

# **Word to PowerPoint to Word (Alternate Format)**



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## Introduction

It is easy to create your presentation in Word and then send the content to PowerPoint to add the bling and images, then to save the finished presentation as an “outline” or RTF (Rich Text Format) file, remove the formatting and create an alternate format that can easily be Brailled or made large print.

I know, I used the word “easy” far too much in that paragraph!

Being able to create a PowerPoint presentation in Word is a great tool for those of us who are easily distracted by the bling and colours of slides, who have problems focusing on the content or who have problems organizing our thoughts in a logical manner for presentations/public speaking.

Being able to take any finished accessible PowerPoint presentation and save it as an outline or RTF file to be formatted as an alternate format for Braille or large print is an additional useful tool. Currently, due to the horrid tagging from PowerPoint to PDF that all conversion tools create, I am using the “alternate format” version as my handouts because the tagging from Word is not as horrible. The alternate format is also something that is a value added for clients who may not know how to create an alternate format when asked. I usually provide an alternate format of presentations I remediate as that additional value added.

There are four documents attached to this PDF tutorial. You’ll find them under the attachments tab in Acrobat Pro DC or Reader. If you are not using either of these tools, you’ll need to find where the attachments are in your PDF viewer. One document is the template for creating your presentation in Word and I’ve added sandbox text to it so that you can see the structure. The second document is the PowerPoint presentation with a Theme and title slide added. The third document is a Word document that came from the completed PowerPoint presentation back to Word as an RTF (Rich Text Format) file that was then copied to a clean Word document and formatted to optimize accessibility. The fourth document is also read only and is a template you can use to create your presentation content in Word.

The Send to PowerPoint tool is only available in Word for Windows.

## Send to Microsoft PowerPoint

In Word will need to put the “Send to Microsoft PowerPoint item on the Quick Access Toolbar first. Follow the instructions for putting the Apply Styles Pane on the Quick Access Toolbar.

To put the Send to Microsoft PowerPoint tool on the Quick Access Toolbar:

1. Press Alt + F, T to open the Word Options dialog (File/Backstage area, Options).
2. Press Q to move to the Quick Access Toolbar category or click it with the mouse.
3. Press Tab to move into the options for the Quick Access Toolbar. You are in the list of possible types of commands to list.
4. Choose All Commands from the list of commands.
5. Find “Send to Microsoft PowerPoint.”

- a. You can use first character navigation. Pressing S once will take you to the start of the commands beginning with the letter S. You can then use the Down Arrow to move through them one by one or press Page Down to move through them in larger chunks. Keep track of where you are as the commands are listed alphabetically.
6. Once you select Send to Microsoft PowerPoint, press Alt + A to add it to the Quick Access Toolbar or click the Add button.
7. Note the position of the Send to Microsoft PowerPoint item in the list of commands on the right side of the Quick Access Toolbar options.
  - a. If you have the Apply Styles Pane on the quick Access Toolbar, it will most likely be at the 5<sup>th</sup> position which would put the Send to Microsoft PowerPoint at the 6<sup>th</sup> position. Therefore, pressing Alt followed by the number 6 would start the process of sending your Word document to PowerPoint for the finishing touches.
8. Tab to and press Enter on the OK button to confirm the addition.

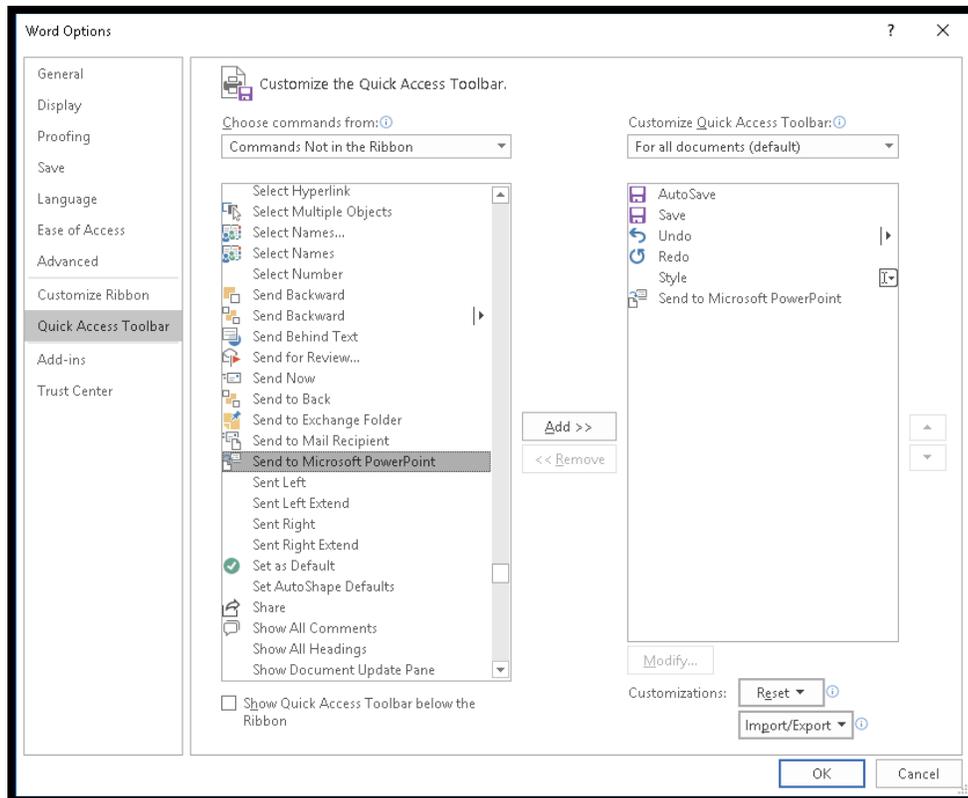


Figure 1 Quick Access Toolbar settings with Send to Microsoft PowerPoint selected.

