

Using PowerPoint to Create Learning Resources

Activities 1-4

Activity 4 – Preparing *PowerPoint* Presentations for electronic dissemination.

There are several ways in which you disseminate *PowerPoint* presentations electronically. For example, if you are using Blackboard, you can simply upload your *PowerPoint* presentation into Blackboard in the normal way. However, this has the drawback that you must be sure that your end-users all have access to a compatible version of *PowerPoint*. Alternatively, you can save your *PowerPoint* presentation as a web page and up load that into Blackboard. N.B. if you do this, you must ZIP your presentation before uploading it to Blackboard (see Application 2 below).

Unfortunately, for the moment neither of these solutions is satisfactory with respect to accessibility. This is partly because *PowerPoint* is a highly visual medium and partly because of the way Microsoft generates HTML. However, there is an accessibility wizard that you can use to overcome this. The Wizard is available from the University of Illinois will create HTML pages from *PowerPoint* presentations that meet the requirements of current disability legislation.

In order to obtain the *Accessible Web Publishing Wizard for Microsoft® Office* go to <http://cita.rehab.uiuc.edu/software/office/> and follow the instructions. From there you can install the Wizard and it will appear in the *File Menu* on your *Word Menu Bar* as *Save as Accessible Web Page*. If you do not have administrator privileges on your computer, you may need to ask technical support in your School or Department to do the installation for you. [N.B. if you do not yet have the wizard installed, but wish to see what the output looks like, you will find an 'Accessibility Wizard Sample' among the Sample Files.

Application 1 – Using the Accessibility Wizard

Open a presentation (e.g. the sample presentation you created in Activity 2, application 3). Before processing it, you may wish to remove any purely decorative images. This will save you the trouble of writing descriptions of them.

Choose *File*

Choose *Save as Accessible Web Page*

Now follow the instructions in the Wizard making choices and clicking *Next* as necessary.

When asked, write a short description for *Decorative Images* and short and long descriptions for *Informative Images*. [N.B. the wizard doesn't yet appear to support media other than text and graphics.]

When asked, Choose all three formats: *Text only*, *Text mostly* and *Graphical* so that you can compare them. Accept the default settings and choose *Speakers Notes* and select *Next*.

When asked, click on *Change*, give the file a name (e.g. MyPPTTest) and save it to the desktop.

The Wizard will now process your file. Depending on the complexity of your presentation, this may take some time.

When you reach the end of the Wizard, click on *Finish* and close your *PowerPoint* presentation. [N.B. if you leave your presentation open, you can go back to it and run the wizard again if you want to change something. The wizard will remember and descriptions that you have given.]

On your desk top you should now find a file and folder with name you gave (e.g. MyPPTTest and MyPPTTest _files). If you click on the file, it will open an HTML point of entry to your document. From here you can access each of the three versions of the file that you have created.

The Text Only version disregards all the graphics and displays only text, including the long and short descriptions of any graphics included in the presentation and the speaker's notes if included. It also provides links to any images included and separately lists any hyperlinks on each page. This version is primarily of use to individuals using screen reading software and is not very attractive to others.

The Graphical version looks pretty much like the original, but doesn't include the extra descriptions or the speaker's notes. It is primarily intended for users who have no accessibility issues.

The Text Mostly version retains some of the graphic look and feel of the original presentation, but also includes the images and their long descriptions and the speaker's notes, if included; and separately lists any hyperlinks on each page. In many respects, this version represents the best of both worlds. Although it is not a fully featured *PowerPoint* presentation, it retains all of the essential information from the original along with sufficient additional information to insure that it can be accessed by anyone.

At this point you can ZIP the file and the folder together (see Application 2) and then upload them into Blackboard.

Application 2 – ZIP documents for input into Blackboard

Where documents are linked together (e.g. a web site, *PowerPoint* HTML files, or Accessibility Wizard HTML files), they must be zipped together in order to preserve the links in Blackboard. With Windows 2000 and above this is very easy. Just choose the files you want zipped together and *Click the right mouse button*, then choose *Send to* and *Compressed (zipped) Folder*. This will immediately create a zipped (note the icon) folder containing those files. You can then upload the zipped folder into Blackboard. Try creating a Zipped folder with the file and folder created during Application 1. [Note: If you are running an earlier version of Windows, you may need to obtain a separate copy of ZIP from your technical support staff.]

N.B. Remember when you upload a Zipped folder in Blackboard, you must choose 'Unpackage this file' rather than 'Create a link to this file'. When you do that Blackboard will ask you which file to begin with. In the case of files created by the Accessibility Wizard, choose the first file (e.g. MyPPTTest). In the case of PowerPoint HTML files, you will want to choose the first slide.