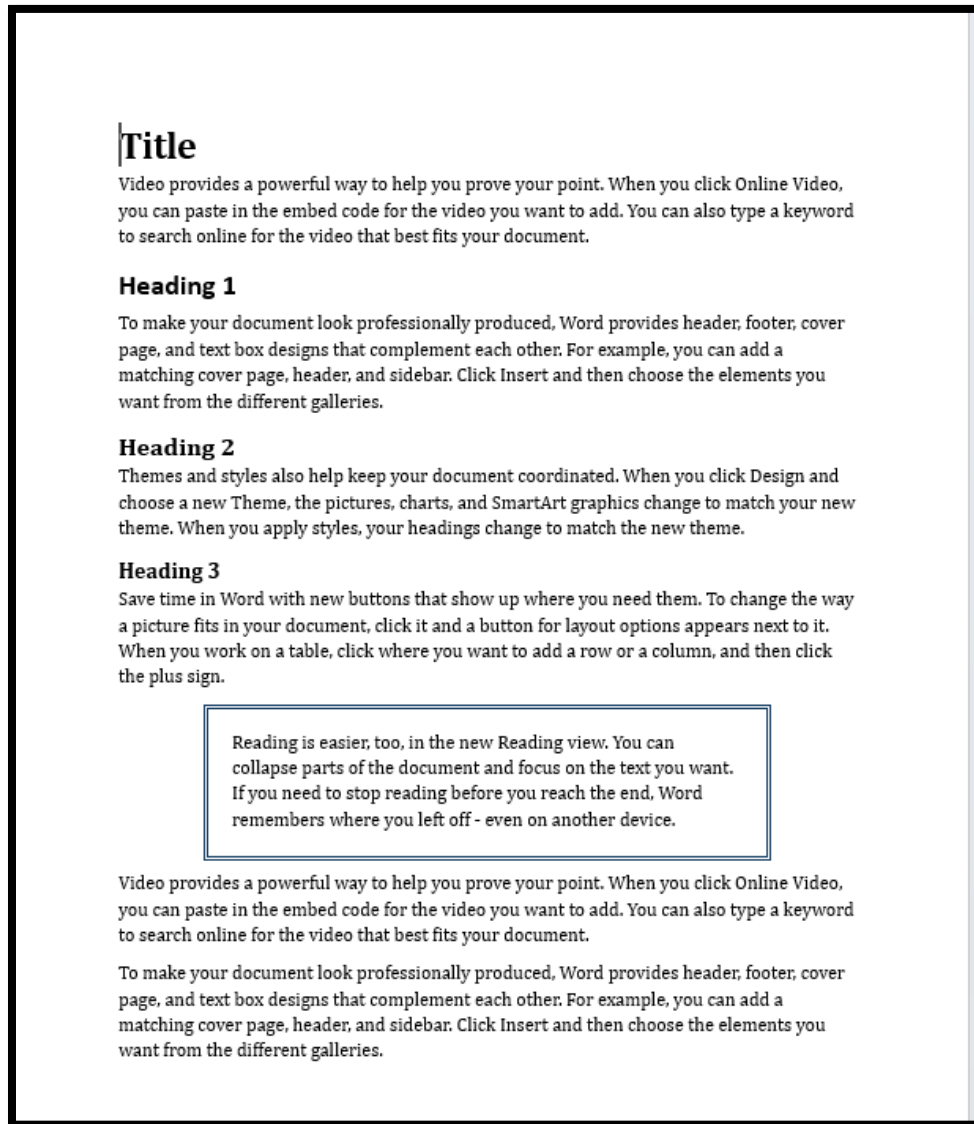
Figure 2 Save as Quick Style Set dialog.



When the Save as Quick Style dialog opens, your focus is in the filename edit area where you can type the name of your Quick Style or style Set. Type in a name for your Style Set. I chose “Large Print” for mine, but you can call it “Accessible” if you like.

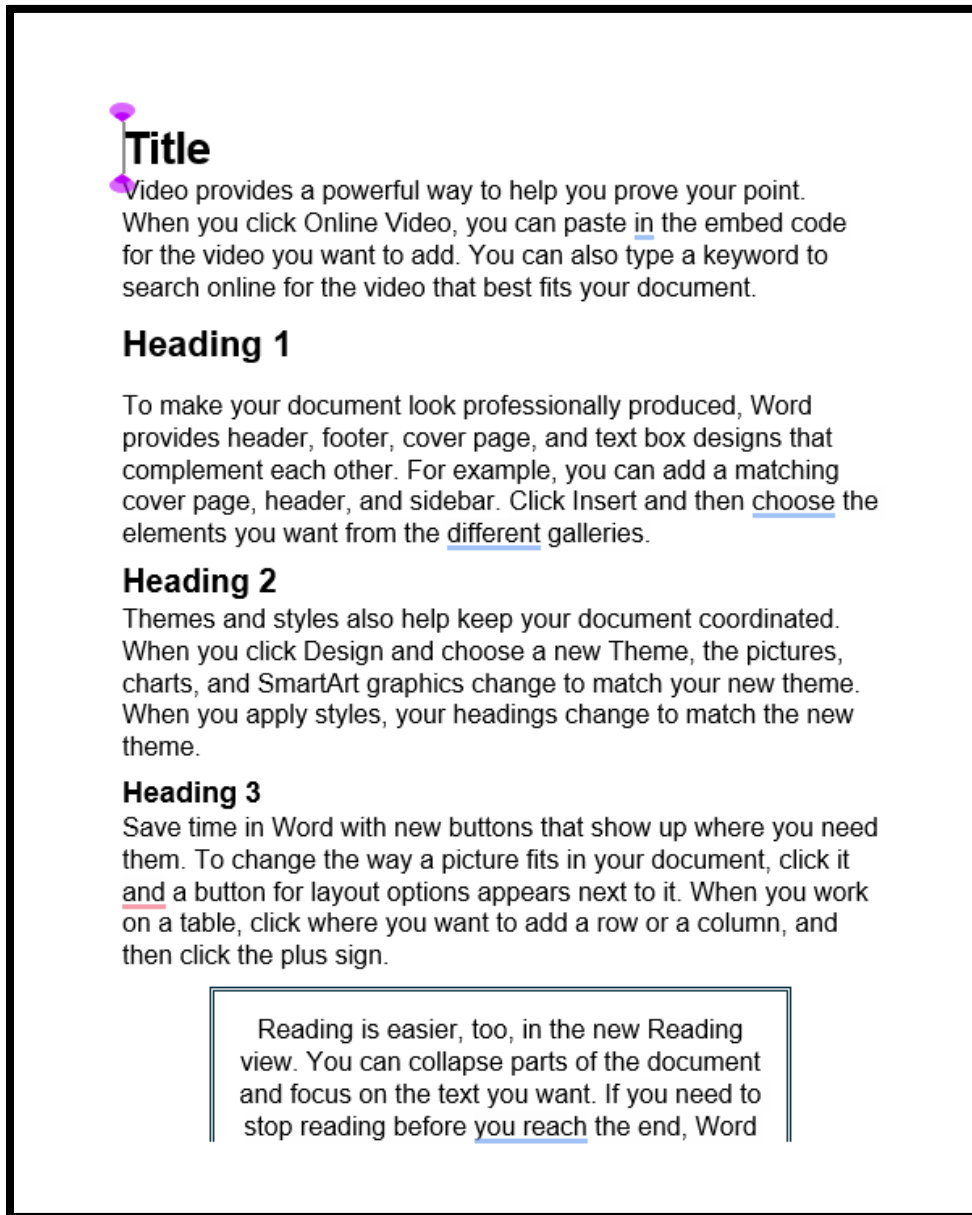
- a. It will appear in the list of available Style Sets in alphabetical order. You cannot use first character navigation in the list of Style Sets in the Design Ribbon, so this might influence your choice of a name.
2. Press Alt + S to Save the new Style Set.
 - a. The new Style set is saved to the Microsoft/Quick Styles folder for Microsoft applications. Don’t worry about where it is saved at this point. We’ll get to that when we learn how to copy or delete a custom Style Set.
 3. When you press Alt + G, S, and open the Style Set list, your Style set will be there and when chosen, will apply your font and font attributes to the document.

Figure 3 A page from a document using the default Style Set.



The following graphic shows the same page once a large print Style Set has been applied.

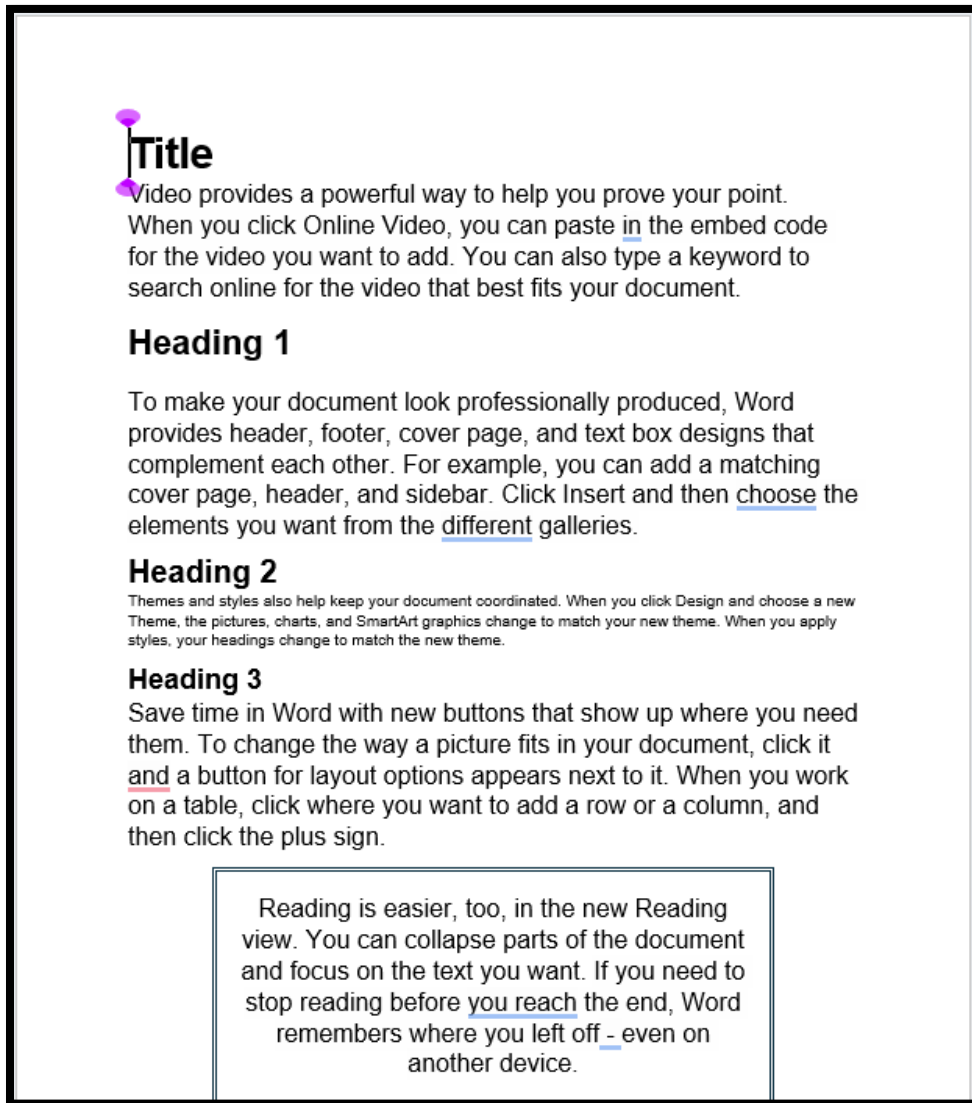
Figure 4 The same page with a large print Style Set applied.



The following graphic shows the same page with direct formatting applied in the original version of the document.

Visually, it is easy to identify the parts of the document where direct formatting was used instead of Styles.

Figure 5 The same page with a paragraph in 10 point using direct formatting.



Deleting a Custom Style Set

If you created a style Set for practice and now want to delete it, you can do this. There are two methods to delete the Style Set .