Items on the Quick Access Toolbar can be accessed by pressing Alt + a number. In this case, the Send to Microsoft PowerPoint is Alt +6 because on my Quick Access Toolbar, it is the 6<sup>th</sup> item.



Figure 2 Quick Access Toolbar above the Ribbon Tabs showing numbers for keyboard commands.

## Adding Content for a Slide in Word

I've attached a Read-Only document you can use as a template for creating your PowerPoint content in Word to send to PowerPoint to this PDF document.

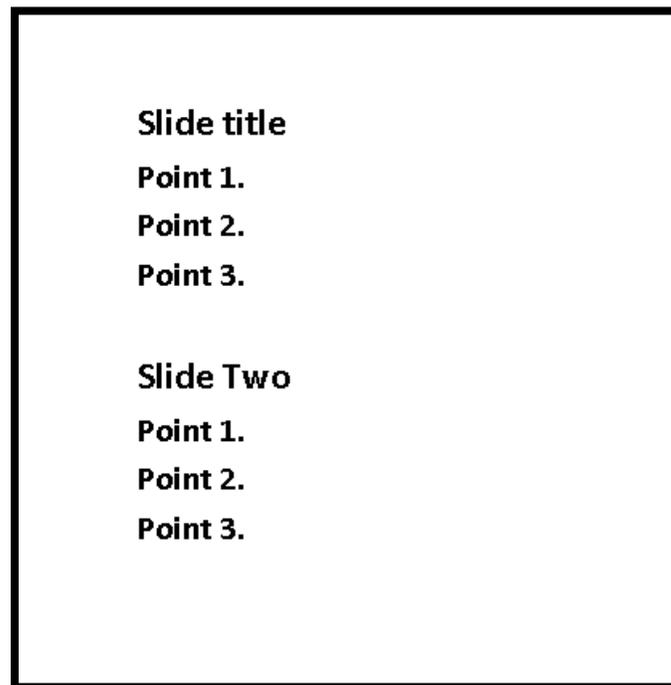


Figure 3 Sample text in a Word document for PowerPoint slides.

The template uses Heading 1 as the slide Title, heading 2 for each bulleted item and Heading 3 for sub-lists/sub-bullets. The ability to create your content in Word is limited in that you can't add a Section Break slide or images...but you can organize your thoughts and then add those components once you are in PowerPoint.

The following image shows an example of what the template with content would look like. For the Headings styles, I removed any bold or other attributes so that there is less "cross pollination" of formatting when sending the content to PowerPoint and applying a Theme.

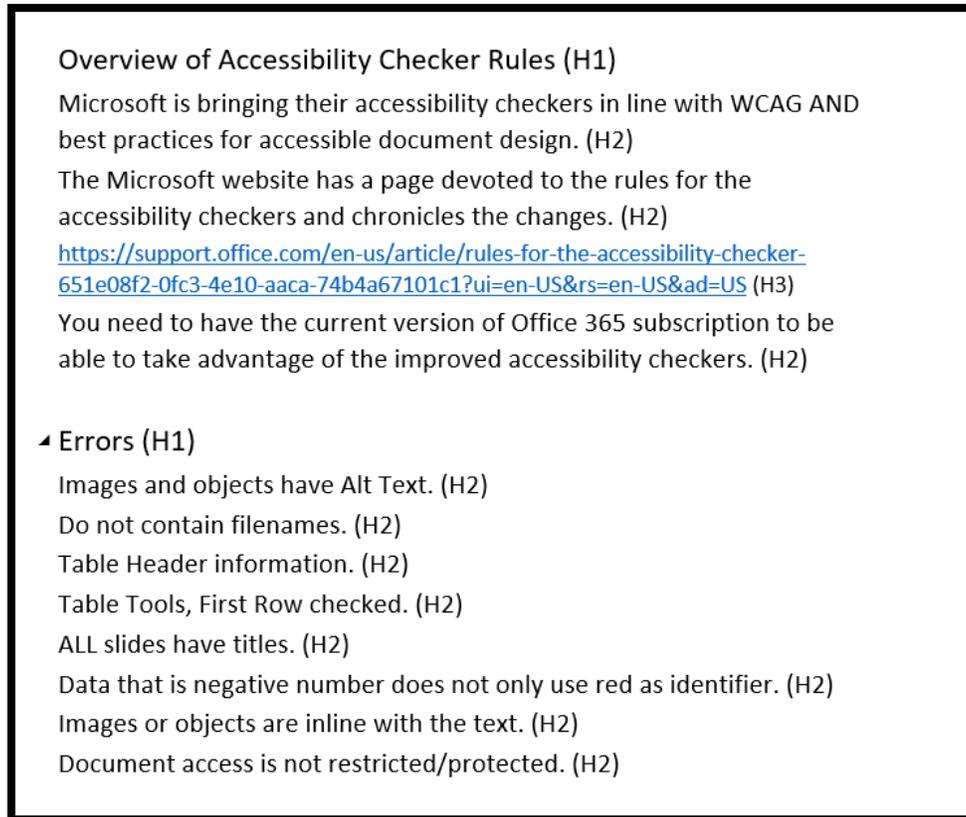


Figure 4 Word to PowerPoint template filled in.

