

# HANDOUT

## Access to Accessibility: Diversifying your Training with PowerPoint & Storyline 360

<https://ucdenver.zoom.us/j/868997450>

[www.YouTube.com](http://www.YouTube.com) | [www.Articulate.com](http://www.Articulate.com)

Learn ways to make your learning solutions more accessible to alternative learning styles and learning impairments

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# INSTRUCTIONAL APPLICATIONS

Accessibility in elearning means the ability for everyone to have full access to learning modules regardless of special needs or disabilities.

**Learners won't miss important information because they can't see or hear it.**

## 1 Section 508

Federal law mandating that all electronic technology developed or used by the federal government be accessible to people with disabilities.

- For those who can't hear well – include closed captioning
- For those who can't see well – add alt-text

## 2 PowerPoint is a common starting point for learning/training materials

- Includes features to help with sec. 508 compliance
- Can be saved in many forms for content delivery
- Compatible with other authoring programs like Articulate and Captivate

## 3 After participating in the webinar, you will be able to:

1. Check learning materials for accessibility
2. Transform a PowerPoint into additional formats for greater learning accessibility
3. Include accessibility features in learning materials

### Imagine:

You are the head of training for a national retail chain that pride themselves on hiring a diverse workforce, including those with auditory or visual disabilities.

Your task is to create training for a new product while considering accessibility needs as well as various learning styles.

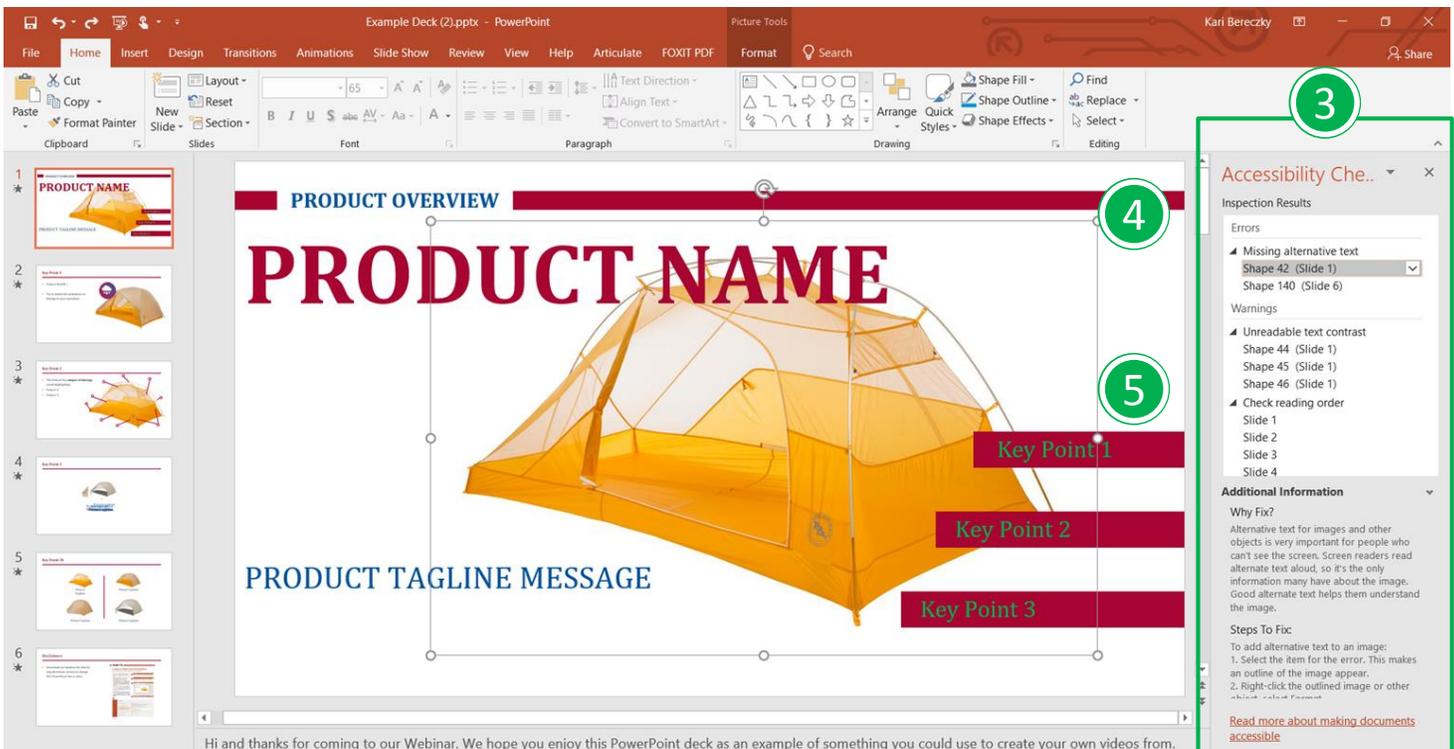
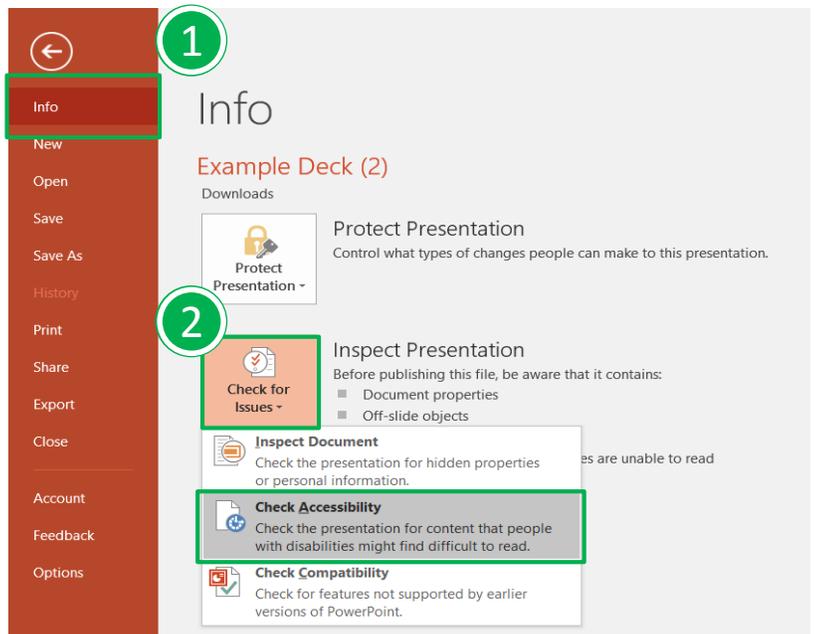
# HOW-TO