- Use the ability to right-click on a Custom Style Set in the Design Ribbon and choose Delete. If you are using the keyboard, press the AppKey or Shift + F10 to open the context menu.
- Go into the User files on your computer and delete the Style Set.

Let's look at the easy way first!

Press Alt + G, S to open the Design Ribbon, Styles Gallery.

Use the Down Arrow to find the Custom Style Set you want to delete.

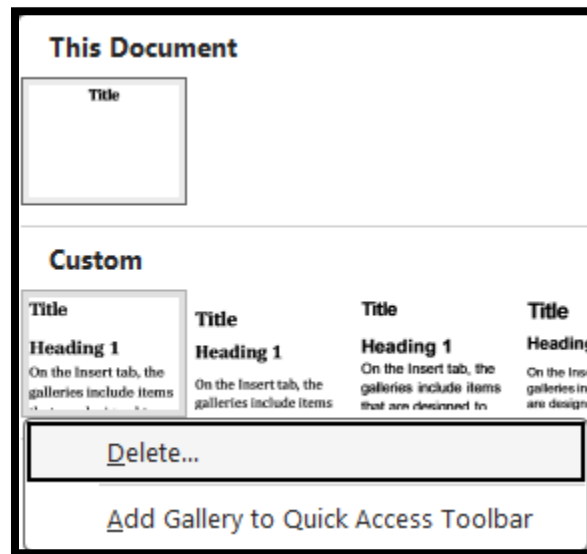
Press the AppKey or right-mouse click to open the context menu.

Press Enter on Delete.

You will be asked if you are sure you want to delete the Style Set. Choose Yes.

The Style Set is deleted. You don't have to go through method 2.

Figure 6 The Design Ribbon, Styles Gallery with a Custom Style Set selected, and the context menu shows Delete.



Now let's look at method 2!

The Quick Styles are stored in

Users/Username/AppData/Roaming/Microsoft/Templates/Quick Styles.

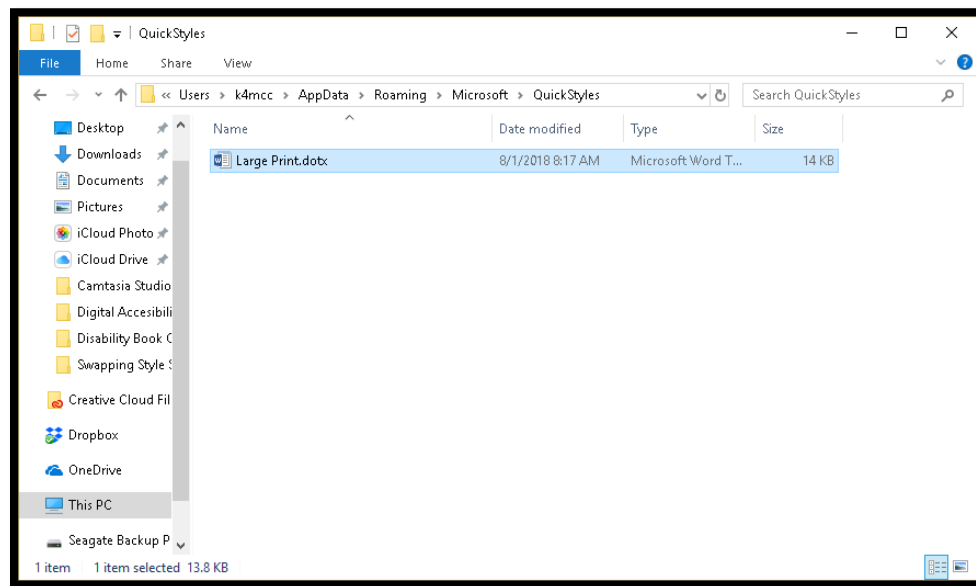
To delete a Custom Style Set from the Users Folder on your computer:

1. Go to My Computer and press Enter to open it.
2. Locate your computer's hard drive which is usually C:\ and might have a name such as Local Drive or This PC.
3. Locate the Users folder. You can do this by pressing the letter U.
 - a. If the Show Hidden Files option is not turned on for your computer, go to Control Panel, Folder Options and turn on the ability to see hidden files.
4. In the Users folder, find your username and press Enter to open it.
5. Choose AppData from the list of files and Folders and press Enter to open it. AppData is a hidden file which is why you need to show hidden files in order to do this.
6. Choose Roaming and press Enter to open the folder.

7. Choose Microsoft and press Enter to open the folder
8. Choose Quick Styles and press Enter to open the folder.
 - a. You can use first character navigation for all of these steps.
9. Locate the custom Style Set you want to delete and select it.
10. Press the Delete key.
11. Confirm that you want to delete this Style Set.
12. Press Alt + F4 to close the current window.

That's it! The custom Style Set has been deleted and will disappear from the list of available Style Sets in Word.

Figure 7 Quick Styles folder with Large Print Style Set.



Using your Custom Style Set on Other Computers

If you have a laptop as well as a desktop or a computer at work [and you have administrative permission to access the user files] you can copy your Style Set to a flash drive and put it on the other computers. I've also copied my Quick Styles folder to my OneDrive for easy access if an update to Microsoft 365 removes my Custom Styles.

To use the Custom Style Set on other computers with hidden files visible:

1. Go to Users/Username/AppData/Roaming/Microsoft/ Quick Styles.
2. You can either copy the entire folder if you have several custom Style Sets or the individual Style Sets by going into the folder and selecting the one you want to use on another computer.
3. Press Ctrl + C to copy it to the Windows Clipboard.
4. Switch to the external storage device such as a flash drive or OneDrive and press Ctrl + V to paste the folder or file to that device.

- a. If you are pasting a single Style Set, you should create a folder for it, so it is easy to find.
5. Go to the second computer.
6. Insert the flash drive or access your OneDrive folder with the Style Set .
7. Locate the Quick Styles folder or file and press Ctrl + C to copy it to the Windows clipboard.
8. On the computer you want to copy the Style Set to go to Users/Username/Roaming/AppData/Microsoft/ Quick Styles and either paste the Quick Styles folder or the Quick Style file into the Quick Styles folder. You can use Ctrl + V for this.
 - a. There is not usually a Quick Styles folder by default on any computer. The quick Styles folder is created when you create a custom Style Set.
 - b. If there is already a Quick Styles folder on the computer you are copying to, you will need to copy over just the Style sets you want to use on that device. Do not copy a quick Styles folder into another Quick Styles folder.

That's it! You've copied your preferred Style Set so that it can be used on a different computer.

Syllables (Immersive Reader)

One of the things we find when copying content from the Internet (or other places) is that fonts don't always transfer gracefully.

Often when reading a webpage copied into Word format, I'll hear things like a question mark or difficult. Instead of the word difficult. Unless you use a screen reader, you won't notice that the content is unreadable and unknowingly create an inaccessible document.

I came across this technique accidentally while trying to figure out what a document was about after hearing "question mark" or missing characters in words from a document sent to me that someone had copied from a webpage.

Pressed Alt + W, L, number 2 to open the Immersive Reader Ribbon.

Press Alt + Y, 5, T to show the Text Spacing.

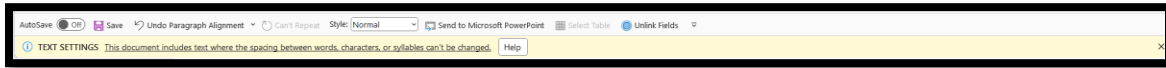
Press Alt + Y, 5, S to open the Syllables tools.

Note: The keyboard command of Y, 5 might be different on your desktop computer depending on the number of Add-ins installed.

Words that can be divided into syllables will have a visual indication.

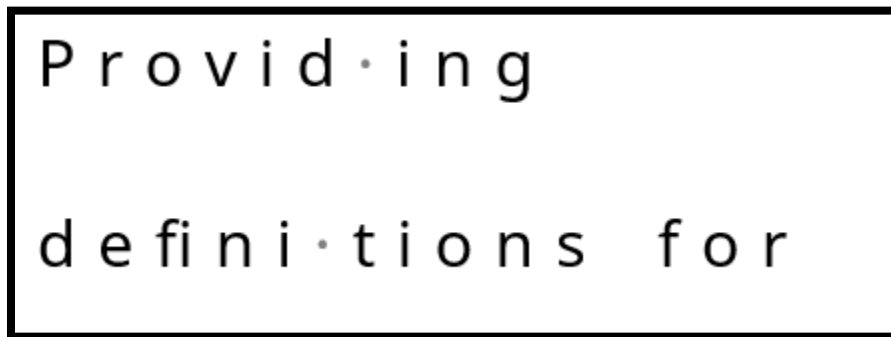
You may also get an Info Bar above the document indicating that there might be text spacing issues with the document.

Figure 8 InfoBar above a document indicating there might be text spacing issues.



The following graphic shows text from a webpage with font issues. Notice the two f's do not have a space between them.

Figure 9 Words with Text Spacing and Syllables turned on in the Immersive Reader.

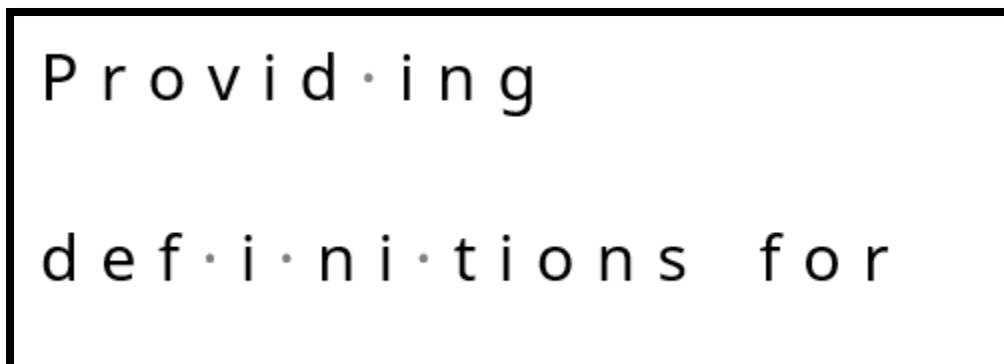


To remediate this issue in Word, delete the “fi” and type in f, i, as you normally would in typing the word. Don’t press the Spacebar between the letters. Because Text Spacing is turned on, the spacing will be correct.

Turn off the Immersive Reader by pressing Alt + Y, 5, C to Close the Immersive Reader Ribbon.

Test the text with a screen reader (not Read Aloud) and the remediated word will be read correctly.

Figure 10 A word with font issues remediated in a Word document.



Send to Microsoft PowerPoint

It is easy to create your presentation in Word and then send the content to PowerPoint.

This is a great tool for those of us who are easily distracted by the bling and colours of slides, who have problems focusing on the content or who have problems organizing our thoughts in a logical manner for presentations/public speaking.

Send to Microsoft PowerPoint (Quick Access Toolbar)

In Word for Windows, we'll need to put the "Send to Microsoft PowerPoint" item on the Quick Access Toolbar first. Follow the instructions for putting the ASP or Apply Styles Pane on the QAT or Quick Access Toolbar.

This is not available on a Mac.

Note: Do not use the ability to Export to PowerPoint from Word in the windows, Mac or Word on the Web applications! This creates an inaccessible presentation using SmartArt and other inaccessible elements.