To create a PowerPoint presentation in Word:

1. Open a new blank document. It does not have to be a template; it is the underlying structure that will be converted to the slide components. However, the less formatting in the Heading styles, the less potential conflict you'll have when applying a Theme in PowerPoint.
  - a. The "Send to PowerPoint" Read-Only document has been reformatted to remove bold and other attributes so that it is less likely to conflict with a Theme you choose from PowerPoint. This is why I created the template instead of starting with the Normal document.
  - b. If you want to make it a template, open it and then press F12 to open the Save As dialog. Keep the filename but change the file type to Word Template. It will be placed in your Custom Office Templates folder on your hard drive.
2. When this gets sent to PowerPoint, the text will start on the second slide. Type the text for the second slide.
  - a. We will add the title slide and a Theme plus images in PowerPoint.
3. The Heading 1 will be the Slide Title text.
4. Type the bullet points for the first slide but do not format them as bullets. Make sure they are formatted as Heading 2 Styles.

5. Use Heading 3 for any sub-bullets or a sub-list to a specific point.
6. Repeat text with Heading 2 or Heading 3 until you have about four or five points which will be enough for one slide.
7. Type the text for the title of the second slide and make sure it is formatted as a Heading 1.
8. Type the text for the bulleted items on the slide and make sure they are formatted as Heading 2 for a bulleted list and Heading 3 for any sub-lists/sub-points to a list item.
9. Repeat this process for each slide of the presentation: slide titles are heading level 1 while bullets are heading level 2 and sub-bullets/sub-lists are Heading 3.
10. Save your document as something meaningful to your presentation.
11. Activate the “Send to PowerPoint” item placed on the Quick Access Toolbar.

When you do this, the slide presentation is created. PowerPoint will open, the slides will be constructed, and you are ready to add images and the title slide.

This lets you work on the content of your presentation without being distracted by visual design and bling. We won't use this version for our alternate format version.

## Working on the Presentation in PowerPoint

When you send the Word content to PowerPoint, the protected view information bar appears just above the slide canvas.

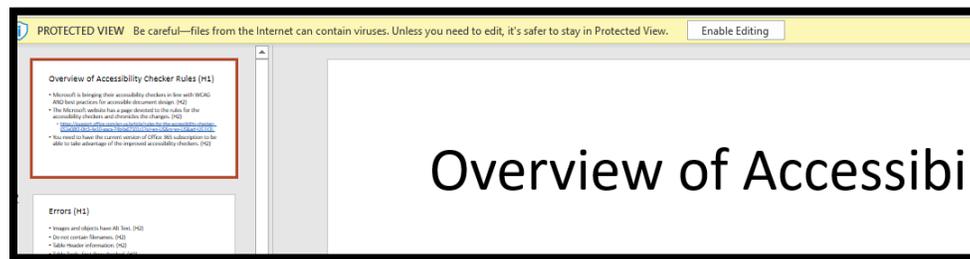


Figure 5 Word content sent to PowerPoint in protected view.

Go to the File/Backstage area, Info tab and turn off the protection. The keyboard command is Alt + F, letter I, E to allow editing.

Once the slide content has been sent to PowerPoint, switch to slide sorter view in PowerPoint by pressing Alt + W, letter I for View Ribbon, Slide Sorter.

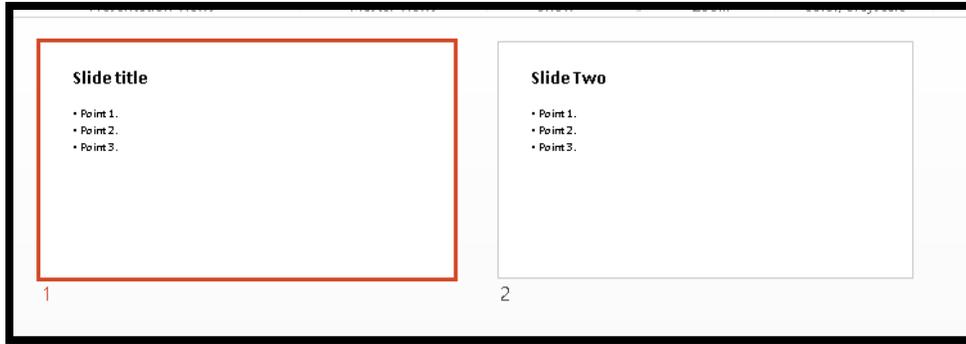


Figure 6 Slide Sorter View in PowerPoint showing text for two slides created in Word.

The following image shows the first three slides from the sample Word content for this tutorial in PowerPoint in Slide Sorter view.