## Check PowerPoint for Accessibility

This process is for those who want to make their PowerPoint accessible for those that use third-party readers and protect against vision impairments like color blindness.

### Run an Accessibility Check

- 1. GO TO FILE**— And on the **Info** tab click on **Check for issues**.
- 2. CHECK ACCESSIBILITY**- Click on **Check Accessibility** to have PowerPoint check for any errors.
- 3. VIEW THE RESULTS**- A dialogue box will appear displaying **Errors** and **Warnings**.
- 4. FIX ANY ERRORS**- Click on an error to read **Additional Information** and follow the prompts PowerPoint provides to fix the issue. **Alt-text** is a common found error.
- 5. FIX ANY WARNINGS** - Click on a warning to read **Additional Information** and follow the prompts PowerPoint provides to fix the issue. **Unreadable text contrast** is particularly important to the color blind.



# ■ NOTES FOR EXAMPLE 1 ■

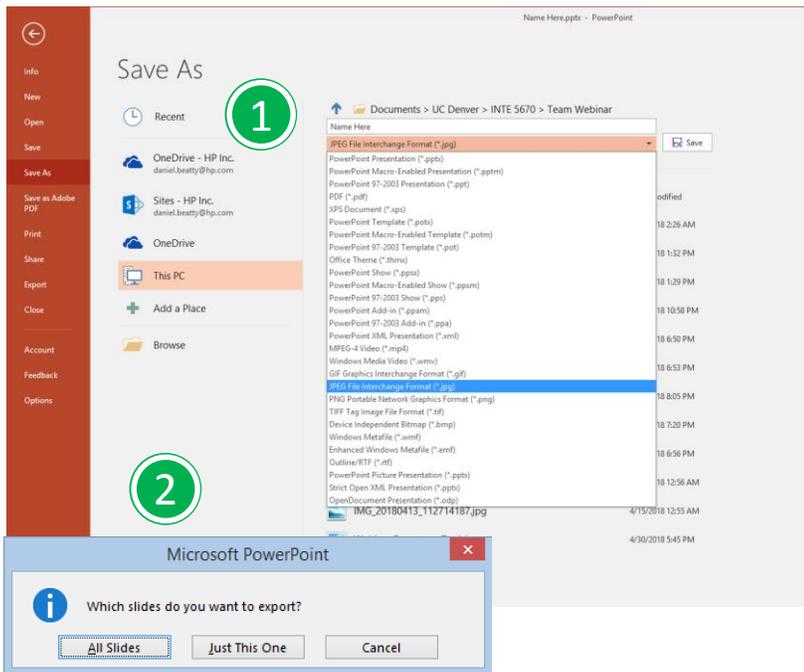
# HOW-TO

## Check PowerPoint for Colorblindness

This process relies on the free color blindness simulation tool from Coblis at [www.color-blindness.com](http://www.color-blindness.com).

### Create an image file from your PowerPoint

- 1.GO TO FILE**– And on **Save As** select **.jpg** from the file type dropdown menu.
- 2.CHECK YOUR DESIGN OR YOUR ENTIRE WORK** – Select **Save** and when prompted save **“just this one”** slide to check your design layout before going too far in your project design, or save all slides if you are checking an existing presentation.
- 3.UPLOAD YOUR IMAGE TO THE COLOR BLIND SIMULATOR** – Visit [www.color-blindness.com](http://www.color-blindness.com) and click on the color blindness simulator. From the next page, select **choose file** to upload your image.
- 4.SIMULATE COLOR BLINDNESS TYPES TO CHECK FOR ERRORS** -Click through the various color blindness types and options, looking for any blending or disappearing of colors.

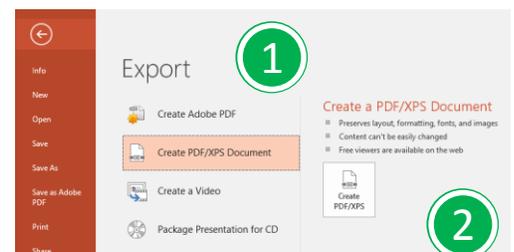


## Create mobile-friendly PDFs

PowerPoint has a few different ways to create PDFs, so choosing the way that works best for mobile is important

### Not all PDFs are the same

- 1.GO TO EXPORT**– And select **Create PDF/XPS Document**
- 2.CREATE A MOBILE-FRIENDLY PDF** – By selecting **Create PDF/XPS** it makes the PDF more accessible to online readers such as mobile phones and tablets and apps.



# NOTES FOR EXAMPLE 2

# HOW-TO

## Create a Video from PowerPoint

For those who want to produce an animated video from a PowerPoint presentation.

Once your slides have content

**1.ADD AUDIO** - Record or import audio for each slide.

**2.APPLY AUDIO SETTINGS** - Adjust the audio file's playback settings so the audio will play automatically and hide during show

**3.ANIMATE THE SLIDE** - Click the Animations tab and Animation Pane. Apply animations to your slide as desired. Ensure your timing settings for each object is set to with previous and your audio recording is first in the animation pane timeline.

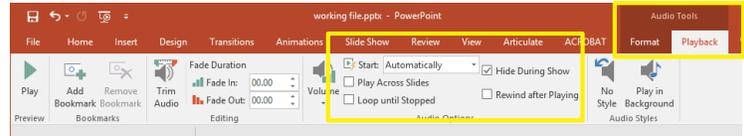
**4.ADD SLIDE TRANSITIONS** - Click the Transitions tab. Choose your desired transition effect and adjust the advance slide option to After and set the timing to 1 seconds longer than the length of the audio file.

**5.EXPORT AS VIDEO** - Repeat steps 1-4 for each slide then select File, Export, Create a Video. Choose the quality, and make sure to select Use Recorded Timing and Narrations. Click CREATE VIDEO.