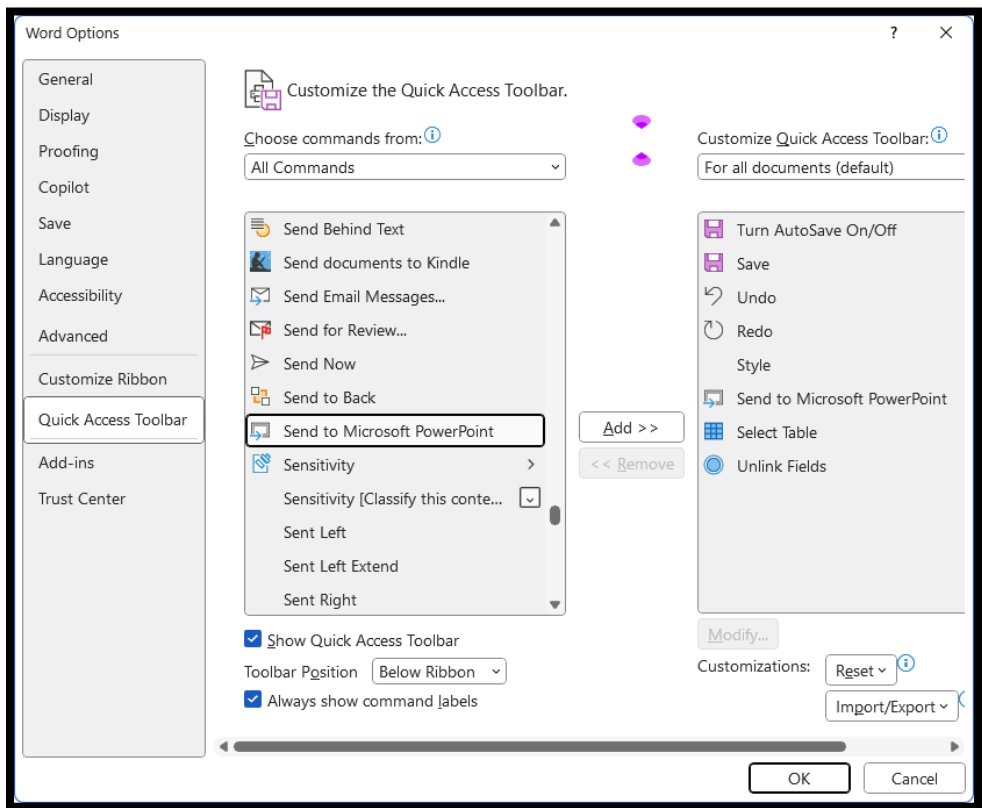
To put the Send to Microsoft PowerPoint on the Quick Access Toolbar:

1. Press Alt + F, T to open the Word Options dialog (File/Backstage area, Options).
2. Press Q to move to the Quick Access Toolbar category.
3. Press Tab to move into the options for the Quick Access Toolbar. You are in the list of possible types of commands to list.
4. Choose All Commands from the list of commands.
5. Find "Send to Microsoft PowerPoint."
 - a. You can use first character navigation. Pressing S once will take you to the start of the commands beginning with the letter S. You can then use the Down Arrow to move through them one by one or press Page Down to move through them in larger chunks. Keep track of where you are as the commands are listed alphabetically.
6. Once you select Send to Microsoft PowerPoint, press Alt + A to add it to the Quick Access Toolbar.
7. Note the position of the Send to Microsoft PowerPoint item in the list of commands on the right side of the Quick Access Toolbar options.
 - a. If you have the Apply Styles Pane on the quick Access Toolbar, it will most likely be at the 5th position which would put the Send to Microsoft

PowerPoint at the 6th position. Therefore, pressing Alt followed by the number 6 would start the process of sending your Word document to PowerPoint for the finishing touches.

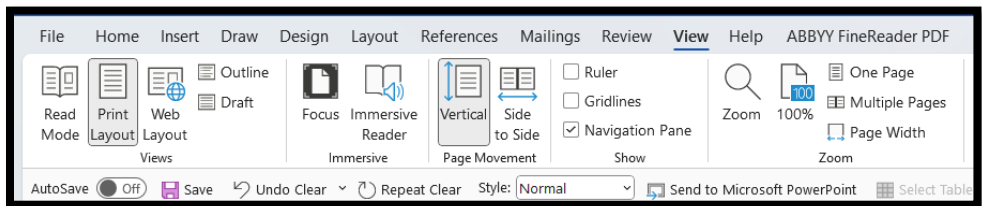
8. Tab to and press Enter on the OK button to confirm the addition.

Figure 11 Quick Access Toolbar settings with Send to Microsoft PowerPoint selected.



Items on the Quick Access Toolbar can be accessed by pressing Alt + a number. In this case, the Send to Microsoft PowerPoint is Alt +6 because on my Quick Access Toolbar, it is the 6th item.

Figure 12 Quick Access Toolbar below the Ribbon tabs in Word.

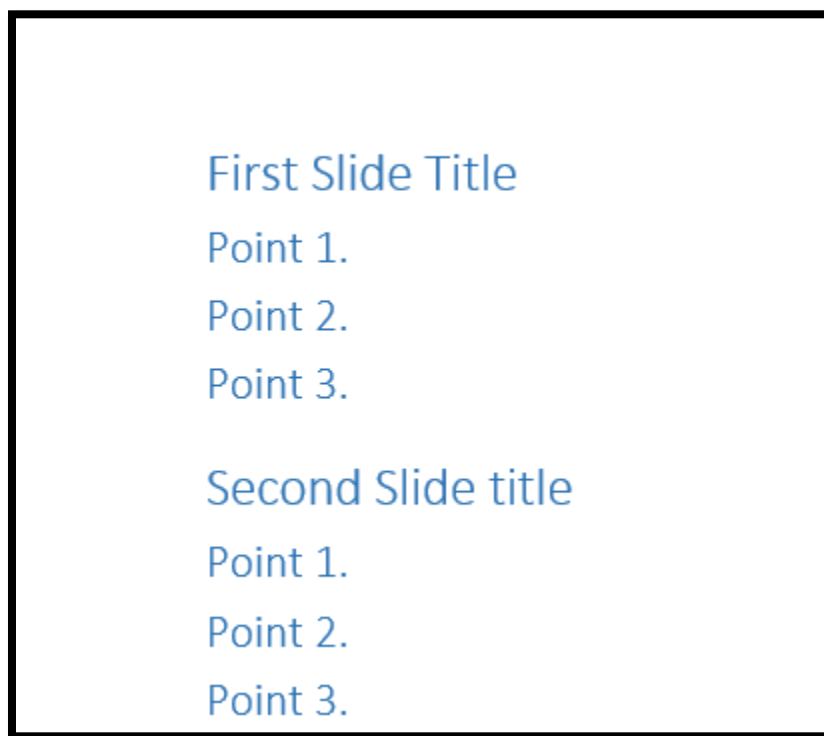


Note: Do not use the Send to PowerPoint button to send an entire Word document to PowerPoint. It creates a sticky mess. Use only Headings to create the structure for the PowerPoint presentation in Word. The ability to save a Word document as a PowerPoint presentation has been deprecated (thankfully). It created a hot mess of SmartArt graphics for every paragraph in the Word document.

Adding Content for a Slide in Word

I've attached a Read-Only document you can use as a template for creating your PowerPoint content in Word to "Send to Microsoft PowerPoint" to this PDF document.

Figure 13 Sample text in a Word document for PowerPoint slides.



The template uses Heading 1 as the Slide Title, Heading 2 as a first level bullet, and Heading 3 as a second level bullet or sub-list.

To create a PowerPoint presentation in Word:

1. Open a new blank document. It doesn't have to be a template; it is the underlying structure that will be converted to the slide components.

- a. The “Send to PowerPoint” Read-Only document that can be used as a template I’ve included uses black text on a white background to avoid any conflicts with a slide design or Theme you might choose.
 - b. If you want to make it a template, open it and then press F12 to open the Save As dialog. Keep the filename but change the file type to Word Template. It will be placed in your Custom Office Templates folder on your hard drive.
2. When this gets sent to PowerPoint, the text will start on the second slide. Type the text for the second slide.
 - a. We will add the title slide in PowerPoint.
3. The Heading 1 will be the Slide Title text.
4. Type the bullet points for the first slide but do not format them as bullets. Make sure they are formatted as Heading 2 Styles.
5. Type the text for the title of the second slide and make sure it is formatted as a Heading 1.
6. Type the text for the bulleted items on the slide and make sure they are formatted as Heading 2.
7. If any slide requires a sub-list, use Heading 3 after a Heading 2.
8. Repeat this process for each slide of the presentation: slide titles are heading level 1 while bullets are heading level 2, and sub-list items are Heading 3.
9. Save your document as something meaningful to your presentation.
10. Activate the “Send to PowerPoint” item placed on the Quick Access Toolbar.

When you do this, the slide presentation is created. PowerPoint will open, the slides will be constructed, and you are ready to add images and the title slide.

This lets you work on the content of your presentation without being distracted by visual design and bling. It also creates an accessible version of your presentation that can be sent to participants who can then access it on note taking devices or laptop computers, or it can be Brailled

Finishing the Presentation in PowerPoint

The first thing you might want to do in PowerPoint is to remove any formatting that came through related to Word.

When the content is sent to PowerPoint, it is in Protected View.

Press Alt + F, letter I, E to remove Protected View.

Press Shift + F6 to move into the Thumbnails Pane.

Press Ctrl + A to select All slides. You can reset all slides or single slides if they’ve been imported/copied from another presentation.

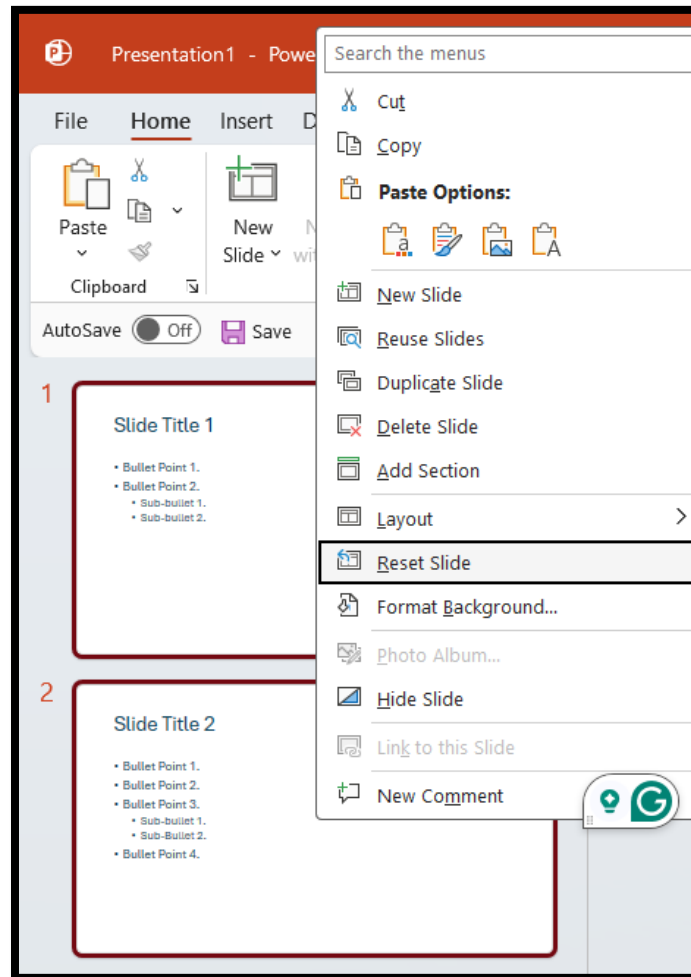
Press the AppKey (right mouse button) and choose Reset Formatting or Reset Slide. The wording will vary depending on the type of presentation you are working with.

The full keyboard command is AppKey, R for Reset.

Any coloured text will be black on a white background. The font and font size will be reset to the PowerPoint default.

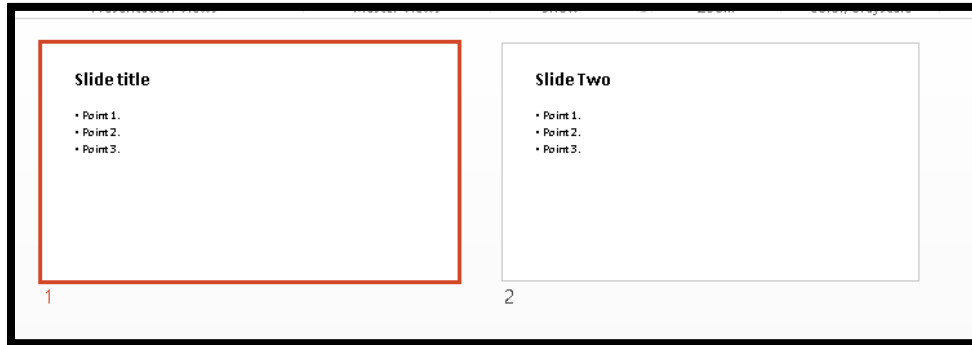
This lets you “start” with a fresh canvas!