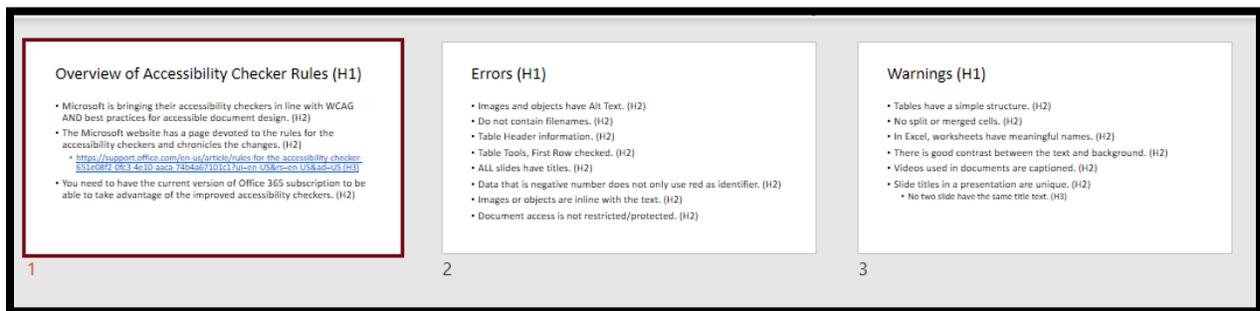


Figure 7 First three slides from the sample Word content document.

## Add a Title Slide

In Slide Sorter view use the keyboard because it is more accurate and faster to position the cursor just before the first slide.

To finish the slide presentation:

1. Press Left Arrow to take focus off the first slide and put it just before the first slide.
  - a. If you are using a screen reader or Text-to-Speech tool, listen for “Slide 1” then press the Left Arrow once. Focus is off the first slide and there is a “focus point/line” just before the first slide.
2. Press Alt + H, letter I for Home Ribbon, Insert Slide Layout gallery.
3. Locate the Title Slide and press Enter to add it to the presentation.
  - a. The reason we took focus off the first slide and put it just before the first slide is because this is where we want the Title Slide to be added to the presentation.
  - b. If you were a bit off, you can drag the Title Slide to its position or cut and paste it there.
4. Switch to Normal view by pressing Alt + W, L for View, Normal.

5. Press Tab to move into the Title placeholder.
6. Press Enter to go into Edit mode.
7. Type in the title of the presentation.
8. Press the Escape key once to get out of Edit mode.
  - a. The Slide Title placeholder is still selected and can be moved but you are no longer in Edit mode.
9. Press the Tab key to move to the Subtitle placeholder.
10. Press Enter to go into Edit mode.
11. Type in The Subtitle information.
12. Press Escape to get out of Edit mode.
13. Press Escape again to take focus off the Subtitle placeholder.
14. Save your presentation and continue working on it.

Now you can add the bling.

Press Alt + G for the Design Ribbon tab and then press H for the Themes Gallery. Choose your Theme!



Figure 8 Focus on Slide Sorter View just before first slide.

The ability to create the content of the presentation in Word and then send it to PowerPoint helps those of us who have trouble organizing our thoughts or who spend more time on the bling than on the content.

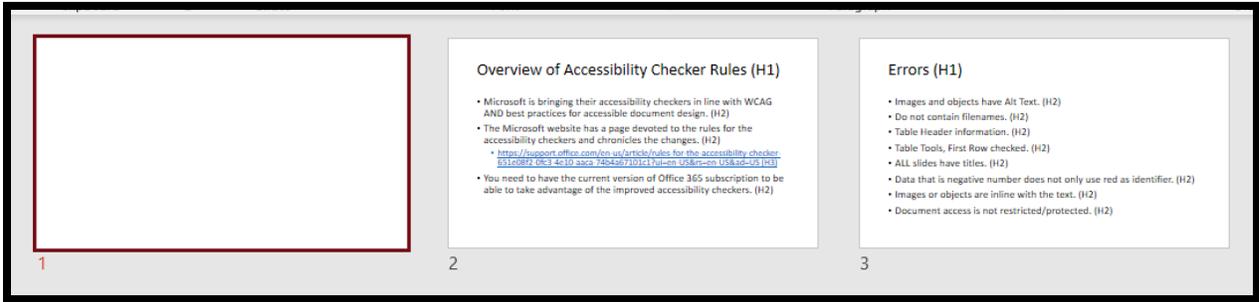


Figure 9 Title slide added to the presentation.

The following image shows the slide presentation once a Theme was added. To add a Theme, press Alt + G, H for Design Ribbon, Themes and use the arrow keys to locate the Theme you want. Press Enter on it to apply it to the current presentation.



Figure 10 Word content in PowerPoint with a Theme applied.

**Note:** The Theme I Chose for this example has all capital letters on the Section Header slide. I removed this in Slide Master View. This is where you would remove this type of attribute so that it will apply to any subsequent Section Header slide added to the presentation.

## Adding Images to Slides

Once you have the slide Theme applied, you can begin adding any images you want to slides. You can also work in Slide Master View to make any changes to fonts, create a specific slide layout or make any modifications to the Theme.

The technique I use is one that will eliminate the slides being flagged as needing the logical reading order checked in the current version (and some previous versions) of PowerPoint.

For this example, we will use the “Mark as Decorative” slide attached to this tutorial.

