

PowerPoint Presentations

Create an Outline

1. Open **Microsoft Word**
2. Type your presentation outline

Tips for creating an outline

1. Chunk your content
2. Keep it simple and short
3. Engage students with activities
4. Make sure your outline reflects the slides
5. Have an Introduction, Body and Conclusion
6. Maximum words per slide = 36
 - a. 6 lines per slide with 6 words per line

Format an Outline

1. Click on the **Home** tab
2. In the **Styles** section, select a **Style**

Style	Use on
Title	Presentation Title
Subtitle	Presentation Subtitle
Heading 1	Slide Title
Heading 2	First Level Bullets
Heading 3	Second Level Bullets

3. Save the document

Import to PowerPoint

1. Open **Microsoft PowerPoint**
2. Click on the **Home** tab
3. In the **Slides** section,
 1. Click on the **New Slide** drop down arrow
 2. From the menu, Click **on Slides from Outline**

Tips to Format a PowerPoint

1. Use basic sans serif font at least 28 points
 - a. Arial, Calibri, Helvetica, Veranda, Geneva
2. Use a layout or template
3. Design text to be read left to right
4. All slides need to have unique titles
5. Use a simple color scheme,
6. Do not underline text
7. Use **Note** section to elaborate

Images

Add an Image

1. Click on the **Insert** tab
2. In the **Images** section, click on **Picture**
3. Browse for **Picture**
4. Click the **Insert** button

Add Alt Text

1. Select the picture
2. Right click on the picture
3. From the menu, select **Format Picture**
4. Click on **Alt Text**
5. Type in a Title and Description

Tables

Add Alt Text

1. Select the table
2. Right-click on the table
3. From the menu, select **Format Shape**
4. Click on **Alt Text**
5. Type in a Title and Description

Tips for using Tables

1. Minimize use of Tables

Note: *It is recommended to use bullets instead*
2. Chunk information
3. Repeat headers
4. Provide Alt Text

Check Accessibility Issues

1. On the **Ribbon**, click on **File**
2. Select **Info**
3. Click on **Check for Issues** drop down arrow
4. Click on **Check Accessibility**
5. Implement recommendations

Word Documents

Create Content in Word

1. Open **Microsoft Word**
2. Type out your content

Tips for creating content in Word

1. Use
 - a. line spacing of 1.5
 - b. 11 point font
 - c. basic san serif font
 - i. Arial, Calibri, Helvetica, Veranda, Geneva
2. Use numbers instead of bullets
3. Do not rely on color to convey messages

Format an Your Content

1. Click on the **Home** tab
2. In the **Styles** section, select a **Style**

Style	Use on
Title	Presentation Title
Subtitle	Presentation Subtitle
Heading 1	Slide Title
Heading 2	First Level Bullets
Heading 3	Second Level Bullets
Normal	Regular Text
List Paragraph	Bullets

3. Save the document

Tips to format your content

1. Design text to be read left to right
2. All sections have unique titles
3. Use a simple color scheme,
4. Do not underline text

Images

Add an Image

1. Click on the **Insert** tab
2. In the **Images** section, click on **Picture**
3. Browse for **Picture**
4. Click the **Insert** button

Images

Add Alt Text

1. Select the picture
2. Right click on the picture
3. From the menu, select **Format Picture**
4. Click on **Alt Text**
5. Type in a Title and Description

Tables

Add Alt Text

1. Select the table
2. Right-click on the table
3. From the menu, select **Table Properties**
4. Click on **Alt Text**
5. Type in a Title and Description
6. Select top row
7. Click on **Table Tools, Layout** tab
8. In the **Data** section, select **Repeat Header Rows**

Tips for using Tables

1. Minimize use of Tables
Note: It is recommended to use bullets instead
2. Chunk information
3. Repeat headers
4. Provide **Alt Text**

Check Accessibility Issues

1. On the **Ribbon**, click on **File**
2. Select **Info**
3. Click on **Check for Issues** drop down arrow
4. Click on **Check Accessibility**
5. Implement recommendations

Save the Word Document

1. Click **File**
2. Click **Save As...**
3. Select **Webpage, PDF** or **docx** from the **Save as Type:** drop down menu

ANGEL

Log on

1. Log in to **ANGEL**
2. Click on a course

Uploaded Files

1. In the **Lesson tab**
2. Click on **Add Content**
3. Click on **Add a File**
4. Upload content

Tips for Uploaded Files

1. All files need to be accessible prior to being uploaded to ANGEL.
2. Uploaded Files cannot be modified in ANGEL.
3. Text transcripts or captions are needed for any audio or video used.

Quizzes

1. Use quiz formats that have all information displayed at one time
 - a. Multiple Choice
 - a. Essay
 - b. Multiple Answers
 - c. Format Content
2. If an image is used, describe the image in the question.

Format Content

Headings

1. Select text
2. Locate the **HTML Editor**
3. Click on **Headings**
4. Select a **Heading Style**

OR

1. Locate the **HTML Editor**
2. Click on **Source**
3. Enclose text in H tags. Example, a page title would be formatted <H1>Text</H1>.

Tips to format your content

1. Use
 - b. line spacing of 1.5,
 - c. 11 point font
 - d. basic san serif font
2. Use numbers instead of bullets
3. Do not rely on color to convey messages
4. Use a simple color scheme
5. Do not underline text
6. All sections have unique titles

Images

1. Click on the **Insert/Edit Image icon** in the HTML Editor
2. In the **Image Properties** window
 - a. Browse for an image on your computer
 - b. Paste a URL
4. Enter a description of the image in the Alternative Text field.
5. Click OK button.

Tables

1. Click on **Insert/Edit Table** icon in the HTML Editor
2. In the **Table Properties** window, specify the number of rows and columns that you require.
3. Add a descriptive title the **Caption** field.
4. Add a description of the table's content in **Summary**.
5. Click **OK** button.

Hyperlinks

1. Type the text that is to become a hyperlink.
2. Highlight the text
3. Click the **Insert/Edit Web Link** icon in the HTML Editor.
4. In the **Link** window,
 - a. Select a **Link Type** from the drop down menu
 - b. Enter the URL in the corresponding field.
5. Click **OK** button.

Accessibility

Adobe Acrobat Files

Properties

1. Click on **File** from the menu bar
2. Select **Properties**
3. In the **Document Properties** window, select the **Advance** tab
4. Under **Reading Options**, select the **Language** from the drop down arrow

Recognize Text

1. Click on **View** from the menu bar
2. Select **Document**
3. Select **OCR Text Recognition**
4. Click on **Recognize Text Using OCR**
5. Under **Pages** section, select **All Pages**

Configure Reading Order

1. Click on **Advanced** from the menu bar
2. Select **Accessibility**
3. Select **Change Reading Option**
4. In the **Reading Order** drop down menu, select the recommended option

Check for Accessibility

1. Click the **Advanced**
2. Select **Accessibility**
3. Select **Full Check**
4. Under **Checking Options**
 - a. Click the **Select All** button
5. Click the **Start Checking** button
6. Follow the recommendations

Tips on Working with a PDF

1. Create a Word document , check it for accessibility and convert it to PDF
2. Make scanned documents searchable