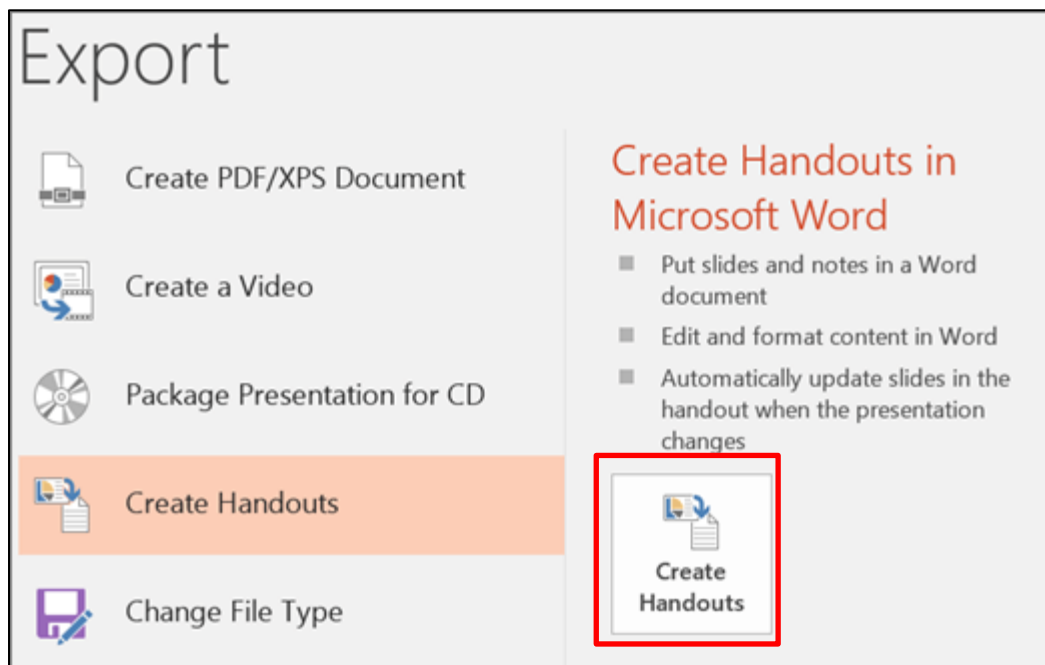# Creating Screen Reader Compatible Lecture Handouts

Exporting the Handout

1. Prior to Step 2, please be sure to use the Accessibility Checker to ensure your presentation does not have any impending accessibility issues to be corrected.