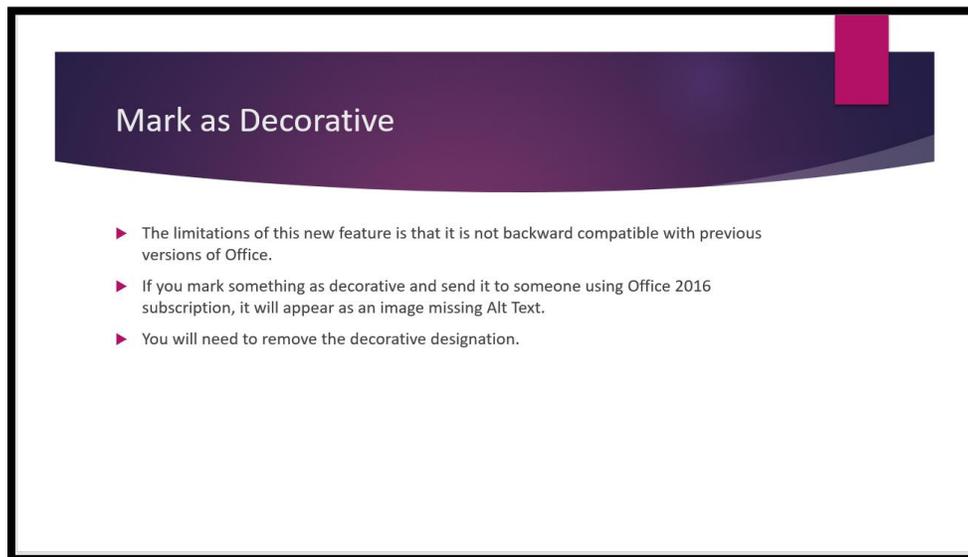


Figure 11 Mark as Decorative slide in PowerPoint presentation.

Make sure the Mark as Decorative slide is in focus.

Press Alt + H, letter I to view the Insert Slide Layout gallery.

Choose the Two Content layout.

Type Mark as Decorative in the Slide Title placeholder.

Move back to the Mark as Decorative Slide and copy the bulleted content.

Move to the Two Content slide layout and Paste (Ctrl + V) the content into the first (or second) Content placeholder.

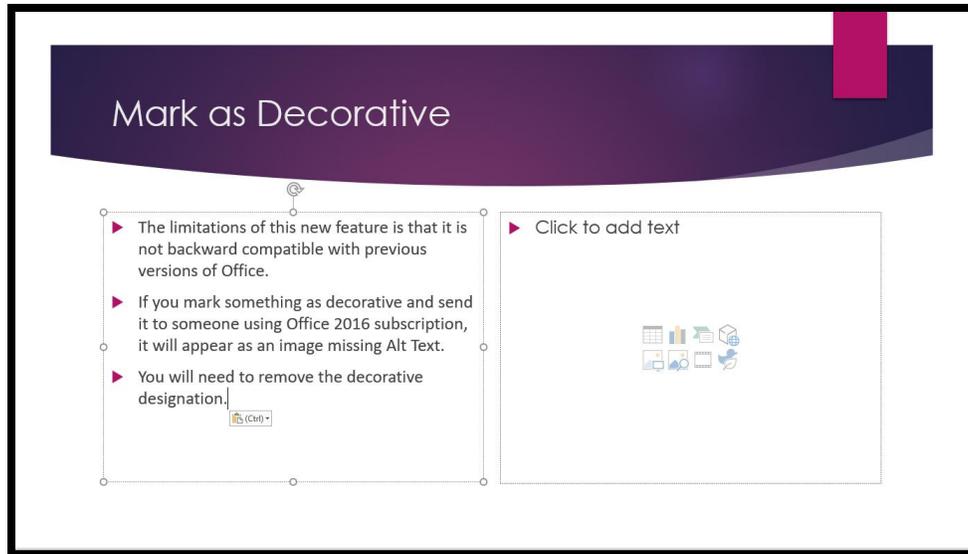


Figure 12 Two Content slide with content copied and pasted.

Use the Windows Snipping tool or Snip n' Sketch to get the image of the Alt Text Pane with the Mark as Decorative check box in view.

Paste (Ctrl + V) the image into the second Content placeholder.

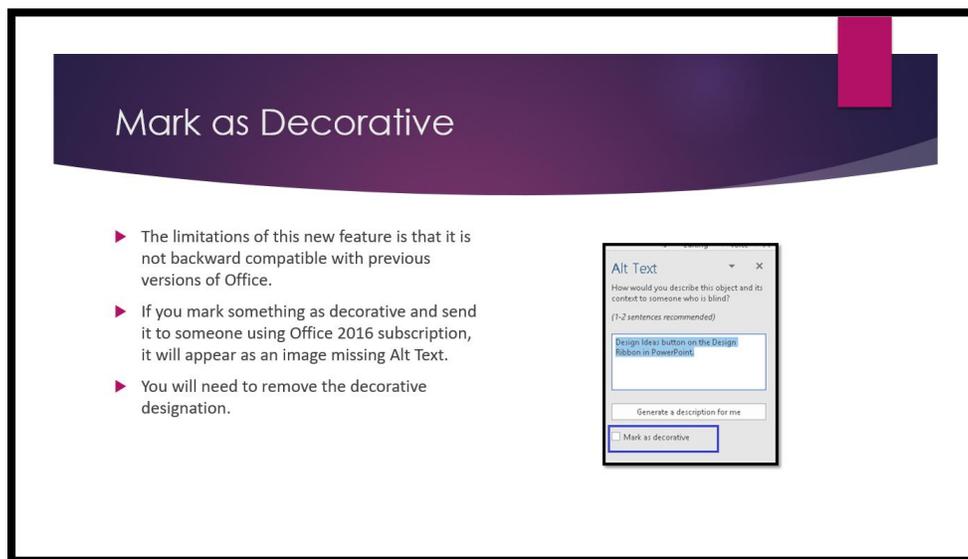


Figure 13 Two Content slide layout with image added.

