Illinois Accessible Web Publishing Wizard

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Publisher:

Disability Resources and Education Services
Office of Technology Management
University of Illinois at Urbana/Champaign
http://cita.rehab.uiuc.edu/software/office/index.php

Retail Cost:

The Accessible Web Publishing Wizard is available through "Standard Licensing" or "Site Licensing". Please view http://cita.rehab.uiuc.edu/software/office/pricing/ for more information regarding pricing.

(**Note** – California community college members should contact the HTCTU for special pricing).

System Requirements:

Windows 2000, XP, 2003 with required updates
Microsoft Office 2000, XP, 2003
Microsoft .NET 1.1

Note – Do NOT install the Microsoft .NET 2.0 framework for use at this time with the Accessible Web Publishing Wizard.

Description

The Illinois Accessible Web Publishing Wizard provides the ability for MS Office authors to convert PowerPoint, Word, and Excel documents into Web pages. While some MS Office applications can transform their content into a Web page, the Accessible Web Publishing Wizard is unique in that it transforms MS Office content into XHTML 1.0/CSS 2.1 compliant documents. This means that individuals using assistive computer technologies can access the information will be able to access the information.

This training manual is designed to give you the basics for converting PowerPoint, Word, and Excel content to an accessible, Web-based format. A detailed on-line manual is available from the developers of the Illinois Accessible Web Publishing Wizard at:
http://cita.rehab.uiuc.edu/software/office/man/

Basic Use for MS PowerPoint

Limitations

The Illinois Accessible Web Publishing Wizard does have several limitations when converting MS PowerPoint content into accessible, Web-based content. Currently, the Web Publishing Wizard cannot convert the following:

- Slide animations and slide transitions
- Animated graphics
- Audio/Video content embedded in PowerPoint slide
- Specialized symbols (including some math symbols)

For a full list of limitations, please visit:
http://cita.rehab.uiuc.edu/software/office/man/unsupported.php

Formatting PowerPoint

When using MS PowerPoint to create presentations, there are a several steps that you can perform to streamline the conversion of PowerPoint to an accessible, Web-based format. The following steps will assist with preparing the PowerPoint file for a simple conversion using the Accessible Web Publishing Wizard.

Slide Titles and Content

When entering information in MS PowerPoint, it is recommended to use the default text regions that are provided by the different layouts. You can resize these regions (or change their layout/orientation on the PowerPoint slide), but it is not recommended to remove these regions.

It is highly recommended to avoid the use of Text Boxes (from "Insert" on the menu bar). Any content placed in these boxes will simply be added to the bottom of the converted Web page and may not be interpreted in the intended logical reading order of the page. If you must use text boxes, please note that while the content will be converted to the Web-based version of the presentation, the text box will simply be added to the bottom of the converted Web page and not recognized as part of the overall slide reading order.

Images

When adding images in PowerPoint, it is important to provide a description of that image so that a student who is blind or visually-impaired can be provided information about the image. Descriptions for images should be brief, yet succinct, and convey the meaning of the image. This is similar to adding the "text description" for an image on a Web page (aka. alternative-text, or alt-tag). For an overview of how to effectively summarize images, please refer to: http://www.webaim.org/techniques/images/5 .

Images that contain animation (animated .gifs) will not retain their animation in the final Web-based version of the presentation. If your presentation requires the sequential demonstration of the animated image, you may want to consider show the animation over several slides.

To add a brief description to an image in PowerPoint:

1. Click on the image so that it is selected (it is lined by small dots).

2. Perform a right-click on the image and choose "Format Picture", or select "Format" on the menu bar and choose "Picture".

3. In the "Format Picture" window, select the "Web" tab. Enter a brief description of the image.

4. Select "OK" to return to the PowerPoint slide.

Tables

Tables in PowerPoint are one way to organize information visually. However, such organization should be for data and not simply for presentational elements. Data tables can be inserted into MS PowerPoint using either the slide layout tool or by selecting "Insert" on the menu bar and choosing "Table". Both options will give you a data table that you may then insert information. Tables should contain text content; if using images or other elements within a data table, then the table may lose its structure when converted to the Web-based format.

Charts and Graphs

Charts and graphs are another way in which tabular data can be organized to demonstrate relationships (or a lack thereof) between different values. When inserting charts and graphs, it is necessary to use the chart function in MS PowerPoint in order to retain the underlying tabular data. For individuals who are unable to view the chart or graph of the information, the tabular data can provide additional information.

