

# Convert PowerPoint to an Accessible Format

Any document that is distributed to the public electronically (SPS websites, newsletter, email, etc.) must be ADA accessible. If the document is posted on an SPS website it also must be in PDF format. Making PowerPoints ADA accessible can be extremely difficult and time-consuming. Typically, PowerPoints are used as a visual aid in presentations. If the content from the presentation is required to be distributed to the public, it should be [posted as a text-only version on a webpage](#) or in an ADA accessible PDF. This QRD will cover how to convert a PowerPoint to an accessible Word document and then PDF.

Here is an example of a [PowerPoint](#) that was converted to a [text-only ADA accessible PDF](#) (Note: If clicking the links doesn't work, **right-click** on the link, click **Copy Hyperlink**, and then paste into your internet browser).

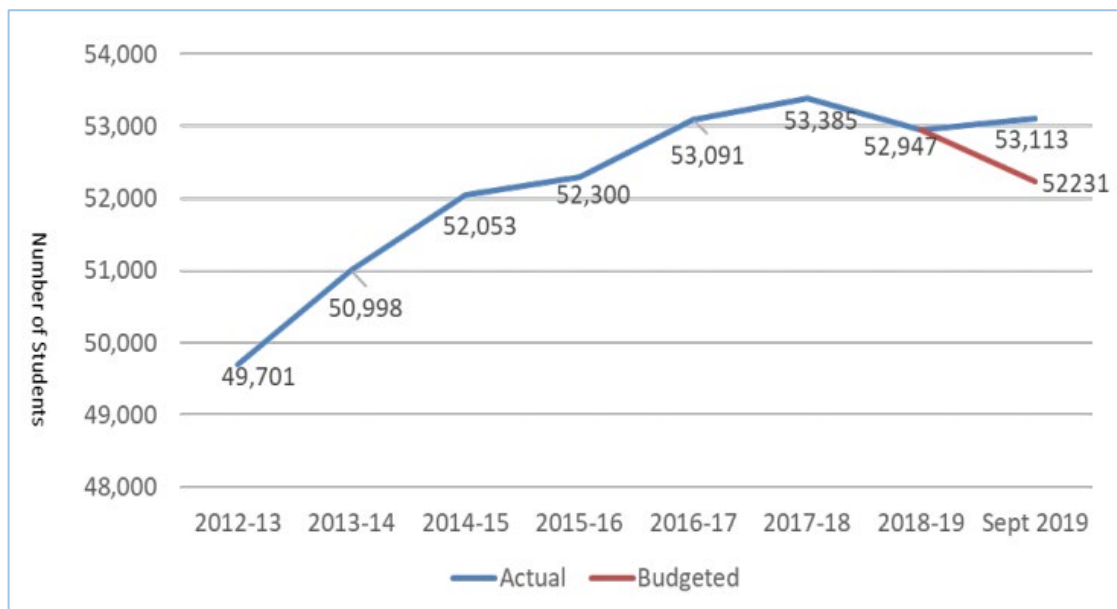
## Create an Accessible Document with PowerPoint Content

Instead of making a PowerPoint ADA accessible, export the text and any relevant images from the PowerPoint to a Word Document. How to export content from a PowerPoint to a Word Document:

1. In PowerPoint, **File > Export > Create Handouts** and then click the **Create Handouts** button. A new window opens.
2. Click **Outline only** and then click **OK**. All text from the PowerPoint should now be in a Word document. Any missed text can be manually copied and pasted.
3. If there are any relevant images, copy them from the PowerPoint and then paste in Word.
4. To add alternate text, **right-click** on the image in Word and then click **Edit Alt Text**. The Alt Text pane opens on the right. Enter a detailed description of the image in the text box. For complex graphs or charts, all the data points must be described. See below for a detailed description:

**Important:** Images are only ADA accessible if there is alternate text that describes what is in the image. For example, the **Alt Text** for the graph below would be:

"A line graph showing the number of students enrolled at SPS as of October of each school year, starting with 2012 and ending with 2019. 49,701 students enrolled in October 2012. 50,998 students enrolled in October 2013. 52,053 students enrolled in October 2014. 52,300 students enrolled in October 2015. 53,091 students enrolled in October 2016. 53,385 students enrolled in October 2017. 52,947 students enrolled in October 2018. 53,113 students enrolled in September 2019. SPS budgeted for 52,231 students for 2019."



5. Save the Word document, check it for ADA accessibility, convert to PDF, and then make the PDF ADA accessible. The PDF is now ready to post. For more information about ADA accessibility, please visit the SPS website: [https://www.seattleschools.org/ADA\\_Docs](https://www.seattleschools.org/ADA_Docs)