Return to the now almost blank slide and delete it using Slide Sorter or the Thumbnail pane.



Figure 14 Now blank slide that needs to be removed.

The following image is of the Accessibility Check once images were placed in a Content placeholder. The green check mark indicates that the logical reading order does not need a manual check.

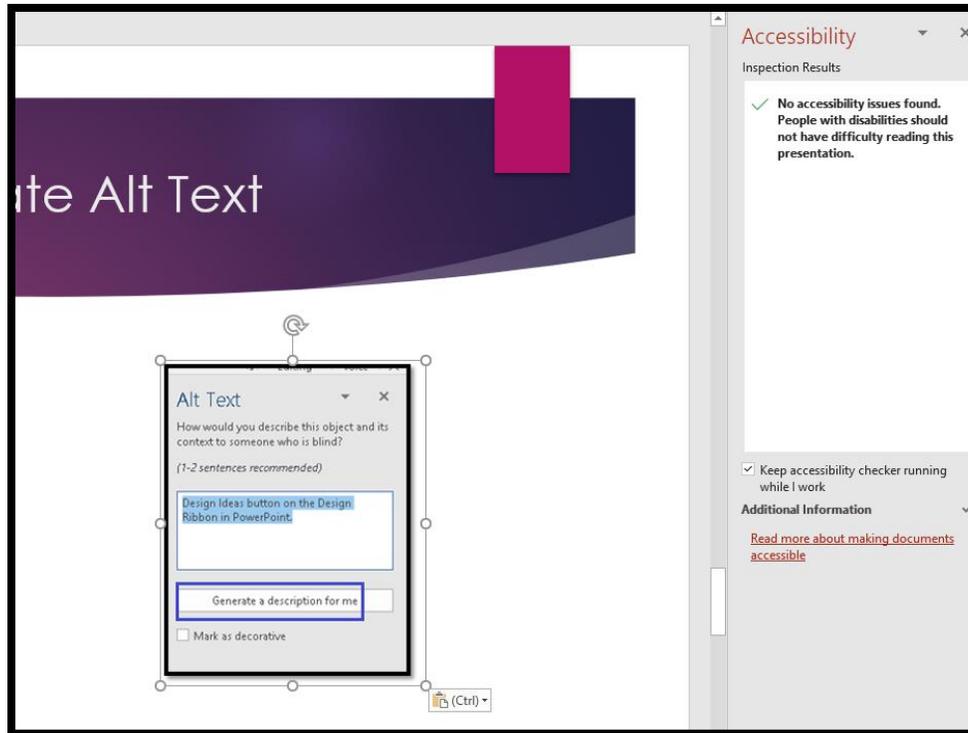


Figure 15 Clean Accessibility Check with image in Content placeholder.

## Create Alternate Format from PowerPoint Presentation

Once you have the finished, ready to present presentation, save it and then save it as an Outline,

You can do this through the File/Backstage area, Save As or by pressing F12 to launch the Save As dialog.

Keep the filename the same, keep it in the same folder but in the File Type, choose Outline (RTF).

You can use Outline View (Alt +W, P, letter O) from the view Ribbon to examine your slides to see how much of your content is going to be saved as an RTF or Rich Text Format file.

You can use Outline View to work on your presentations the same way you would use the Navigation Pane in Word, but in PowerPoint, you can see the most accessible content.

Pressing Alt + W, L will return you to Normal Layout where you can see the slide Thumbnails again or click View, Normal.