Figure 14 PowerPoint Thumbnail Pane with all slides selected and the context menu showing Reset Slide.



Once the slides have been set to the PowerPoint default, switch to slide sorter view in PowerPoint by pressing Alt + W, letter I for View Ribbon, Slide Sorter.

Figure 15 Slide Sorter View in PowerPoint showing text for two slides created in Word.



In Slide Sorter view use the keyboard because it is more accurate and faster to position the cursor just before the first slide.

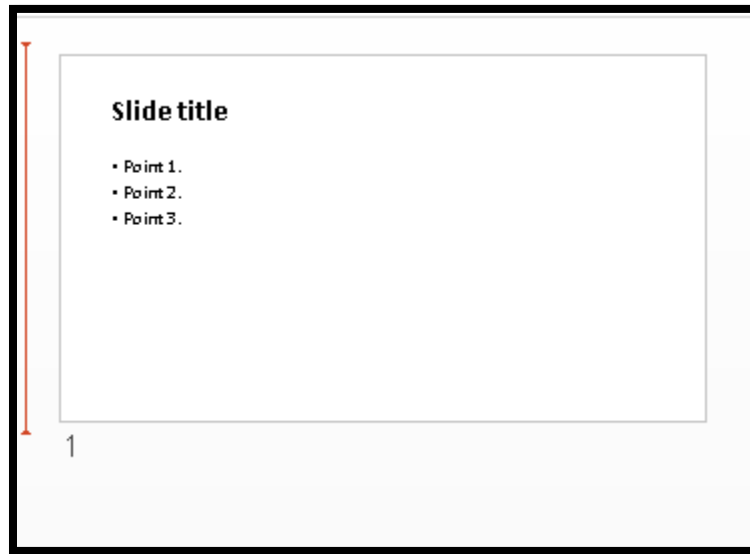
To add the Title Slide to the presentation:

1. Press Left Arrow to take focus off the first slide and put it just before the first slide.
2. Press Alt + H, letter I for Home Ribbon, Slide Layout Gallery.
3. Locate the Title Slide and press Enter to add it to the presentation.
 - a. The reason we took focus off the first slide and put it just before the first slide is because this is where we want the Title Slide to be added to the presentation.
 - b. If you were a bit off, you can drag the Title Slide to its position or cut and paste it there.

To add the title and author to the presentation:

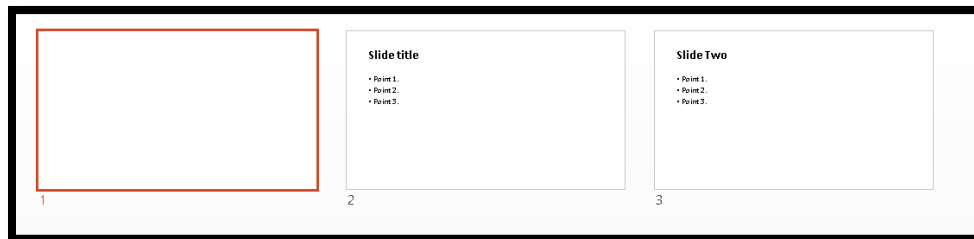
1. Switch to Normal view by pressing Alt + W, L for View, Normal.
2. Press Tab to move into the Title placeholder.
3. Press Enter to activate Edit mode.
4. Type in the title of the presentation.
5. Press the Escape key once to get out of Edit mode.
6. Press the Tab key to move to the Subtitle placeholder.
7. Press Enter to activate Edit mode.
8. Type in The Subtitle information.
9. Press Escape to get out of Edit mode.
10. Save your presentation and continue working on it.

Figure 16 Focus in Slide Sorter View just before first slide.



The following graphic shows the Slide Sorter view with the Title Slide added.

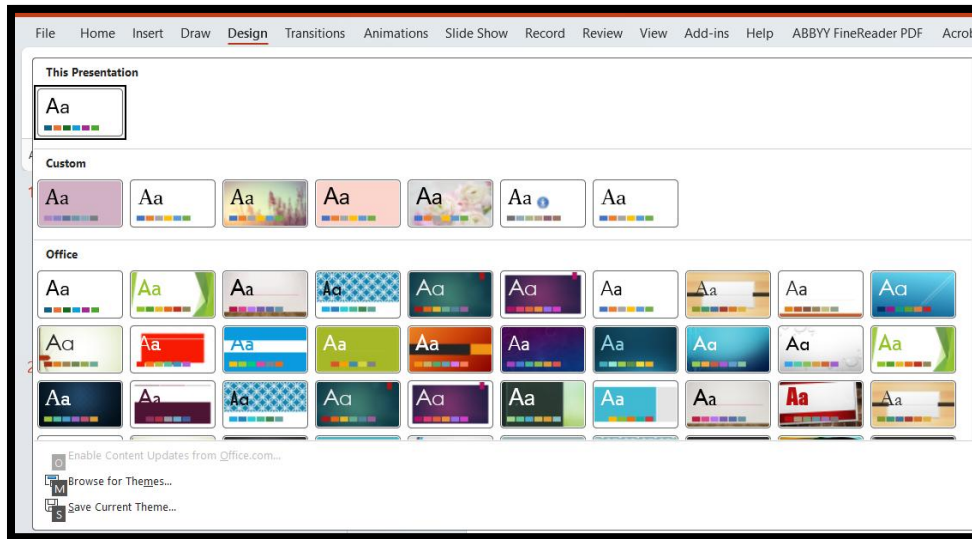
Figure 17 Slide sorter View with Title Slide added.



Now you can add the bling.

To add a Theme, press Alt + G, H for Design Ribbon, Themes and use the arrow keys to locate the Theme you want. Press Enter on it to apply it to the current presentation.

Figure 18 PowerPoint Design Ribbon shows custom and built-in Themes.

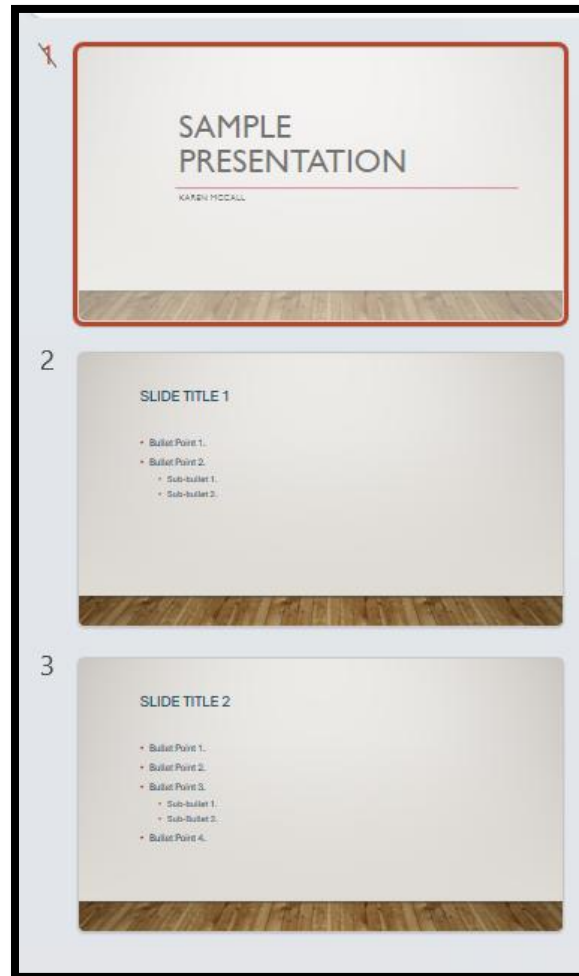


The ability to create the content of the presentation in Word and then send it to PowerPoint helps those of us who have trouble organizing our thoughts or who spend more time on the bling than on the content.

The following image shows the slide presentation once a Theme was added.

In the following graphic, some edits will need to be made to the design. The first is to change the use of uppercase for words to title case which only capitalizes words that need capital letters. The second is to check the colour contrast.

Figure 19 PowerPoint Thumbnail Pane after a Theme was applied.



PowerPoint

We ended the last topic showing how to structure the content for a PowerPoint presentation in Word. We'll now work in PowerPoint to explore features that can be thought of as adaptive tools.

Create Presentation from an Outline (Import File)

There is another way to bring the outline of content created in Word into PowerPoint without using the Send to Microsoft PowerPoint.

[Create a PowerPoint Presentation from an Outline, Microsoft Support.](#)²

² Create a PowerPoint Presentation from an Outline, Microsoft Support: <https://support.microsoft.com/en-us/office/create-a-powerpoint-presentation-from-an-outline-f6294909-04e9-4020-b9a8-4587b112692c>

It is the ability to Import an outline from Word. As with the method starting in Word, I don't recommend using an entire Word document. However, Microsoft Support has a help document with more information on this.

Launch PowerPoint.

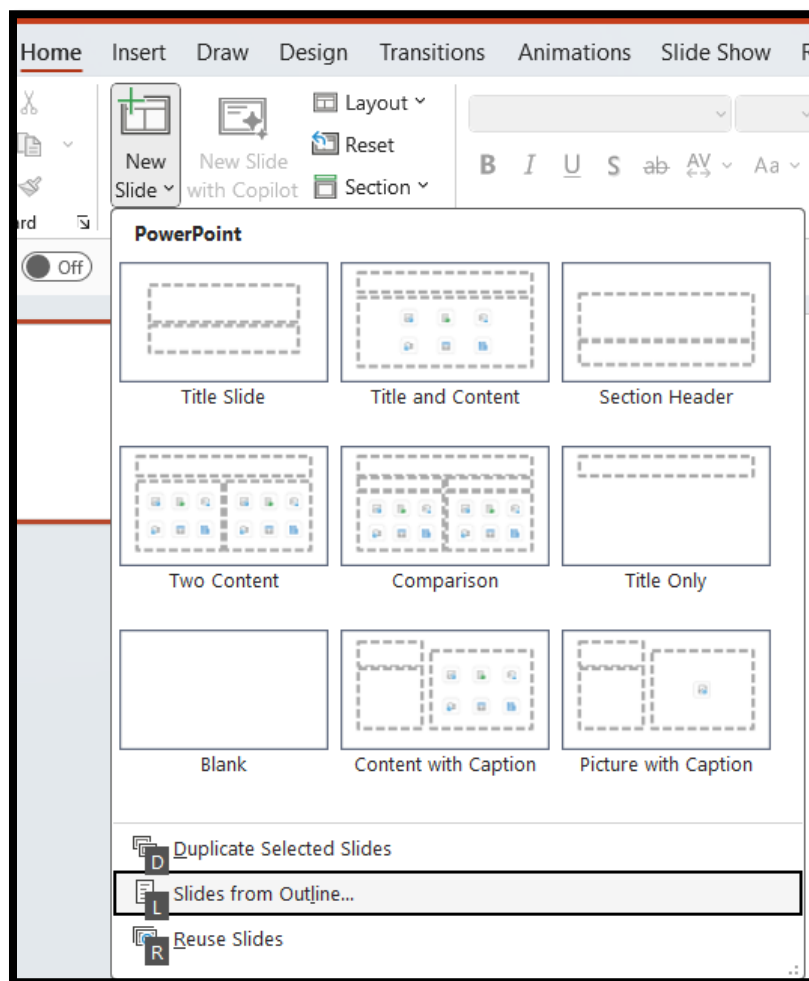
Press Alt + H, letter I, T for Home Ribbon, Insert Slide Layout, Slides from Outline.

Select the Word document. We are using the same document we created for the Send to Microsoft PowerPoint exercise.

Using this method, the Title Slide is already in place. The slides based on Headings in the Word document are added after the Title Slide.

Add the presentation title information and the Theme you want for the presentation.

Figure 20 PowerPoint Home Ribbon, Insert Slide Layout Gallery with Slides from Outline selected.



The following graphic shows the imported outline as slides in a presentation. Then this method is used, there is no need to reset the fonts, colours or other elements back to the default PowerPoint slide attributes.

Figure 21 PowerPoint Thumbnail Pane after Word document has been imported as Outline.