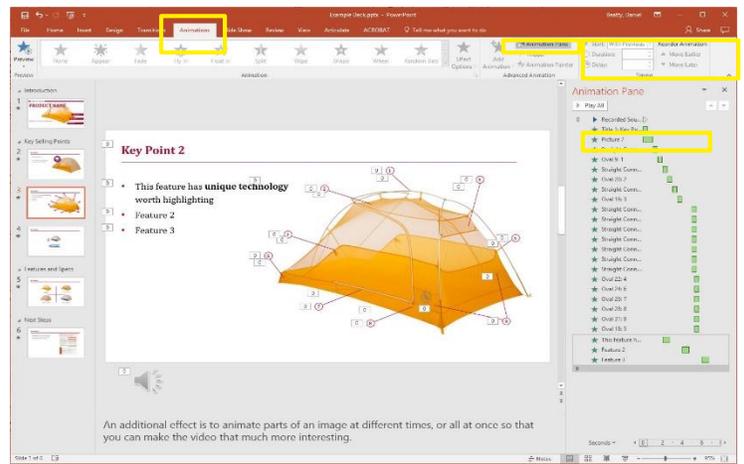
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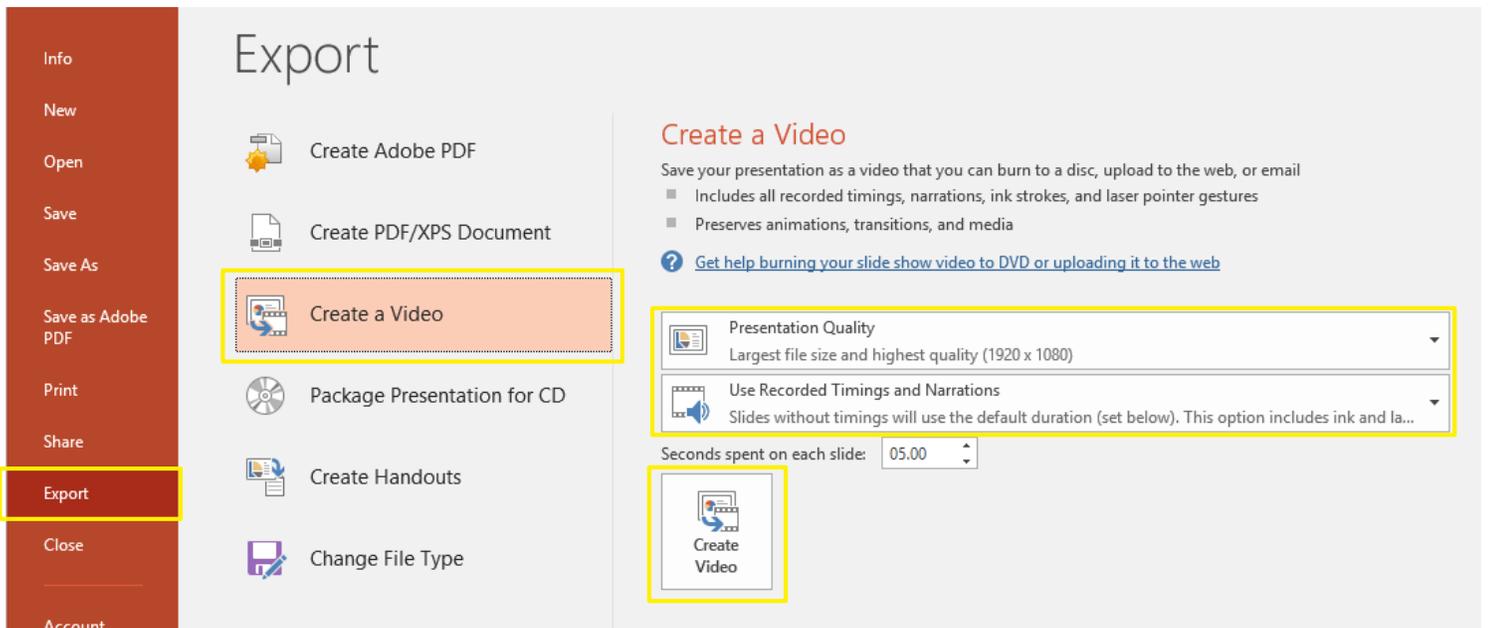
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4



5



# ■ NOTES FOR EXAMPLE 3 ■

# HOW-TO

## Add Subtitles to a Video Using YouTube

For those wanting to add closed captioning/subtitles to their videos without purchasing additional software, YouTube allows users to either translate their own videos or to automatically add subtitles.

### To automatically add English CC/subtitles:

**1.LOGIN AND UPLOAD TO YOUTUBE** - Upload video to your account. Click **done** when complete, click on **video manager**, then select the video.