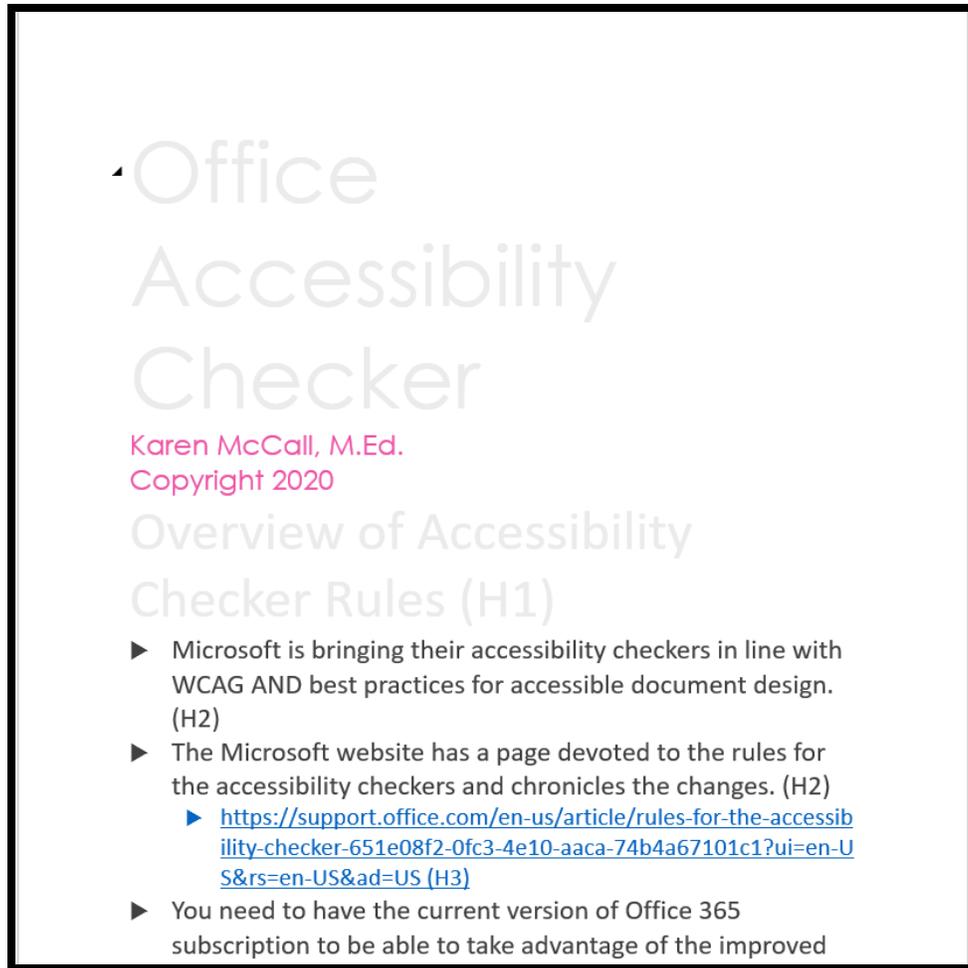


Figure 16 PowerPoint to RTF in Word.

In the preceding image the slide title text and subtitle text are faint due to the Theme in PowerPoint. This is why we remove all of the formatting from the Outline/RTF file before we start working with it to create the alternate format. Wok

1. Press F12 (fastest way).
  - a. You can also use the File/Backstage area (Alt + F, A for file/Backstage, Save As...) and choose Outline/RTF as the file type.
2. Keep the filename but in the File Type list, choose "Outline (RTF)".
  - a. The RTF or Rich Text Format file will be saved in the same folder as your presentation.
3. This will create an RTF or Rich Text Format version of your presentation.
  - a. This assumes you did not use Text Boxes on any slides.

- b. If you did use Text Boxes on any slide, all that content will need to be copied and pasted into the Word document.



Figure 17 Save as Outline or RTF options in Save As dialog.

4. Open the RTF document.
5. Select the document using Ctrl + A.
6. Remove the formatting by pressing Alt + H, E for Home Ribbon, Erase Formatting.
7. Copy the unformatted text into a new Word document.
  - a. I do this to leave behind any residue of PowerPoint formatting that might inadvertently interfere with my document structure.
  - b. Once in the new document, use the Paste Options Toolbar and choose Text Only.
8. Using the alternate format Word document attached to this tutorial as a guide, begin adding the structure and formatting to the DOCX version of your PowerPoint presentation.
9. Copy the information on the first slide and repeat it just after the first slide information.
  - a. I know it doesn't make sense yet, but it will.
10. The title of the Presentation should have a Title Style.
11. There should be a Subtitle Style used for Table of Contents.
12. Slide 1 which is the Title Slide of your presentation should be a Heading 1 for the Slide Title text.
13. Move to the duplicate first slide information and format the slide title as Heading 1.
14. At the end of the Slide Title, include the slide number. For example: "Creating More Inclusive Communities (Slide 1)" without the quotes.
  - a. Keep the slide content as paragraphs or make them bulleted lists.
15. All slides will use Heading 2 for the slide title except the Title Slide for the presentation and Section breaks/Headers slides. They will use Heading 1 as they act as "chapter headings" or major topic changes in the PowerPoint presentation.

**Office Accessibility Checker**  
 Karen McCall, M.Ed.  
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Figure 18 First page of alternate format version sample document.

Figure 19 sample of first three slides from a presentation in alternate format version.

16. If your presentation has images on the slide layer of the presentation, you'll need to copy and paste them into the Word document.
  - a. Resize them as needed.
  - b. The Alt text will come with them.
17. Add Captions for the images.
  - a. Each image that was in the presentation layer or slide layer of the presentation should have Alt Text and a Caption.
18. Do not add images from the Slide Master or decorative images to the Word document.
  - c. An exception might be a company logo that might be in the Slide Master but that you want available/visible in the Word document to show branding.
19. Any long web addresses in the presentation should be contextual links with Footnotes or Endnotes in the Word document.