Outline Pane (View Ribbon)

Outline view is a tool that can be used to identify inaccessible content on slides such as text in text boxes. While text boxes can be navigated to and accessed by screen readers, unlike text boxes in Word, they can present accessibility barriers if someone needs a Braille or large print alternate format of a presentation.

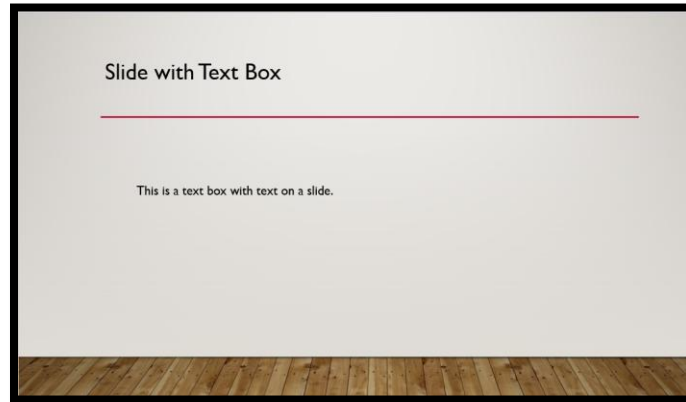
The accessibility barrier is that if someone needs a Braille or large print alternate format of a presentation, you will need to copy and paste EVERY piece of text that is in a text box into the Word document. It is more of an “accessibility barrier” to the remediator than the content author or to the person using a screen reader to navigate and read content on the slide canvas.

Switch to Outline View by pressing Alt + W, P, letter O.

The Thumbnail Pane changes to the Outline Pane.

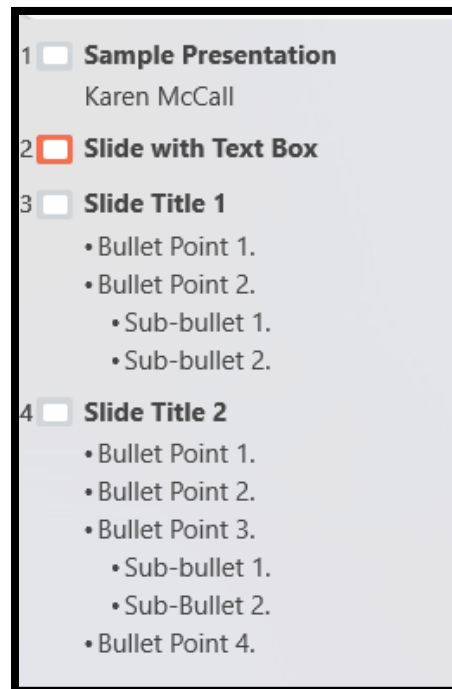
The following graphic shows the slide with a text box containing text.

Figure 22 A slide with text in a text box.



The following graphic shows the same slide in Outline View. It is slide 2 in the presentation. I've removed the uppercase from the presentation.

Figure 23 Outline View with content missing from slide 2. The content is in a text box.



The remediation for this slide is to insert a slide layout from the Home Ribbon (Alt + H, letter I) with a Content placeholder.

Copy the information from slide 2 onto the slide canvas of the new slide.

Delete slide 2 from the deck. The new, accessible slide is now slide 2.

If you do require additional areas on a slides for text, use the Slide Master to create custom slide layouts instead of using text boxes. By creating a custom slide layout for specific types of text content, and showing others how to use it, you avoid copying and pasting content from slides into Word if an alternate format of the presentation is requested.

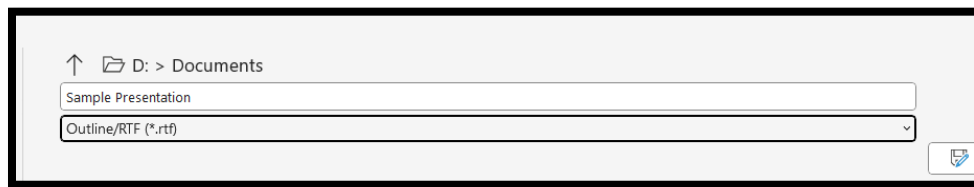
Save as Outline

When an alternate format of a presentation is asked for, the ability to save the outline of the presentation is the fastest way to do this.

Content, excluding pictures and tables, in accessible placeholders is converted to RTF (Rich Text Format) which can then be structured as a Word document.

To save the “outline” of a presentation, press Alt + F, A Y, 5 to give the presentation a name, then press Tab to move to the File type list; or, Press Alt + F,A, Y, 6 if the presentation has a name and choose Outline (RTF) from the list of file types.

Figure 24 File, Save As showing the file type as Outline.



The RTF or Rich Text Format file will be saved in the same folder as your presentation.

The next step is to open the RTF file in Word. It should open automatically in Word once you press Enter on it. It may open automatically once you choose Outline.

Alternate Format of Presentation from an Outline

This topic assumes you do not have ANY Text Boxes on your slides and that your PowerPoint presentation has been created to be accessible.

1. Open the RTF document in Word.
2. Press Ctrl + A to Select All content.
3. Press Alt + H, E to Erase Formatting.
4. Press Ctrl + C to Copy the text.
5. Open a new Word document and press the AppKey. Choose Text Only from the Paste Options.

- a. I have a template for alternate format of presentations that I use instead of the Styles/Formatting of the RTF document. However, if you like the RTF formatting, you can keep it. I find it saves me time if I use an existing template.

You can keep the same RTF file and save it as a Word document. However, the Style Set used in the RTF format may not be the one you want for your documents. Instead of modifying the Styles in the RTF, erasing the formatting and copying the text as text only into a Word template or new document with your Style Set and default settings keeps your branding in place.

When we created the PowerPoint presentation in Word, we used Headings and the RTF has the Same Heading structure which needs to be reformatted and structured correctly. Graphics and tables will need to be copied over to the Word document.

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.

1. Copy the information from the title slide and place it just below the first iteration of that content. This will give you a cover page and the start of the slide deck in the Word Document.
 - a. This is where you can add a logo or text indicating that this is an official presentation from your organization.
2. The title of the Presentation should have a Title Style.
3. On page 2, use the TOC Heading Style for Table of Contents (TOC Heading). This Style is hidden until first used.
4. The “main body” of the presentation should start on a new page after the Table of Contents.
5. Slide 1, which is the Title Slide of your presentation should be a Heading 1 for the Slide Title text.
6. You can then format the rest of the content on the slide.
7. At the end of the Slide Title, include the slide number. For example: “Creating More Inclusive Communities (Slide 1)” without the quotes.
8. 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.

9. If your presentation has graphics on the slide layer of the presentation, you'll need to copy and paste them into the Word document and resize them as needed.
10. 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.
 - b. To add a Caption, select the graphic, press the AppKey, press N for Insert Caption. Fill in the information in the Insert Caption dialog. In this instance, it is OK to use the Alt Text for the graphic.
 - c. Tables should have Captions above them.
11. 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.
12. Any long web addresses in the presentation should be contextual links with Footnotes or Endnotes in the Word document.

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 may not convert to other formats.

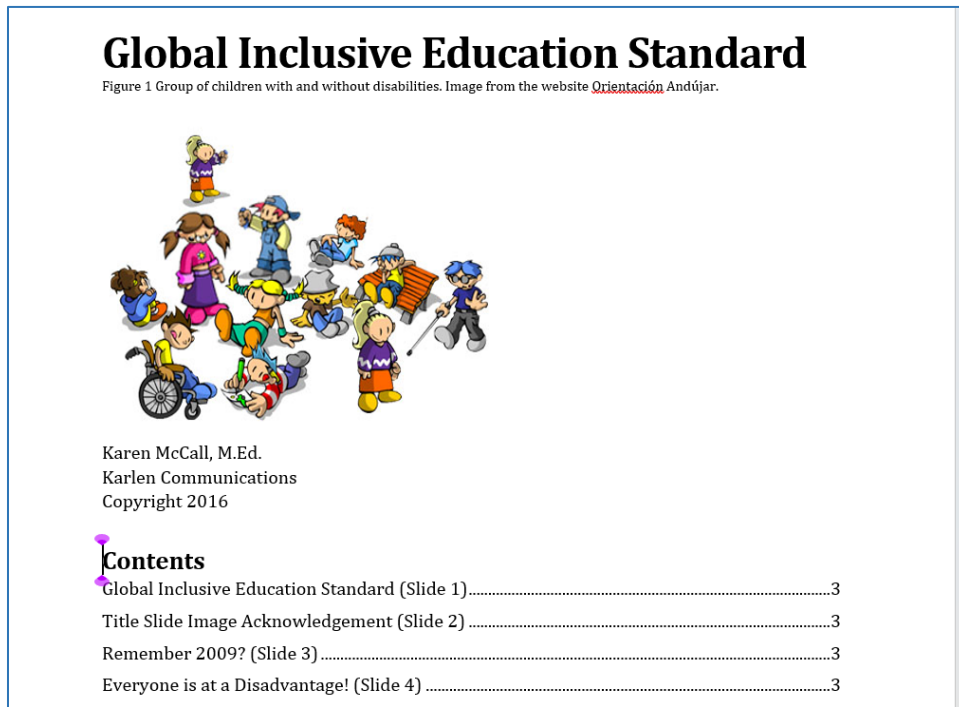
The keyboard command is Alt + F, letter I, Q, S, Enter on Advanced Properties.

If you are creating this alternate format for an organization, the name of the organization should be in the Author section of the Document Properties.

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.

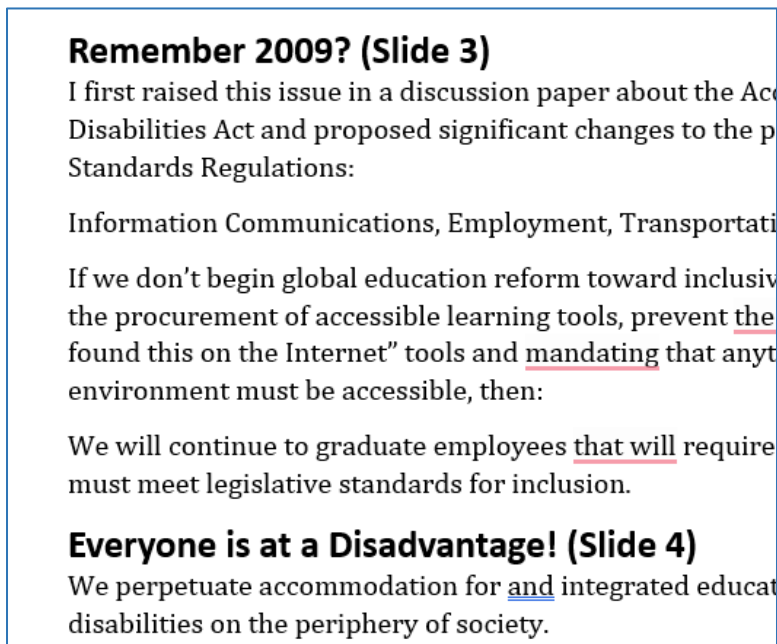
I've used Footnotes in these tutorials so that if the document is printed, people can read the long web address. This is a workaround that you can use in documents where you can add Footnotes.

Figure 25 PowerPoint presentation converted to Word alternate format.



The preceding graphic shows a cover page from a PowerPoint presentation as alternate format in Word with a linked Table of Contents.

Figure 26 Slides 3 and 4 from a PowerPoint presentation converted to and alternate format in Word.



The preceding graphic demonstrates slide content as an alternate format Word document.