**2.MANAGE SUBTITLES/CC** - On the row above the screenshot of the video, click on **Subtitles/CC** on the far right.

**3.ADD NEW SUBTITLES OR CC** - If **Automatic Captions** are available, they will automatically be published. However, automatic captions may not be immediately ready. Processing time depends on the complexity of your video's audio. Click **refresh** on your browser to see if they are ready. When the subtitles are ready, a button will become available under the heading **published** that says **English (Automatic)**. Press to continue.

**4.REVIEW AUTOMATIC SUBTITLES** - This screen shows the subtitles that have been generated. Press **play** on the video to see whether changes are necessary to the caption tracks.

**5.TO EDIT CAPTION TEXT** - Click **Edit** above the video to access the caption tracks. Click on the caption track you want to edit. Click on any line in the caption track panel and edit the text.

Click **Save changes** when finished.

**1.TO EDIT CAPTION TIMING** - Click **Edit** above the video to access the caption tracks. In the timeline below the video, find the caption track that you want to fix the timing of, and grab the handle to adjust it to the intended place along the timeline to match it to the correct audio. Click **Save changes** when finished.

**2.PUBLISH SUBTITLES** - When you click **Save changes**, it automatically publishes any changes you made to the subtitles. It will create a new file for the changes you have made. The file will be named different than the original **English (Automatic)** file. If you need to make further changes later, be sure to access the correct version.

1. Login and upload to YouTube. The 'Upload' button is highlighted in the top right corner.

2. Manage subtitles/CC. The 'Subtitles/CC' tab is selected in the video manager.

3. Add new subtitles or CC. The 'English (Automatic)' option is selected under the 'PUBLISHED' heading.

4. Review automatic subtitles. The video player shows the subtitle track.

5. To edit caption text. The 'Edit' button is highlighted above the video player.

6. To edit caption timing. The subtitle track panel shows the timing of a subtitle being adjusted.

7. Publish subtitles. The 'English' subtitle track is published.

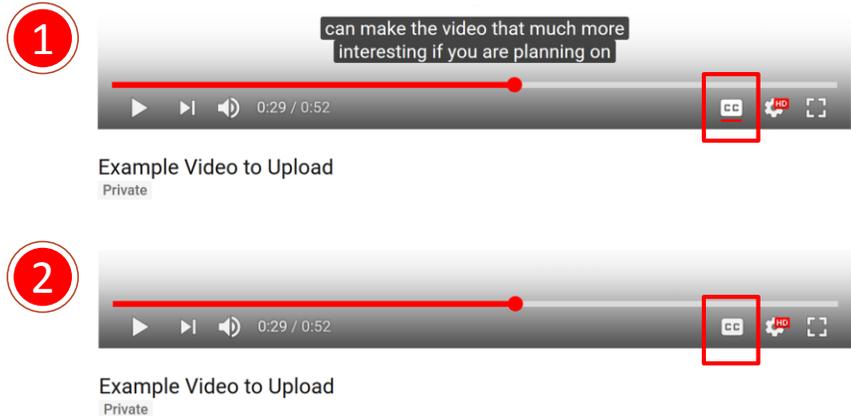
# HOW-TO

## Turn On/Off CC on YouTube

Since **closed captions** are on a different track than the video, the user can turn them on or off, in contrast with **open captions**, which are embedded directly into the course. They are permanent and the user cannot turn them off.

### To turn on or off CC/subtitles:

- 1. GO TO VIDEO TO BE VIEWED** - On YouTube, go to the video that you want to watch.
- 2. TO TURN CLOSED CAPTIONS/SUBTITLES ON/OFF** - On the right hand side of the playbar under the video screen, click on the **CC button**. The button will show a red line under it when closed captions/subtitles are enabled. You should now be able to view the video with subtitles, if they are available. Click the **CC button** again to turn closed captions/subtitles off.