2. In your PowerPoint presentation, select **File** > **Export** > **Create Handouts** > **Create Handouts**.

3. To include the slide images in the Word document, select **Paste**. Then click **OK.**

Adjusting Handouts for Screen Reader Compatibility

1. Add slide headings to allow individuals who use screen readers to navigate the document easily. Add a colon after each slide number, and then copy and paste the appropriate title from the PowerPoint presentation.
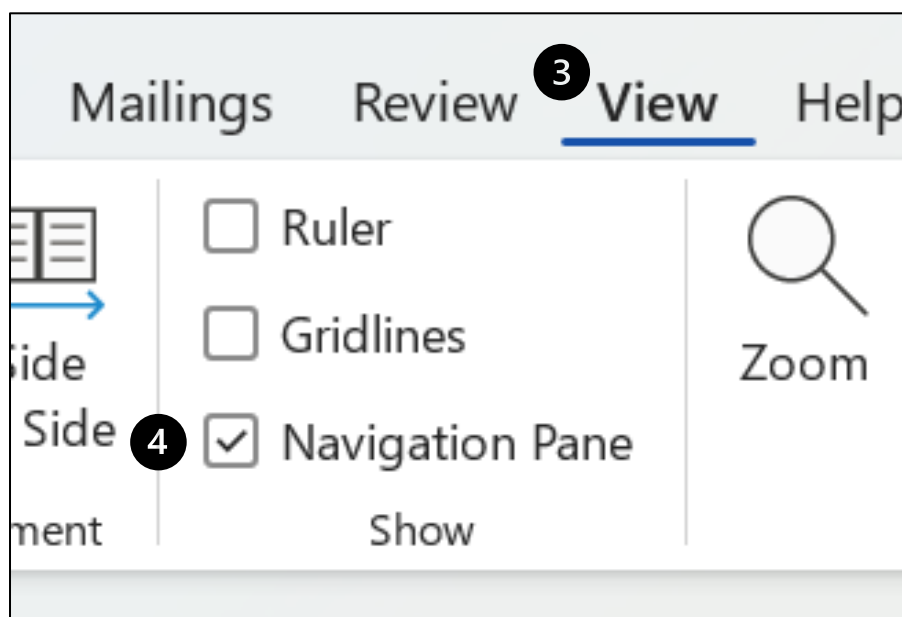
Slide 1: Universal Design for Learning: Creating Accessible Content in Microsoft Office Programs
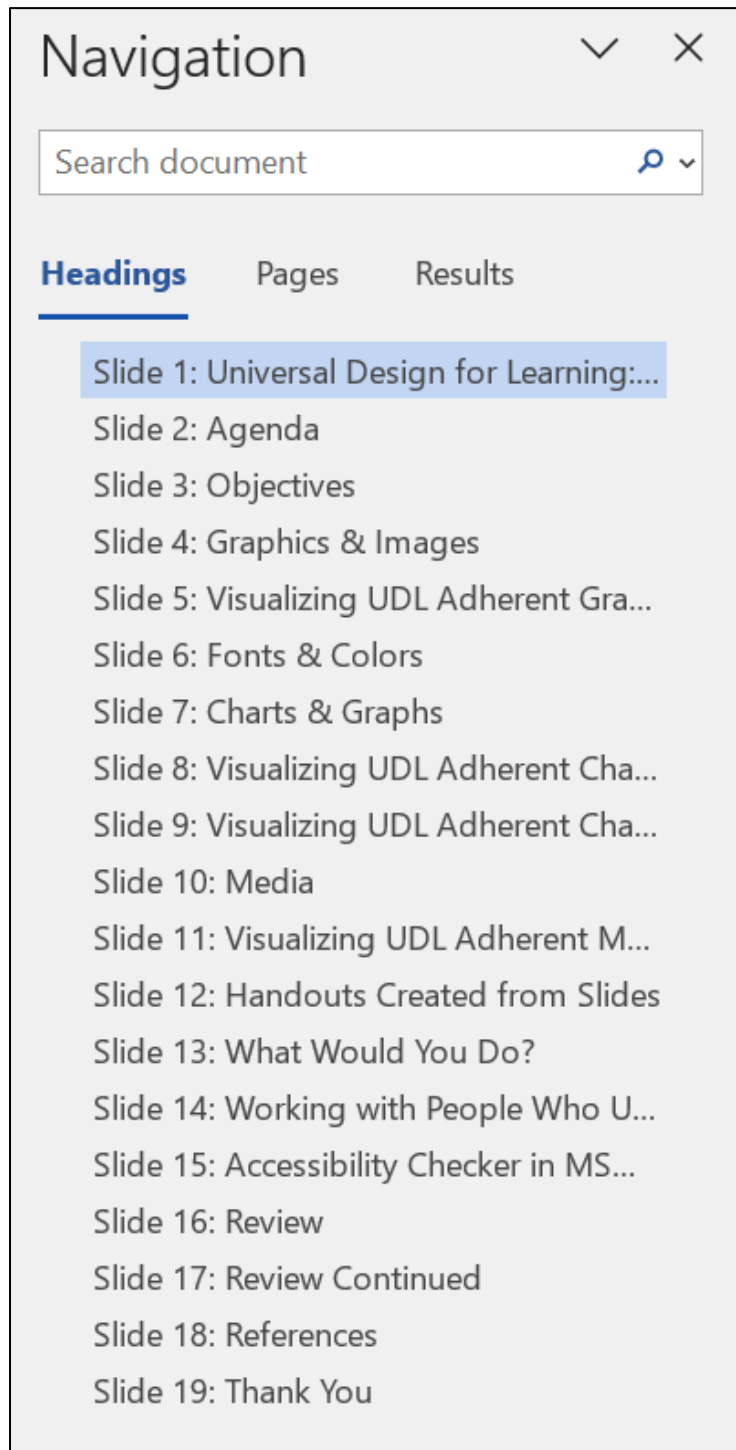
2. Add slide headings to a document outline for easy navigation by **highlighting the text [1]** and changing the text style to **Heading 1 [2]**.
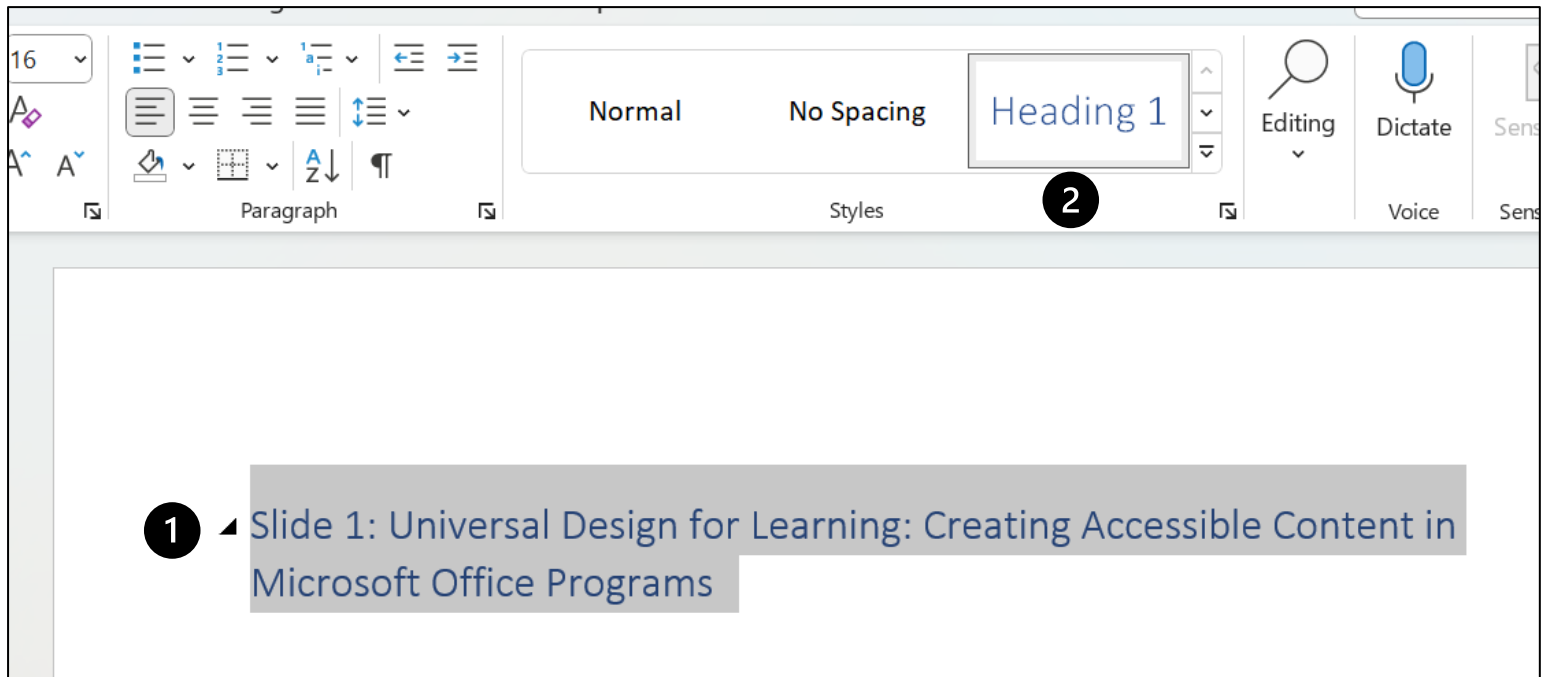
3. Complete for each slide. Then, across the top ribbon, select **View [3]** followed by **Navigation Plane [4].**

4. Next, a document outline should be viewable in the navigation plane.

Adding Alternative Text for Slide Images

1. As the screen readers don't read the text in the images, you need to add alternative text repeating the slide text and describing the slide content.

2. To access alternative text, right click on the slide image and select **Picture [1]**.

3. Select the **Alt Text** tab and input alternative text that provides a comprehensive illustration of the information and images presented on the slide.

Format Object   ?   ✕

| Colors and Lines | Size | Layout | Picture | Text Box | Alt Text |

Alternative text:

Items numbered one through nine in order of appearance throughout presentation. The agenda for the presentation is as follows: Title, then Graphics & Images, then Fonts & Colors, then Charts & Graphs, then Media, then Handouts Created from Slides, then Working with People Who Use Interpreters, then Accessibility Checker in MS Office, and ends with Questions.

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