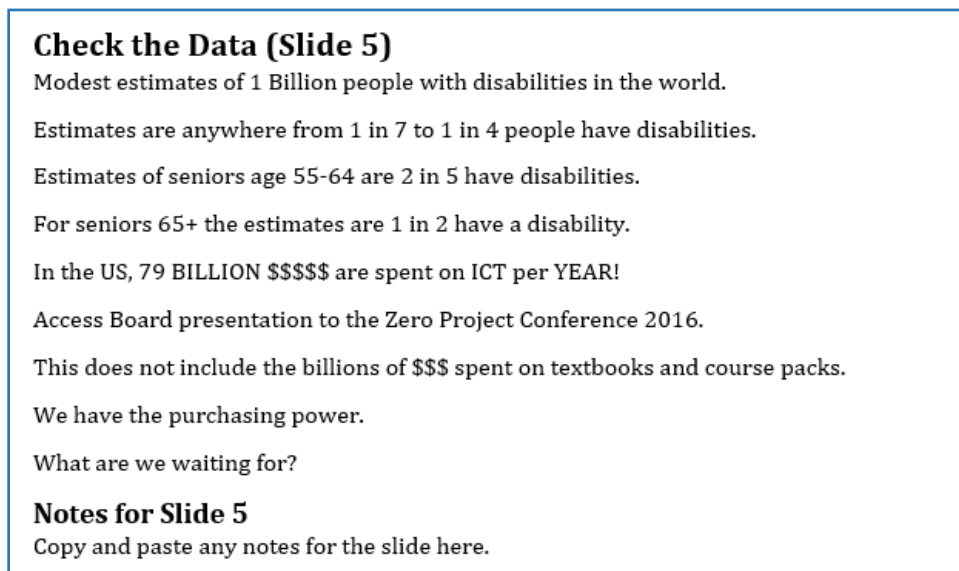
Content in the Notes Pane

If there is content in the Notes Pane, such as a long description of a complex graphic, you will need to copy and paste it into the alternate format Word document.

Use a Heading 3 for Notes.

The Heading should be “Notes for Slide X” without the quotes.

Figure 27 Alternate format of a PowerPoint presentation with a note topic for slide 5.



This ensures that the notes for a slide are in a linked Table of Contents and can be easily navigated to in the alternate format version of the presentation.

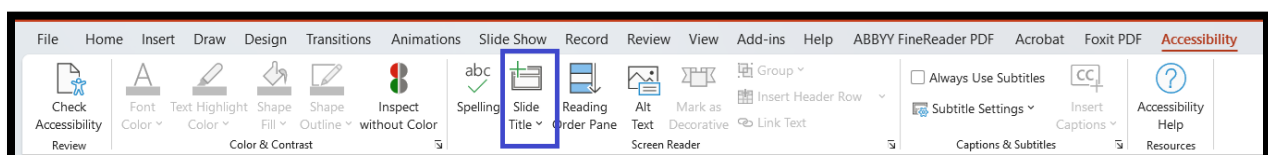
Add a Slide Title Placeholder (Accessibility Assistant)

There is no way to “convert” a text box used in place of the accessible Slide Title placeholder, however, there is a way to add an accessible Slide Title placeholder.

Press Alt + R, A, 1 and choose Check Accessibility.

When the Accessibility Assistant opens to the right of the slide canvas area, an Accessibility Ribbon will appear just after the Help Ribbon.

Figure 28 Accessibility Ribbon shows the Slide Title option.

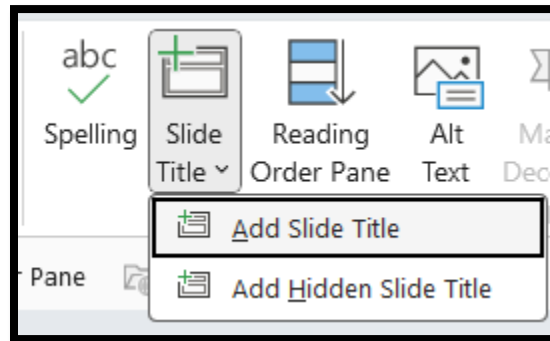


If the slide has a Slide Title Placeholder the only option is to edit it.

However, if a text box has been used, or the Slide Title placeholder has been deleted, there are two options:

- Add Slide Title.
- Add Hidden Slide title.

Figure 29 Accessibility Ribbon in PowerPoint (Accessibility Assistant), shows the two options available.



You may need to delete the text box being used for the slide title after copying the contents to the accessible Slide Title placeholder.

Add Hidden Slide Title

This feature is handy if you have a graphic that covers an entire slide or you have a graphic you want to use as a talking point but don't want the slide title to be visible. There are instances when the slide title can give away the talking point of the graphic. Adding a hidden slide title maintains the accessibility of the presentation and an alternate format of the presentation.

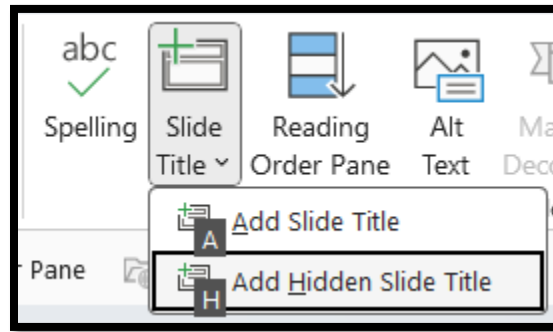
For this example, I've removed the default Slide Title placeholder from a Title and Slide Layout.

Press Alt + R, A to launch the Accessibility Assistant.

With focus on the slide canvas, press Alt + J, B, T, number 1, H.

A Hidden Slide title placeholder is added. This is sort of cheating as the Slide Title placeholder is off the slide canvas. If you are using screen magnification, it may also be visually confusing. The focus will bounce around from the Slide Canvas, off of it, and back to the Slide Canvas.

Figure 30 Accessibility Ribbon, Slide Title, Add Hidden Slide Title selected.



The “hidden” Slide Title placeholder is added off the top of the slide canvas and is in Edit mode (you can start typing the slide title).

Figure 31 A hidden Slide title placeholder just off the top of the slide canvas.



When the Outline Pane is activated, the slide title is available. When the presentation is saved as an outline, the slide title is available. When someone Tabs through the accessible placeholders on the slide, the slide title is available although you need to check the logical reading order of the placeholders on the slide canvas.

Figure 32 Slide with hidden Slide Title placeholder shown in Outline Pane.



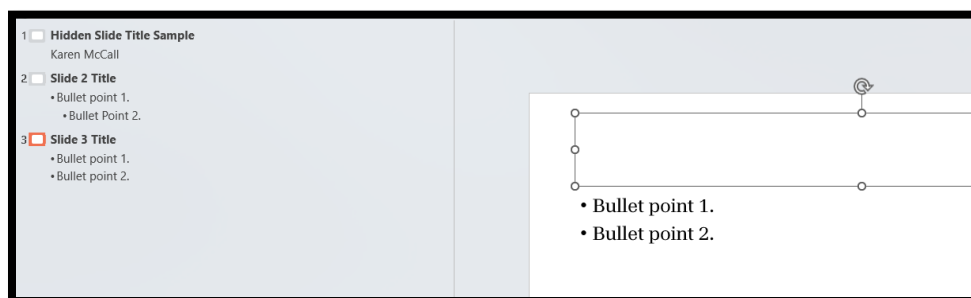
Note: A caveat to putting placeholders and objects off the slide canvas for those using screen readers with screen magnification is that focus will follow the logical order of the placeholders and objects which can result in confusion. Typically, we know that content is confined to a slide canvas. When focus starts moving into outer space, we lose track of where we are and what we're looking at. For example, the "Add Hidden Slide Title" put the Slide title placeholder off the slide canvas. When I press Tab to move from placeholder to placeholder, there are large gaps between the placeholders. I started to try and fix this, thought I'd done something wrong, but eventually realized that the Slide Title placeholder was off the slide canvas.

Alternate Methods of Hiding Slide title Text

An alternate method of hiding the text of a Slide Title placeholder IF you don't want it visible but DO want it available to optimize accessibility is to use an accessible slide layout that has a Slide Title placeholder.

Method 1 matches the text with the background colour. Once the text has been entered in the Slide Title placeholder, make the text match the background of the slide or the Slide Title placeholder. For example, if the background of the Slide Title placeholder is white, the text would be white. If the background of the Slide Title placeholder is blue, the text would be blue, therefore making it invisible.

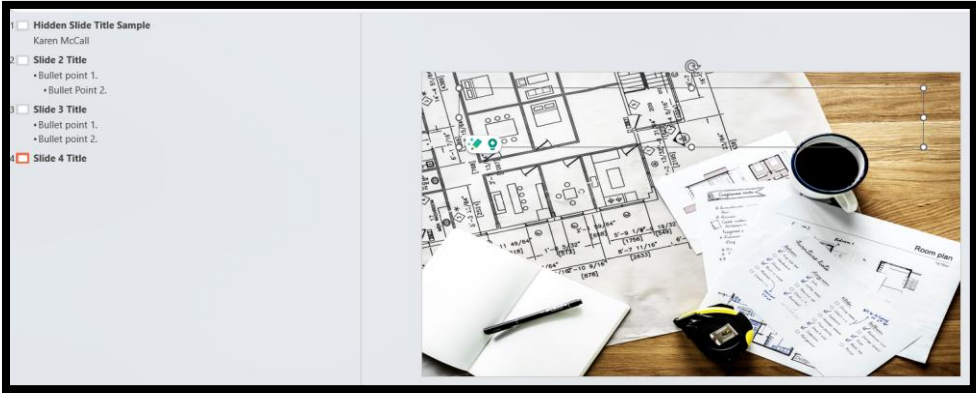
Figure 33 Slide Title placeholder with white text on a white background shows up in the Outline Pane.



The downside to this approach is that the text will be flagged by the Accessibility Assistant.

Method 2 works if the entire slide canvas is covered by a graphic. If a graphic covers the entire slide, the reading order can still start with the Slide title placeholder and move to the graphic, however, since the graphic covers the entire slide, it is invisible.

Figure 34 Graphic that covers the entire slide canvas including the Slide Title placeholder.



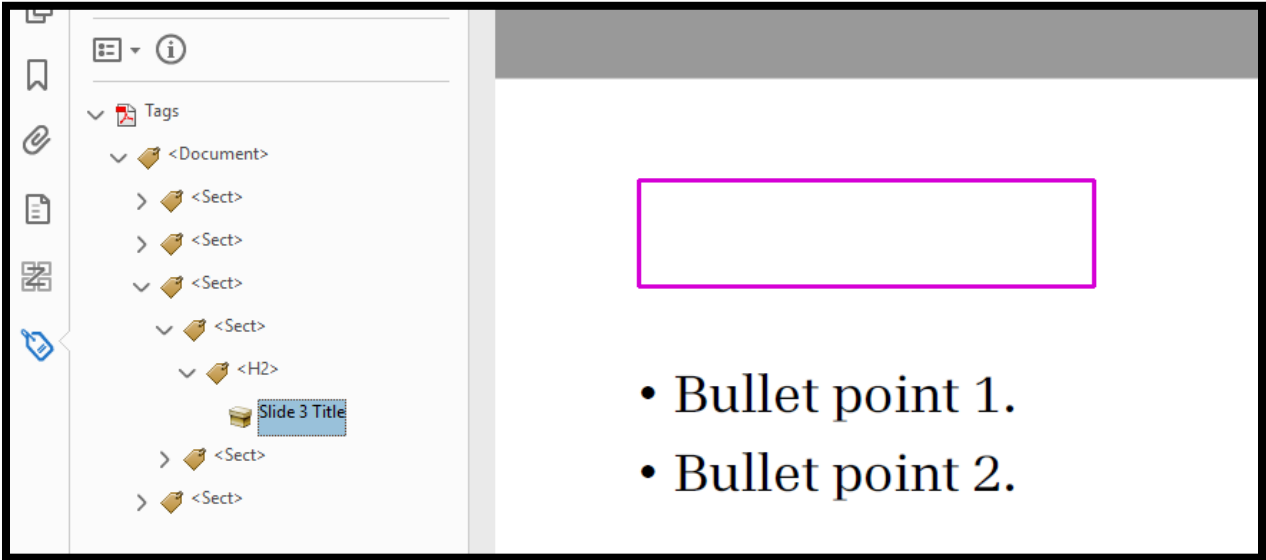
This method will not get the text flagged by the Accessibility Assistant.

Converting Hidden Slide titles to Tagged PDF

With any of the methods to hide a slide title, the content is converted correctly to a tagged PDF using the Microsoft Save As PDF tool.

However, as shown in the following graphic, the Slide Title can't be accessed visually, and therefore creates an accessibility barrier for those visually accessing the PDF.