If you are using Excel (or another spreadsheet application) and copy/paste the chart/graph into PowerPoint, you will need to reenter the table data during the export process. Because the copy and paste process does not retain the tabular data from the spreadsheet, it will be necessary to use the step-by-step process to add the correct information.

Using the Wizard for PowerPoint

The following instructions are designed to step you through the process of converting a PowerPoint presentation to an accessible Web-based presentation. In some cases, you will not experience several of the prompts below as you may have already included the appropriate information in the PowerPoint OR your presentation does not require any alterations.

When you have completed authoring your PowerPoint presentation and are ready to convert the materials to a Web format, make sure to save the PowerPoint presentation before starting the conversion process.
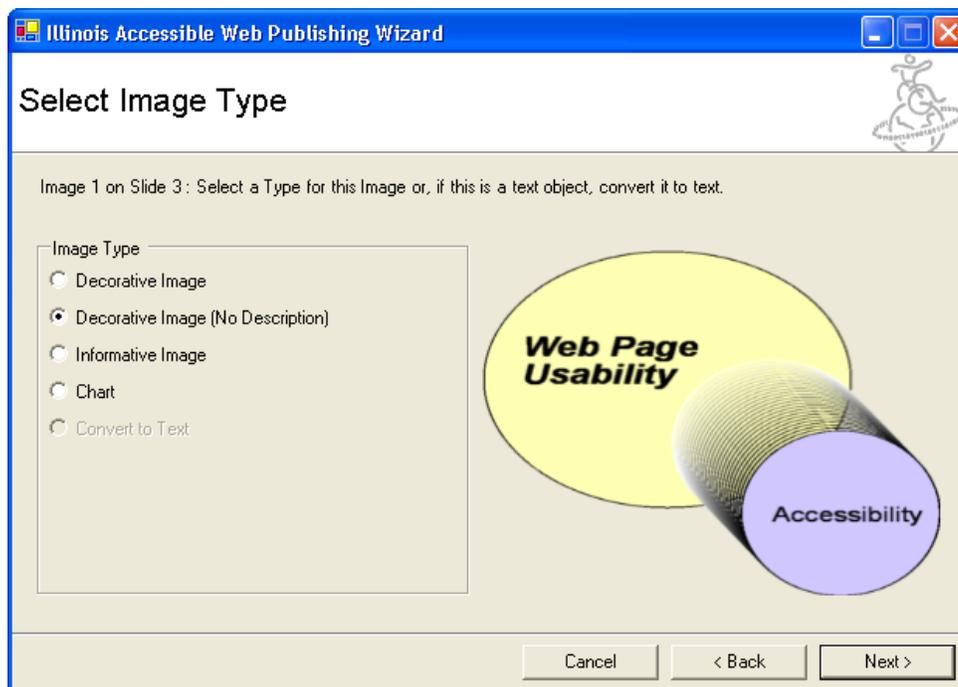
Beginning the Export

1. Select ""File" from the menu bar and choose "Save As Accessible Web Page…". Press the "Next" button when the Wizard begins.

2. Enter information about the PowerPoint presentation title and author (if not complete). You may also add additional comments if you wish. Press the "Next" button to continue.

The Wizard will now begin checking the PowerPoint presentation and prompting you for additional information. Images, charts, and graphs will be checked and you will be prompted to add the appropriate information when necessary. See below for additional information for the various prompts you may encounter.

Correcting Images

If your images in PowerPoint do not contain a text description of the image, you will need to provide some additional information in order to complete the conversion to an accessible format.

Decorative Images

Decorative images require a brief description as to the use or meaning of the image on the PowerPoint slide. This is analogous to the alt-text for an image on a Web page. If you select this radio button, you will be prompted to enter a short text description.

Decorative Image (No Description)

This option allows you to identify an image that has no real meaning to the content on the slide. Images that are used for decoration alone do not require a description.

Informative Image

This option identifies the image as important and allows you to provide a brief description of the image as well as an extended description of the image. Such a long description may be necessary when a brief summary is not sufficient to communicate the important elements of the image. By selecting this radio button, you can enter a brief description as well as the extended description for the image.