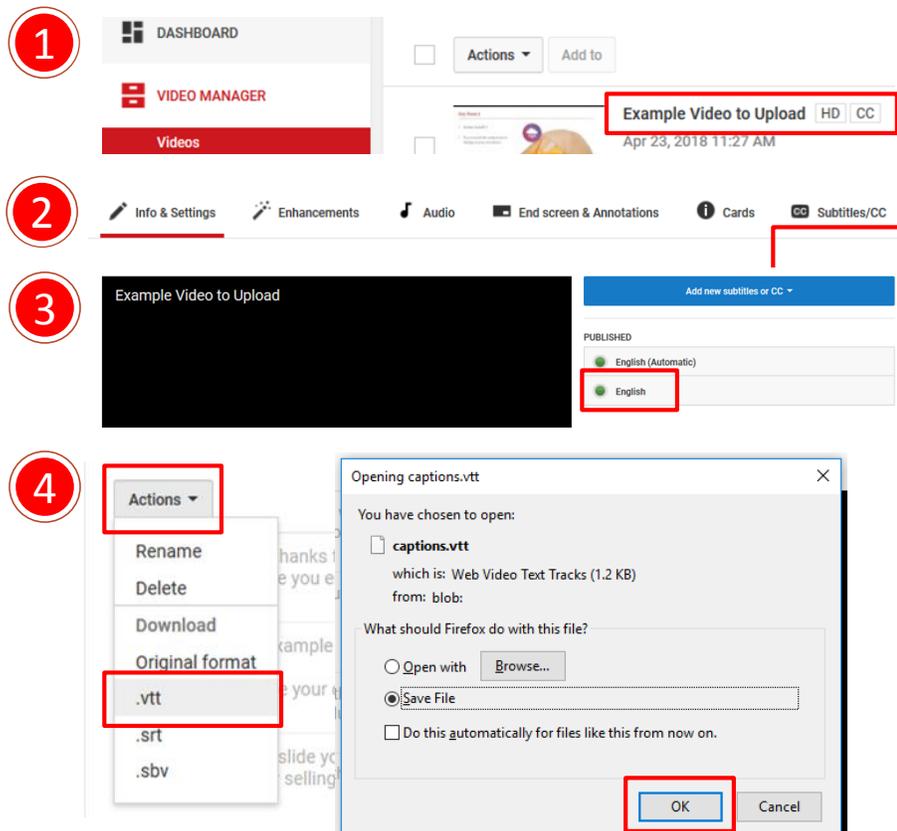


## Export CC File From YouTube

One of the easiest ways to create closed captions for other elearning programs, such as Articulate Storyline 360, is to create the subtitles in YouTube, then **export** the subtitles file (.VTT is the standard file type) and then **import** it into the application you need.

### To download the subtitles file:

- 1. LOGIN AND GO TO VIDEO MANAGER** - Click on the video you previously had published subtitles for to manage it.
- 2. MANAGE SUBTITLES/CC** - On the row above the video, click on **Subtitles/CC**.
- 3. GO TO PUBLISHED SUBTITLES** - Select the published subtitle version that you intend to download.
- 4. DOWNLOAD FILE** - Select the **Actions** button, and then click **.vtt** to save to your computer.



# ■ NOTES FOR EXAMPLE 4 ■

# HOW-TO

## Create an eLearning module in Storyline 360 from PowerPoint

This process is for those who have already animated their objects and added audio files in PowerPoint and want to quickly produce an eLearning module without redoing any hard work.

### 1 Importing Slides From PowerPoint

Storyline 360 allows you to import slides from PowerPoint, complete with all formatting and animations

#### 1.IMPORT SLIDES

**FILE** → **Import** → **PowerPoint**

**2.CHOOSE FILE** - Select your desired PowerPoint file from the file manager

**3.SELECT** the slides you want to import and their final location. All slides are initially selected.

**4.CLICK IMPORT to finalize.** The slides will import from PowerPoint and should retain all formatting and animations.

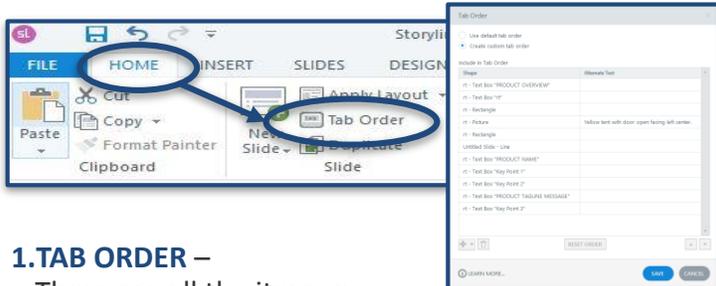


### 2 Alt-text and Tab Order

Storyline 360 allows the user to customize screen reader content

#### OPEN THE TAB ORDER FORMAT BOX

On the HOME tab of the formatting ribbon, select **tab order** on the Slide section.



