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How to Convert a PowerPoint to an RTF  
 (<http://smallbusiness.chron.com/convert-powerpoint-rtf-42155.html>)

Converting materials from PowerPoint to RTF increases accessibility to a wide variety of learners, including people with learning disabilities, literacy difficulties, visual impairments, or people who multitask.

1. Open the PowerPoint presentation to convert.
2. Click the "File" tab, and select "Save As."
3. Click the "Save as type" drop-down menu.
4. Click the "Outline/RTF" option.
5. Name the PowerPoint presentation in the File name text box, if necessary.
6. Click "Save."

Note: The RTF file includes only your text outline. Pictures, clip art and other media are not in the converted document. The RTF file retains your basic formatting, though, such as font size, color and bold or italic type, but not hyperlinks.

[How to Convert a PDF to a Word Document](https://www.wikihow.com/Convert-a-PDF-to-a-Word-Document)   
(<https://www.wikihow.com/Convert-a-PDF-to-a-Word-Document>)

Converting materials from PDF to a Word document increases accessibility to a wide variety of learners, including people with learning disabilities, literacy difficulties, visual impairments, or people who multitask.

Using Microsoft Word 2016 or 2013

1. Open Microsoft word
2. Click on file in the menu bar at the top of the screen
3. Click on “open”
4. Select the PDF you want to convert to word
5. Click ok. The file will be converted to an editable word document. As with any PDF conversion, the converted document may not have perfect page to page correspondence due to line breaks, page breaks, graphics, etc. Some manual adjustment may be necessary.

Using Google Docs

1. Go to https://docs.google.com in a web browser. If you are not automatically signed in to your Google account, enter your email address and password and click Next.
2. Click the folder icon. Depending on your settings, it's in the top-right under the Template Gallery or just under your profile picture.
3. Click Upload. It's at the top-right of the "Open a file" window
4. Click Select a file from your computer. It's the blue button in the center of the window.
5. Select your PDF file and click Open. This will upload the PDF file to your Google Drive and opens a preview once it has finished uploading.
6. Click ⋮ , select Organize, and then click My Drive. This will open your Google Drive page and highlight the PDF file you just uploaded.
7. Right-click the PDF file and select Open with then click Google Docs.
8. If you don't see Google Docs as an option, Click ＋ Connect more apps. Search for google docs. Click ➕ CONNECT.
9. Click File, select Download as, then click Microsoft Word (.docx). This will download your PDF file as a Word Document.

Using Adobe acrobat pro

1. Open a PDF document in Adobe Acrobat Pro. Do so by opening the white Acrobat Pro app with the stylized, red "A" icon. Then click on File in the menu bar at the top of the screen, click on Open..., select the PDF document you want to convert to Word, and click on Open.
2. Click on “file” in menu bar at top of screen
3. Click on save as and select Microsoft word
4. Click on “word document”
5. Name document
6. Select location to save
7. Click on save

# How to Caption Your Own Video

<https://www.washington.edu/accessibility/videos/free-captioning/>

Captioning video increases accessibility to a wide variety of learners, including people with learning disabilities, literacy difficulties, hearing impairments, or second language learners.

**Mac users:** CLIPS is a free built in app you can add captions to videos with for free.

**PC users:** You can caption your own videos using one of several free online tools, including: Amara.org, DotSub.com, and Subtitle Horse.

The process for creating captions using each tool is approximately the same:

1. Upload the video to the web (most services can caption any video as long as it has a public URL, including videos on YouTube). To keep the video private during the captioning process, don’t publish its URL (YouTube offers this as one of its privacy options).
2. Provide the video’s URL to the captioning service. Some services also support uploading a video directly to their site.
3. Use the service’s captioning tool to watch the video and transcribe it. Caption text is displayed in real time on the video as you type.
4. Review and edit the captions to be sure they’re accurate and easy to follow. The Described and Captioned Media Program (DCMP) provides a Captioning Key with guidelines for effective captioning.
5. Download the captions as a caption file in the appropriate format for your needs.

The end product generated by this process is a caption file. Most caption files are plain text files with time codes indicating start and stop times for each caption. However, there are various types of caption files with slight variations in their syntax. The type of file you need depends on how your video is ultimately being provided. See the following section for links to pages that include this information.

1. After you have a caption file, the final step is to add this file to your video. How you do this depends on where your video is hosted (i.e. on YouTube, website, panopto or canvas). For specific instructions for each of the hosting options below, visit: https://www.washington.edu/accessibility/videos/free-captioning/ options

Further resources: https://ncrtm.ed.gov/AccessibilityResources.aspx

# How to add Image/Figure Descriptions

The purpose of image descriptions is to give people who are blind or have impaired vision a more complete picture of what is being shown/represented. Although there is not currently technology that automates the process of adding image descriptions, there are resources to assist in the process.

Extensive information is available at <http://diagramcenter.org/making-images-accessible.html>, including an open-source web based image description training tool, samples for creating accessible images in a variety of fields (i.e. art, chemistry, math, geography), and template language for common graphics (i.e. Venn diagram, pie chart, line graph, etc.).

# How to add Audio Descriptions to a Video

The purpose of image descriptions is to give people who are blind or have impaired vision a more complete picture of what is being shown/represented in a video. Although there is not currently technology that automates the process of adding image descriptions, there are resources to assist in the process.

The American Council of the Blind’s [Audio Description Project](http://www.acb.org/adp/guidelines.html) provides useful guidelines for determining what visual input to describe, and how best to describe it to enhance learning.