Chart

Sometimes it will be necessary to insert a chart (or chart-like data) from an outside application. In this case, you may choose the Chart radio button. This will prompt you to enter a title of the chart, a detailed summary of the chart, and the number of data columns/rows. Essentially, you will use the Wizard to recreate a data table of the chart information that will be exported to the "Text-View" of the Web format. For most simple charts and graphs, it is recommended to use the chart function within PowerPoint to avoid this step.
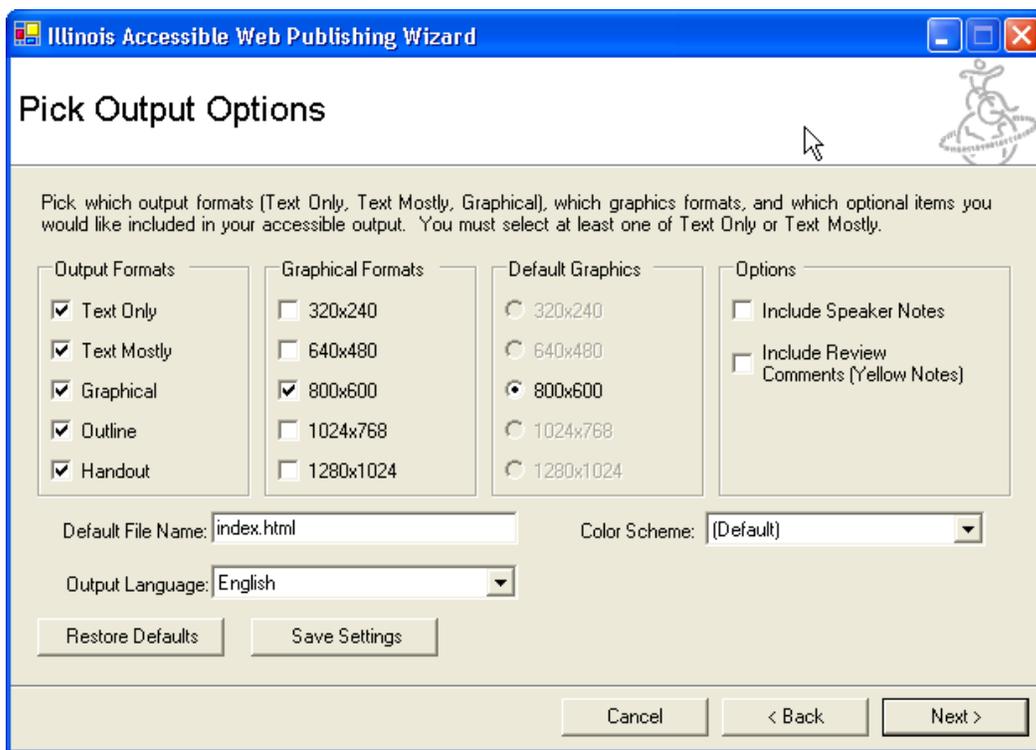
Choosing a Background Color

Select a background color for the Web-based presentation. It is important to choose a background color other than "White" if you have any light colored text in your presentation.

Output Options

Select the desired output options for the presentation. You can customize the type of presentations that are available (Text-Only, Graphical, Outline, etc.) as well as the desired graphical formats. The graphical formats represent the resolution of the PowerPoint slide images. By default, all the output formats are selected. At a minimum, it is recommended that you select "Text-Only" and "Graphical" for the output formats.

A new feature is the ability to choose from different color schemes to customize your presentation. A list of the different color schemes is available at:
http://cita.disability.uiuc.edu/software/office/man/converting/ppt/colorscheme.php

If you make changes to the output options, but wish to return to the default installation settings, you can select the "Restore Defaults" button in the lower left part of the interface. This will reset the output options to the factory default settings.

Save Output

The Accessible Web Publishing Wizard can save the presentation to a hard drive (or disk), a ZIP disk, or WebDAV drive. Select the radio button of the drive you wish to save to and select the "Change" button.

The Wizard will prompt you for a file name and location to save the presentation. Identify a file name (and location), and select the "Save" button. The Wizard will now begin the conversion process.

When the Wizard is complete, you may select the "Finish" button in the lower right portion of the interface. If you left the checkbox "Open web page when Wizard closes?" selected, then the starting page of the presentation will open in your default Web browser.

Basic Use for MS Word

Limitations

The Illinois Accessible Web Publishing Wizard does have several limitations when converting MS Word content into accessible, Web-based content. Currently, the Web Publishing Wizard cannot convert the following:

- Animated graphics
- Audio/Video content embedded in a MS Word document
- Specialized symbols (including some math symbols)

For a full list of limitations, please visit:
http://cita.rehab.uiuc.edu/software/office/man/unsupported.php

Formatting Word

When using MS Word to create documents, there are a several steps that you can perform to streamline the conversion of MS Word files to an accessible, Web-based format. The following steps will assist with preparing the MS Word document for a simple conversion using the Accessible Web Publishing Wizard.