Figure 35 Sample PowerPoint presentation with hidden slide titles converted to tagged PDF.



OneNote

OneNote has an OCR tool (Optical Character Recognition) that can be used to extract text from infographics. While the process doesn't present the text in a logical order, it is all there. And frankly, most infographics aren't laid out in a logical order.

For this topic, I'll go through the process for two infographics, both are untagged PDFs. The infographics were chosen for their visual layout not the content of the infographic.

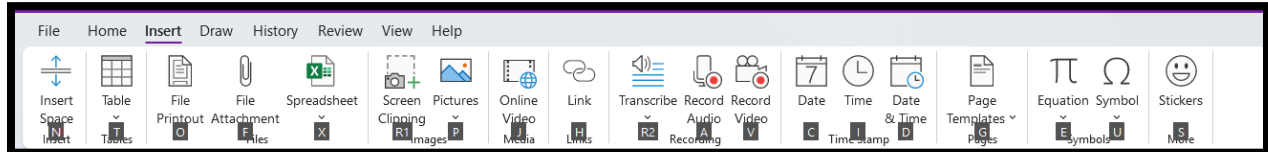
Infographic Sample

The infographic can be copied and pasted into a OneNote page or inserted.

- Press Alt + N, letter O to insert a File.
- Press Alt + N, F to insert a File Attachment.
- Press Alt + N, R, number 1 to insert a Screen Image.
- Press Alt + N, P to insert a Picture.

You can also use the keyboard commands to copy and paste graphics into OneNote.

Figure 36 Insert Ribbon in OneNote shows the keyboard commands.



Add the graphics or PDF you want to OCR on a new OneNote page. This helps keep track of everything related to that graphic.

The infographic for the first part of the exercise is one on climate change from the Government of Canada. The second infographic is on Canadians in the Workforce and is also from the Government of Canada.

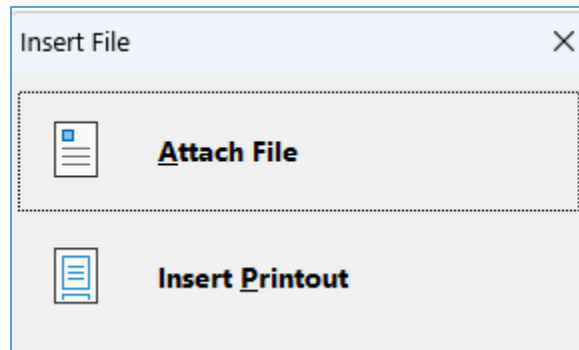
If you are working with a PDF document:

Copy the PDF using Ctrl + C once it is downloaded or from your storage device.

Press Ctrl + V and choose...

- Insert as Printout
- Copy Text from Page or Copy Text from All Pages

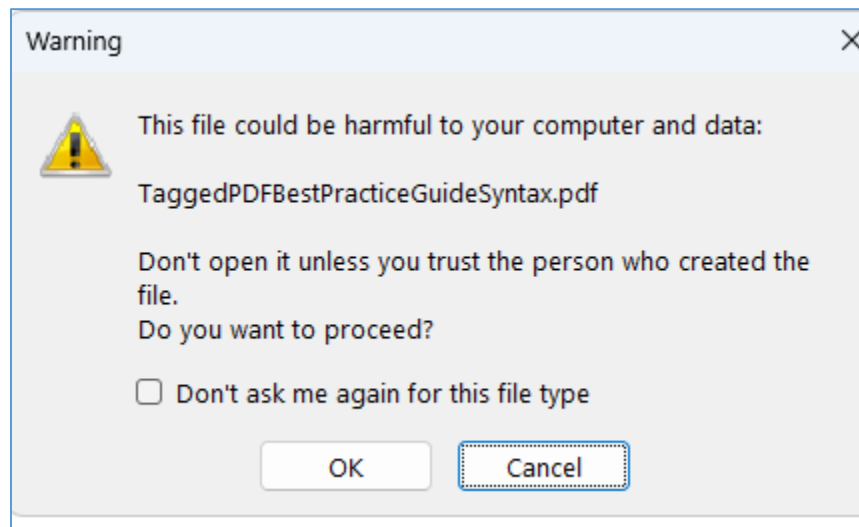
Figure 37 Insert File as an attachment or printout in OneNote.



Once the PDF is embedded (attached), select it and press the AppKey or right-click to open the context menu.

Choose Insert Printout.(I'll explain why in a moment.)

Figure 38 Warning dialog when attaching or embedding a PDF into a OneNote page.



If you trust the source of the document, activate the OK button to continue.

All pages of the document will be inserted into the OneNote page.

I did the two steps so that I had a copy of the original PDF as well as a copy of all pages in the document.

Once the PDF has been inserted as a printout, I go into the text, press the AppKey or right-click and choose "Copy Text from All the Pages of the Document".

The other option is to "Copy the Text from This Page of the Printout".

Figure 39 The context menu for an embedded/attached PDF in OneNote.

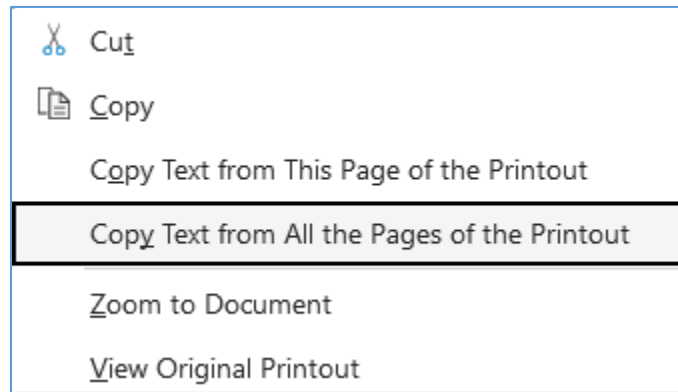
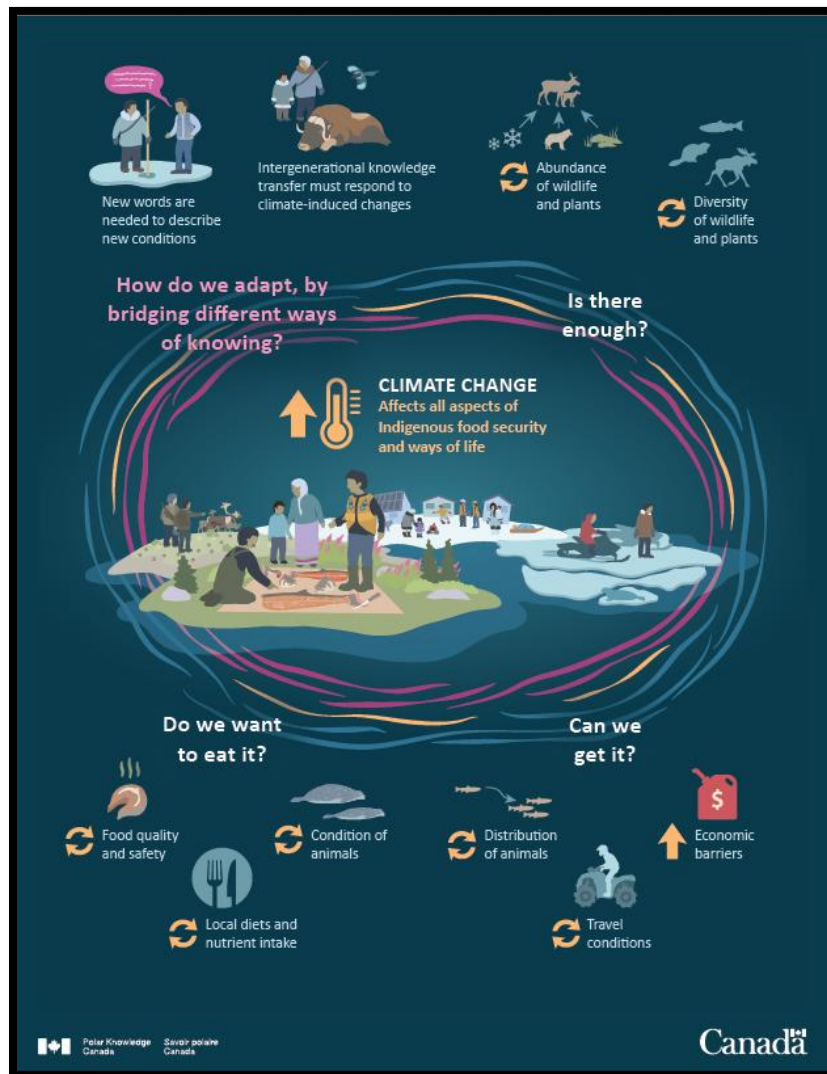
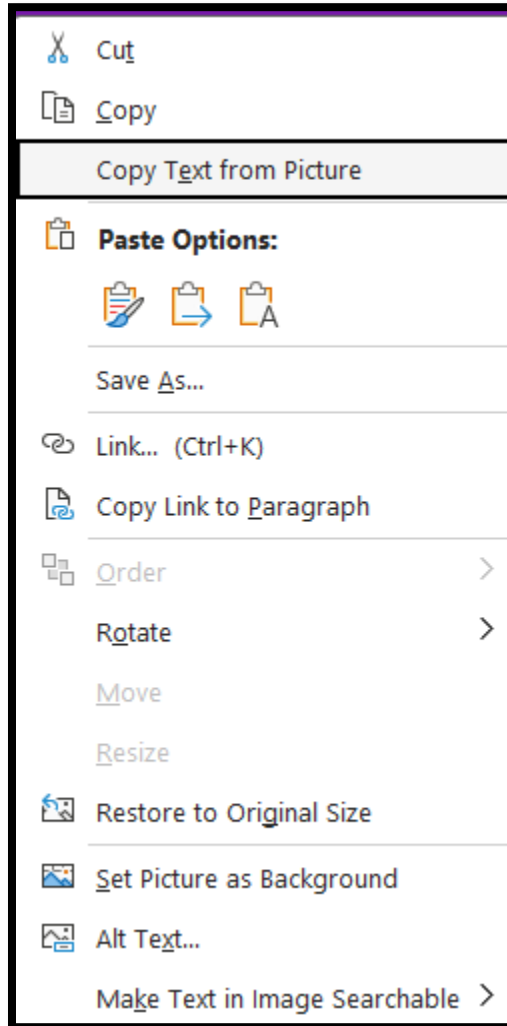


Figure 40 Government of Canada infographic on climate change.



Once the graphic has been added to a new OneNote page, ensure it is selected and then press the AppKey (right mouse button). Choose “Copy Text from Picture”.

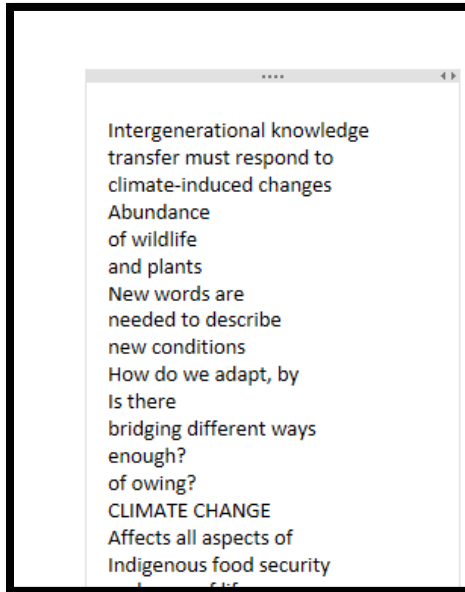
Figure 41 Context menu for a graphic in OneNote shows Copy Text from Picture”.



Once the text has been copied (to the Windows Clipboard), move below the graphic, press Ctrl + V to paste the text from the graphic.