#### 1.TAB ORDER –

These are all the items a screen reader will identify. This order is customizable.

**2.LEFT COLUMN** - This is what the reader will say for each item if you do not add alt-text

**3.RIGHT COLUMN** - This is the alt-text column. If there is anything in this column for an individual item, the reader will read this column instead.

**4.ALT-TEXT** - add descriptive text **for all visually pertinent information** if not already imported.

### 3 Add closed captioning

Storyline 360 allows you to create and import closed captioning to audio and video files

#### 1.CHOOSE YOUR FILE FROM THE STORYLINE TIMELINE

Select the audio or video file you want to caption. Then select the **Audio Tools** options menu

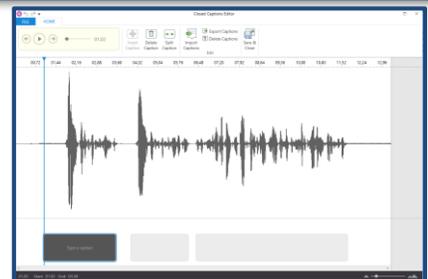
#### 2.ADD NEW CAPTION OR IMPORT A FILE-

On the OPTIONS tab of the ribbon, select “Add Captions” or “Import”



#### 3.TO CREATE NEW CAPTIONS –

Manually type or copy/paste from a script (like PowerPoint notes section). Split the captions, so less show up at one time.



# ■ NOTES FOR EXAMPLE 5 ■

# FAQs

## Accessibility Features

- 1. What is Accessibility?** Accessibility means the ability for everyone to full access to the learning modules regardless of special needs or disabilities.
- 2. How can PowerPoint help with Accessibility?** By running an Accessibility Check, PowerPoint will give you additional information and steps on how to Fix It.
- 3. What is a website I can use for checking my design for color blindness?** You can use the color blindness simulator found on [www.color-blindness.com](http://www.color-blindness.com)
- 4. Why should I consider creating a PDF/XPS document?** This option is good to consider if you need to publish PDFs to mobile devices or apps. Mobile devices have a variety of PDF readers, some of which cannot display PDFs when made the more traditional way from PowerPoint (File, Save As).
- 5. Why would I want to make a video from my PowerPoint?** This allows for alternative learning styles, training when a live trainer is unavailable, and another way for them to engage with your learning material.
- 6. What are some good ways to make my video in PowerPoint more engaging?** Adding narration, animation, and slide timers to the PowerPoint before exporting the file as a video will create a more attention-grabbing experience for the learner.
- 7. What considerations should I be making when choosing my video quality?** If the video will go on a large screen, pick the highest resolution option. For reviews internally in your organization and for mobile viewing, lower quality versions are better.
- 8. What are closed captions?** Closed captioning is an assistive technology that presents spoken words and sounds as a text track (captions). Closed captions must be activated or enabled.
- 9. When using YouTube's automatic closed captioning, should I check to make sure the subtitles match what is being said before publishing?** Yes! The subtitles are usually very close to what is being spoken, but there's always a chance that mispronunciations, accents, background noise, or other factors cause parts of the subtitles to be incorrect, or to be timed incorrectly.
- 10. Can a user choose languages other than English to create automatic subtitles in?** Yes, you have the choice of publishing subtitles in 188 other languages.
- 11. What if the slides I imported look a little different than they were in PowerPoint?** Both PowerPoint and Storyline utilize Slide Masters to make slide backgrounds uniform. If you are noticing some background or formatting differences between the two programs, check the Storyline slide masters under the VIEW tab on the formatting ribbon.
- 12. How can I find the alt-text box for individual items in Storyline?** In addition to the tab order formatting window, you can also add alt-text in the Size and Position formatting window. Select the item, then go to the format tab and click the small arrow on the bottom right of the "Size and Position" section. The "Accessibility" tab on the left will give you the option to add alt-text for the object as well as decide if that object should be include in the screen reader tab order.
- 13. Do I have to manually type in all subtitles?** If you have a closed caption file, you can import it by selecting the audio file on the timeline, then selecting Import on the options tab. Storyline supports .SRT, .VTT, .SBV, and .SUB caption files.
- 14. Can I have the subtitles/closed captioning box display on screen in different areas?** No
- 15. Can I customize the subtitle box in Storyline?** Yes