Headings

In MS Word, headings can be used to differentiate between various content areas and provide a logical structure within a document. When combined with the Accessible Web Publishing Wizard, headings are used to identify the pieces of content within the document and are provide the Wizard with the overall structure for a table of contents of the document. This allows viewers to jump directly to a specific part of the document instead of scrolling through the entire document from beginning to end.

The headings are listed in the "Style" list box on the "Formatting" toolbar in MS Word. Alternatively, you can select "Format" from the menu bar and choose "Styles and Formatting". A control panel will open on the right-side of the document and provide you with a list of preset styles from which to choose. You are able to change the presentational elements of these preset styles at any time.

Lists

Lists are another way of providing structured markup for a document. A list of items, such as bulleted list or numbered list, can be identified by highlighting the list of items and selecting the appropriate icon on the "Formatting" toolbar. Alternatively, you can select the items and choose "Format" from the menu bar and select ""Bullets and Numbering". You may then apply the appropriate list style (bulleted or numbered) to your items.

Images

When adding images in MS Word, it is important to provide a description of that image so that a student who is blind or visually-impaired can be provided information about the image. Descriptions for images should be brief, yet succinct, and convey the meaning of the image. This is similar to adding the "text description" for an image on a Web page (aka. alternative-text, or alt-tag). For an overview of how to effectively summarize images, please refer to: http://www.webaim.org/techniques/images/5 .

To add a brief description to an image in MS Word:

1. Click on the image so that it is selected (it is lined by small dots).

2. Perform a right-click on the image and choose "Format Picture", or select "Format" on the menu bar and choose "Picture".

3. In the "Format Picture" window, select the "Web" tab. Enter a brief description of the image.

4. Select "OK" to return to the MS Word document.

Tables

Tables in MS Word are one way to organize information visually. However, such organization should be for data and not simply for presentational elements. Data tables can be inserted into MS Word by selecting "Insert" on the menu bar and choosing "Table". Tables should contain text content; if using images or other elements within a data table, then the table may lose its structure when converted to the Web-based format.

Tables are currently required if you wish to display information in columns in the Web-based view of the document. This is not the recommended method of controlling the layout of MS Word documents. However, if it is **absolutely** necessary to have a multi-column layout in the Web-based view, then you will need to use the table function.

Charts and Graphs

Charts and graphs are another way in which tabular data can be organized to demonstrate relationships (or a lack thereof) between data. When inserting charts and graphs, it is easier to use the chart function in MS Word in order to retain the underlying tabular data. For individuals who are unable to view the chart or graph of the information, the tabular data can provide additional information.

To enter a chart or graph into a document from within MS Word, select "Insert" from the menu bar and choose "Object". Choose an Object type of "Microsoft Graph Chart". This will create a data field that you may edit to format the additional graph.
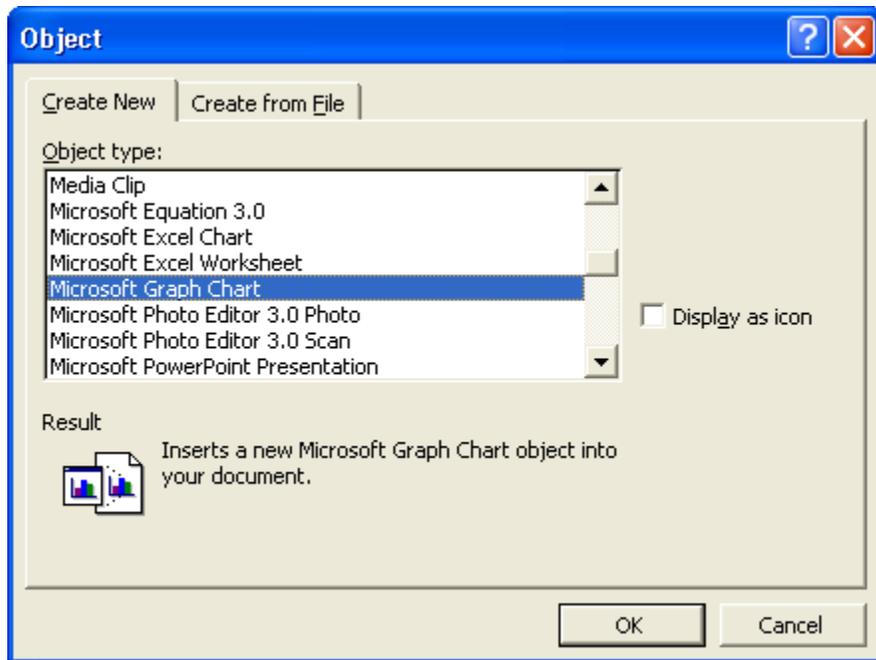
If you are using Excel (or another spreadsheet application) and copy/paste the chart/graph into Word, you will need to reenter the table data during the export process. Because the copy and paste process does not retain the tabular data from the spreadsheet, it will be necessary to use the step-by-step process to add the correct information.