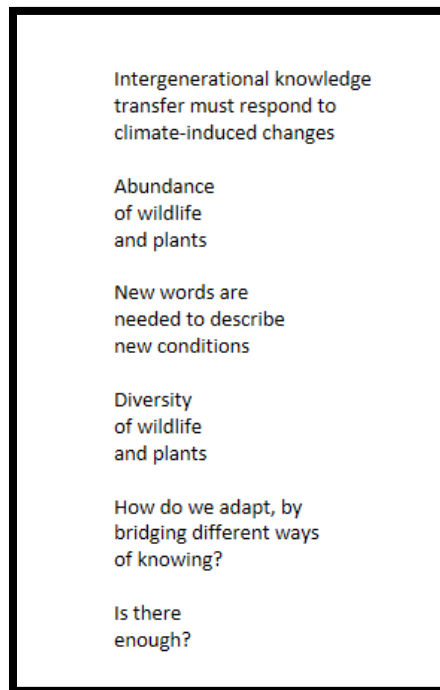
You will need to be able to see the infographic to sort out the various parts of the content.

Figure 42 Results of OCR on the climate change infographic.



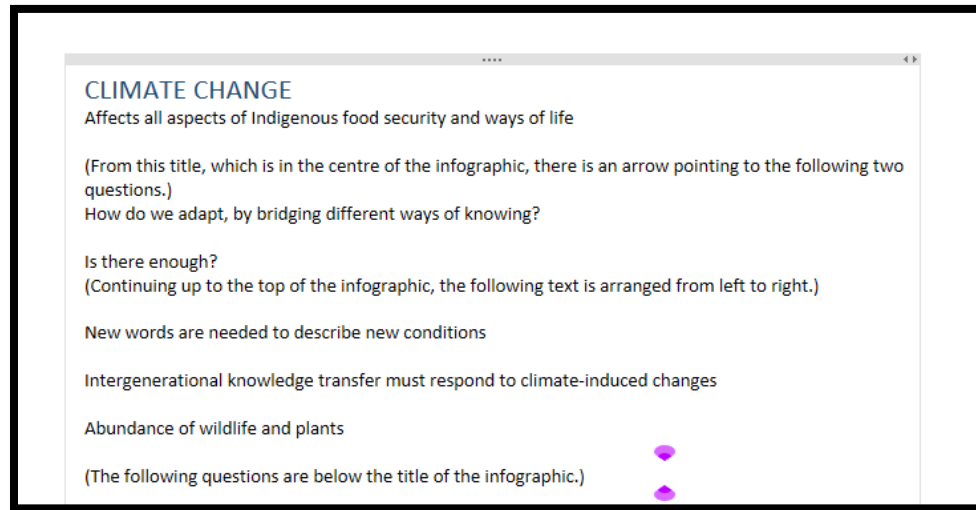
The next step is to organize the text so that it makes sense.

Figure 43 Text from the climate change infographic.



Once the text is sorted out so that it makes sense, it can be structured. This can be done in Word or OneNote.

Figure 44 Text from the climate change infographic structured as an alternate format description in OneNote.



As you structure the text for the infographic, provide information about the location of the text on the page or the relationship to other text/information and insight into the layout of the content. In this example, I've put this type of information in parentheses.

If you are working in OneNote, the next step would be to move the text to Word, save it as an accessible tagged PDF and insert it as the page(s) after the Infographic. Use Organize Pages in Adobe Acrobat or another PDF editor to do this.

You could attach the alternate format as an accessible Word document to the PDF and let people know that it is an attachment in the Alt Text for the infographic.

The Alt Text for the infographic would be either:

- Government of Canada climate change infographic. A detailed description of the infographic is on page 2.
- Government of Canada climate change infographic. A detailed description of the infographic is attached to this PDF.

I copied the text from OneNote to Word, removed the blank lines and ensured it was structured. I saved the alternate format as an accessible, tagged PDF in the same folder as the infographic.

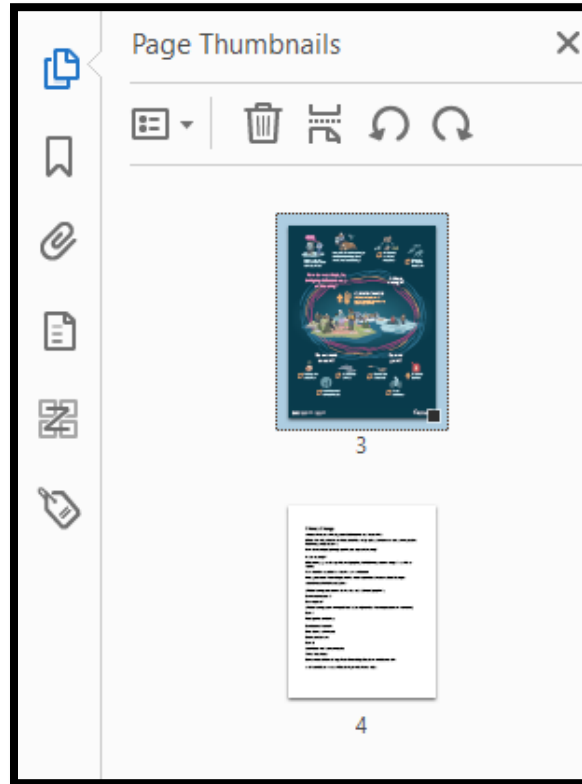
I switched to Adobe Acrobat Pro DC, went to Organize Pages and inserted the PDF alternate format after the infographic (Insert, From File).

I noticed that it was going to be after "page 3" for some reason. There was only one page.

I accepted that the alternate format PDF would be placed after page 3.

Once this was done, I closed Organize Pages and opened the Pages Panel in the Navigation Pane to the left of the document.

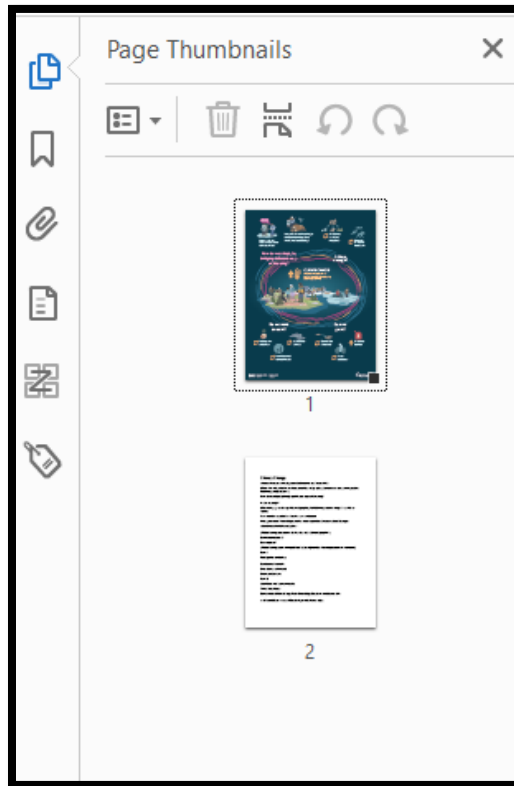
Figure 45 An alternate format of an infographic was added as accessible text after the first page.



The first page was identified as page 3. This is not correct. If anyone was reading the alternate format and wanted to go back to “page 1”, they would be told that page 1 did not exist.

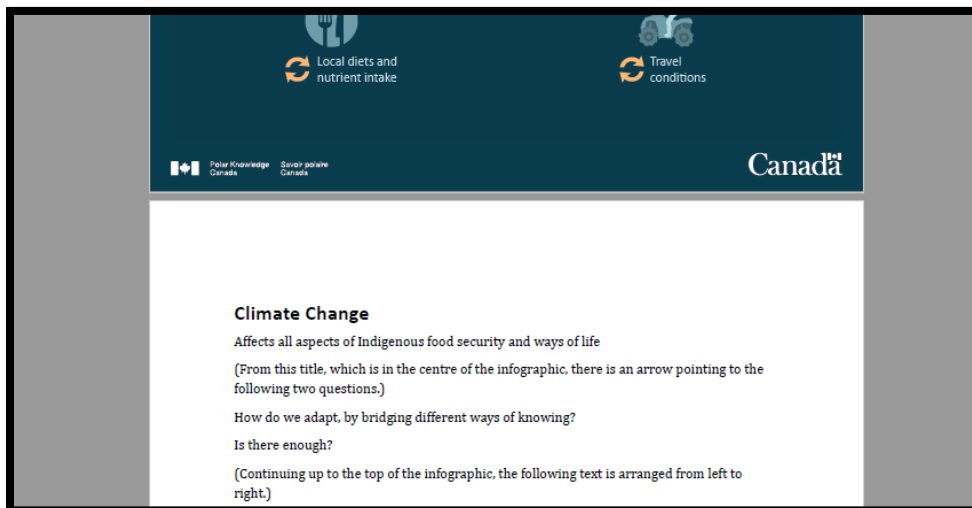
I modified the page numbers (Page Labels in PDF land) using Page Labels, and the page numbering was correct.

Figure 46 Remediated infographic with corrected page numbers.



Text

Figure 47 Infographic with alternate format showing page break between the two.



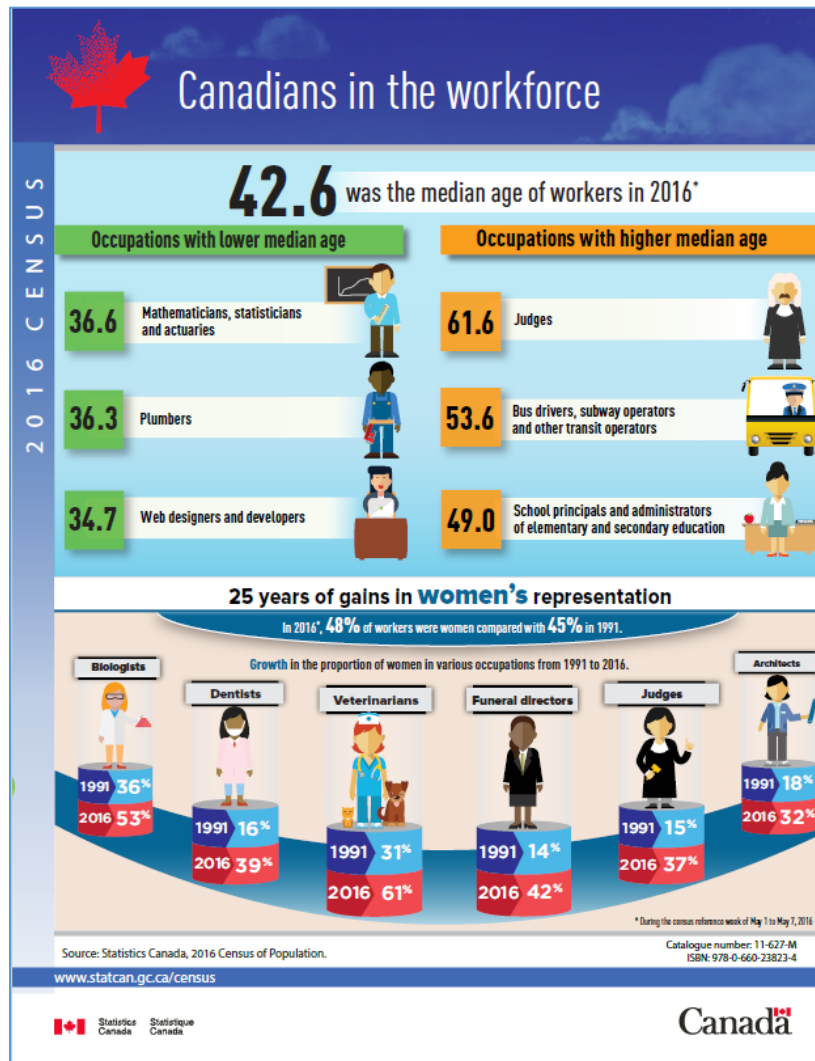
If you are working with infographics from your own organization and are getting inaccessible infographics even though you have procurement criteria that they must be accessible, this is one method to create the alternate format without typing the text.

Avoid using Actual Text on infographics. Actual Text is an attribute on the <Figure> Tag! We cannot move through it in a granular manner. It cannot be structured, it cannot have language changes, it MUST have correct grammar and punctuation! If the infographic contains a graphic, table, or list, these elements cannot be represented in Actual Text!

Infographics are not an appropriate use of Actual Text in PDFs!

Here are the second infographic and its alternate format.

Figure 48 Canadians in the Workforce infographic.



The following graphic shows the alternate format added to the infographic.

Figure 49 Canadians in the Workforce Infographic with alternate format pages.