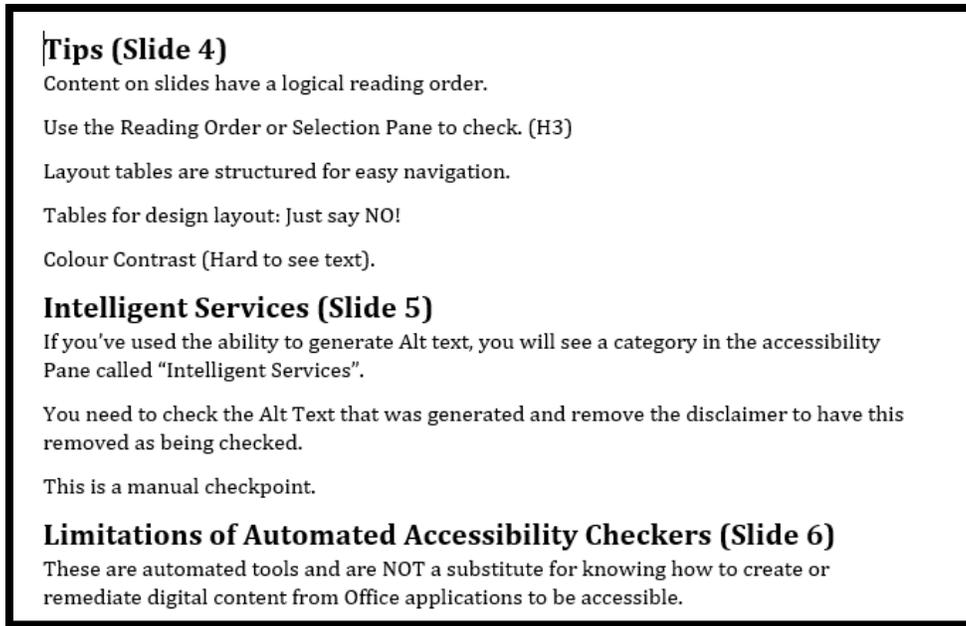


Figure 20 Slide content as it appears in an alternate format version of the presentation.

Once this alternate version of a presentation is finished and saved, you can convert it to tagged PDF, Braille, Large Print or EPUB, as necessary.

The point of adding the Captions is for any request for Braille. Without the Captions, the Braille would not contain any hint of the images. For Large Print, tagged PDF or EPUB the images from the presentations can be clearly identified by the Caption as well as Alt Text.

Make sure you add the Document Properties including keywords! Go to File, Info tab, Document Properties, Advanced Properties. Adding the document properties in the Info tab area itself will not convert to other formats.

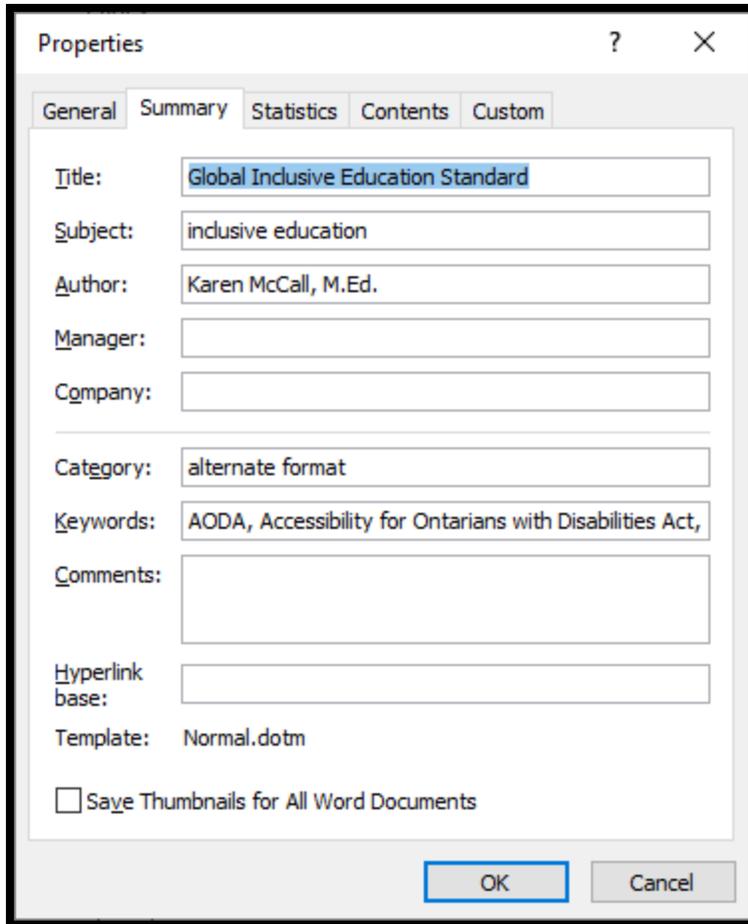


Figure 21 Document Properties in Word (and PowerPoint).

I've used Footnotes in these tutorials so that if the document is printed, people can read the long web address. This is a workaround that you can use in documents where you can add Footnotes.

## Appendix A: Contact Information

For more information on EnableXpress, EnableAccess or DocMD document remediation tools and services for making your documents accessible, please contact us!

E-mail: [sales@openaccesstech.com](mailto:sales@openaccesstech.com)

Website: <https://www.openaccesstech.com/>

Open Access Technologies  
4 Main Street  
Hollis NH 03049  
United States

☎ Phone: (866) 971-8922

Mailing Address:  
P.O. Box 55  
Hollis NH 03049  
United States

## **Overview of Products**

EnablePDF gives you a secure tool to upload PDF documents, follow the workflow and receive accessible conforming PDF back.

EnableAccess gives you a secure tool that lets you monitor and remediate documents in a directed workflow (Word, PowerPoint, PDF or EPUB).

EnableXpress provides a secure tool for uploading projects, receive a quote, confirm and receive conforming documents back (Word, PowerPoint, Excel, PDF and/or EPUB).

DocMD provides a secure tool to examine your Intranet or Internet site for specific document types and prioritize remediation and gives you access to EnableAccess or EnableXpress to quickly get conforming documents.

EnablePublish is a secure digital content publishing platform.

To view demonstrations, visit the [Open Access Technologies Products](https://www.openacesstech.com/products/)<sup>1</sup> page.

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<sup>1</sup> Open Access Technologies Products Page: <https://www.openacesstech.com/products/>