Using the Wizard for Word

The following instructions are designed to step you through the process of converting a Word document to an accessible Web-based document. In some cases, you will not experience several of the prompts below as you may have already included the appropriate information in the Word document OR your file does not require any alterations.

When you have completed authoring your Word document and are ready to convert the materials to a Web format, make sure to save the Word document before starting the conversion process.

Beginning the Export

1. Select ""File" from the menu bar and choose "Save As Accessible Web Page…". Press the "Next" button when the Wizard begins.

2. Enter information about the Word document title and author (if not complete). You may also add additional comments if you wish. Press the "Next" button to continue.

The Wizard will now begin checking the Word document and prompting you for additional information. Images, charts, and graphs will be checked and you will be prompted to add the

appropriate information when necessary. See below for additional information for the various prompts you may encounter.

Correcting Images

If the images in your MS Word do not contain a text description of the image, you will need to provide some additional information in order to complete the conversion to an accessible format. If you entered the information in MS Word originally, then your image description will automatically be entered once you identify the image type.

Decorative Images

Decorative images require a brief description as to the use or meaning of the image on the PowerPoint slide. This is analogous to the alt-text for an image on a Web page. If you select this radio button, you will be prompted to enter a short text description.

Decorative Image (No Description)

This option allows you to identify an image that has no real meaning to the content on the slide. Images that are used for decoration alone do not require a description.

Informative Image

This option identifies the image as important and allows you to provide a brief description of the image as well as an extended description of the image. Such a long description may be necessary when a brief summary is not sufficient to communicate the important elements of the image. By selecting this radio button, you can enter a brief description as well as the extended description for the image.

Chart

Sometimes it will be necessary to insert a chart (or chart-like data) from an outside application. In this case, you may choose the Chart radio button. This will prompt you to enter a title of the chart, a detailed summary of the chart, and the number of data columns/rows. Essentially, you will use the Wizard to recreate a data table of the chart information that will be exported to the "Text-View" of the Web format. For most simple charts and graphs, it is recommended to use the chart function within MS Word to avoid manually entering the data.

Choosing a Background Color

Select a background color for the Web-based presentation. It is important to choose a background color other than "White" if you have any light colored text in your presentation.

Output Options

Select the desired output options for the presentation. You can customize the type of presentations that are available (i.e., Text-Only, Text-Mostly, Outline) as well as the desired graphical formats. The graphical formats represent the resolution of the PowerPoint slide images. By default, all the output formats are selected.

A new feature is the ability to choose from different color schemes to customize your presentation. A list of the different color schemes is available at:
http://cita.disability.uiuc.edu/software/office/man/converting/ppt/colorscheme.php

If you make changes to the output options, but wish to return to the default installation settings, you can select the "Restore Defaults" button in the lower left part of the interface. This will reset the output options to the factory default settings.

Save Output

The Accessible Web Publishing Wizard can save the presentation to a hard drive (or disk), a ZIP disk, or WebDAV drive. Select the radio button of the drive you wish to save to and select the "Change" button.

The Wizard will prompt you for a file name and location to save the presentation. Identify a file name (and location), and select the "Save" button. The Wizard will now begin the conversion process.

When the Wizard is complete, you may select the "Finish" button in the lower right portion of the interface. If you left the checkbox "Open web page when Wizard closes?" selected, then the starting page of the presentation will open in your default Web browser.

Basic Use for MS Excel

Limitations

The Illinois Accessible Web Publishing Wizard does have several limitations when converting MS Excel content into accessible, Web-based content. Currently, the Web Publishing Wizard cannot convert the following:

- Specialized symbols (including some math symbols)

For a full list of limitations, please visit:
http://cita.rehab.uiuc.edu/software/office/man/unsupported.php

Formatting Excel

There are several procedures you can implement in order to streamline the conversion of Excel spreadsheet data into Web-based content. The Accessible Web Publishing Wizard is able to recognize tabular data and any associated graphs during the export process and add the necessary HTML-markup to improve the accessibility of the resulting Web-based format.

To format the content for export, develop your Excel spreadsheet and create any necessary graphs or charts. When creating the graph or chart, select the "Location" of the graph/chart "As a new sheet:". You may then give this new sheet a name (e.g., Chart1, etc.). This will create the graph/chart as a new spreadsheet so that you may place all the data on one page and all the graphs on a different page. This is not a requirement for using the Wizard, but just one option for data management and presentation.

Using the Wizard for Excel

The following instructions are designed to step you through the process of converting a MS Excel spreadsheet to an accessible Web-based document. In some cases, you will not experience several of the prompts below as you may have already included the appropriate information in the Excel spreadsheet OR your file does not require any alterations.

When you have completed authoring your Excel spreadsheet and are ready to convert the materials to a Web format, make sure to save the Excel spreadsheet before starting the conversion process.

Beginning the Export

1. Select ""File" from the menu bar and choose "Save As Accessible Web Page…". Press the "Next" button when the Wizard begins. If you are currently in a Chart (as opposed to a Sheet), you will not see this option.

2. Enter information about the Excel spreadsheet including title and author (if not complete). You may also add additional comments if you wish. Press the "Next" button to continue.

The Wizard will now begin checking the Excel spreadsheet and prompting you for additional information. Images, charts, and graphs will be checked and you will be prompted to add the appropriate information when necessary. See below for additional information for the various prompts you may encounter.

Correcting Images

If the images in your Excel spreadsheet do not contain a text description of the image, you will need to provide some additional information in order to complete the conversion to an accessible format. If the image is a graph and was created in MS Excel, then the necessary data will already be present "behind the chart".

Decorative Images

Decorative images require a brief description as to the use or meaning of the image on the PowerPoint slide. This is analogous to the alt-text for an image on a Web page. If you select this radio button, you will be prompted to enter a short text description.

Decorative Image (No Description)

This option allows you to identify an image that has no real meaning to the content on the slide. Images that are used for decoration alone do not require a description.

Informative Image

This option identifies the image as important and allows you to provide a brief description of the image as well as an extended description of the image. Such a long description may be necessary when a brief summary is not sufficient to communicate the important elements of the image. By selecting this radio button, you can enter a brief description as well as the extended description for the image.

Chart

For most of the "images" within MS Excel, this is the option that will be selected. The Chart option will allow you to enter a brief description as well as an extended description of what the chart/graph represents. If the data for the chart originally came from a spreadsheet table, then you will not have to reenter the tabular information.

Choosing a Background Color

Select a background color for the Web-based presentation. It is important to choose a background color other than "White" if you have any light colored text in your presentation.

Output Options

Select the desired output options for the presentation. You can customize the type of presentations that are available (i.e., Text-Only, Text-Mostly).

If you would like to retain the original Row and Column headers from the Excel spreadsheet, check the checkbox that says "Include Row and Column Index Headers". This will duplicate your spreadsheet information with the row and column headings in Excel (e.g., 1, 2, 3, A, B, C, etc.).

A new feature is the ability to choose from different color schemes to customize your presentation. A list of the different color schemes is available at:
http://cita.disability.uiuc.edu/software/office/man/converting/ppt/colorscheme.php

If you make changes to the output options, but wish to return to the default installation settings, you can select the "Restore Defaults" button in the lower left part of the interface. This will reset the output options to the factory default settings.

Save Output

The Accessible Web Publishing Wizard can save the presentation to a hard drive (or disk), a ZIP disk, or WebDAV drive. Select the radio button of the drive you wish to save to and select the "Change" button.

The Wizard will prompt you for a file name and location to save the presentation. Identify a file name (and location), and select the "Save" button. The Wizard will now begin the conversion process.

When the Wizard is complete, you may select the "Finish" button in the lower right portion of the interface. If you left the checkbox "Open web page when Wizard closes?" selected, then the starting page of the presentation will open in your default Web browser.

Notes:

Web Resources

Illinois Accessible Web Publishing Wizard Website
http://cita.rehab.uiuc.edu/software/office/

Sample Wizard Templates
http://cita.rehab.uiuc.edu/software/office/man/converting/ppt/colorscheme.php

Manual for MS PowerPoint Content
http://cita.rehab.uiuc.edu/software/office/man/bp_ppt_index.php

Manual for MS Word Content
http://cita.rehab.uiuc.edu/software/office/man/bp_word_index.php

WebAIM Techniques for Images
http://www.webaim.org/techniques/images/5