

## NUtitleII – Frequently Asked Questions (FAQ)

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### **ISSUE: The Accessibility Checker will not run on my slide deck**

#### **What's happening?**

Microsoft's Accessibility Checker does not appear or will not run.

#### **Why?**

Your file is in the older PowerPoint format (.ppt). Microsoft's Accessibility Checker works best, and in some cases only reliably, with the newer .pptx format.

#### **Fix: Save a new copy as .pptx**

##### *Windows*

1. Open the .ppt file.
2. Select **File** → **Save As**.
3. Choose a location.
4. Under **Save as type**, select **\*\*PowerPoint Presentation (\*.pptx)\*\***.
5. Save the file and open the new .pptx version.

##### *macOS*

1. Open the .ppt file.
2. Select **File** → **Save As...** or **File** → **Save a Copy...**
3. Set **File Format** to **PowerPoint Presentation (.pptx)**.
4. Save the file and open the new .pptx version.

#### **Verify**

- Confirm the file name ends in **.pptx**.
  - Go to **Review** → **Check Accessibility**, or use the ribbon search and type **Accessibility**.
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### **ISSUE: NUtitleII will not open and shows a red message indicating macros are disabled**

#### **What's happening?**

PowerPoint is blocking macros from running.

### **Fix: Unblock the file**

1. Close the NUttitleII file.
  2. Navigate to the folder where the file is saved.
  3. Right-click the file.
  4. Select **Properties**.
  5. At the bottom of the window, check **Unblock**.
  6. Click **Apply**, then **OK**.
  7. Reopen the file.
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### **ISSUE: NUttitleII opens but shows several yellow warning messages**

#### **What's happening?**

NUttitleII is a .pptm file, which means it contains macros. PowerPoint displays warnings because macros can potentially be harmful.

#### **Why this is expected**

The NUttitleII toolkit uses macros to perform accessibility fixes. The file you purchased is digitally signed. As long as you obtained the file directly from the authorized seller, these warnings are expected.

#### **Fix**

Click **Enable Macros** or the equivalent option that allows macros to run.

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### **ISSUE: I cannot find Microsoft's Accessibility Checker**

#### **What's happening?**

You are unsure where to locate the Accessibility Checker in PowerPoint.

#### **Fix**

##### *Windows (common locations)*

- **Review → Check Accessibility**
- Or use the ribbon search and type **Accessibility**

##### *macOS (common locations)*

- **Review → Check Accessibility**
- Or use the ribbon search and type **Accessibility**

#### **Verify**

An **Accessibility** pane should appear listing issues such as alt text, reading order, and color contrast.

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## ISSUE: Which file do I open?

You will usually have **two PowerPoint files** open at the same time.

### 1) The Toolkit (runs the macros)

- **Windows:** NUtitled.pptm
- **macOS:** NUtitledMacOS.pptm

### 2) Your Target Deck (the presentation you are fixing)

- Ideally saved as **.pptx**

### Correct workflow

1. Open the Toolkit file.
2. Open the Target Deck you want to fix.
3. Click inside the Target Deck so it is the active window.
4. Select **View** → **Macros**.
5. In the window that opens, use the drop-down menu to select the NUtitled file as the macro source.
6. Run the desired toolkit action.
7. Save the Target Deck.

### Verify

- Changes appear in the Target Deck, not in the toolkit file.
  - **macOS:** A **Log slide** is added to the Target Deck, usually near the end.
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## ISSUE: Macros do not work when my files are in OneDrive, SharePoint, or a network drive

### What's happening?

Macros and logging may fail when files are stored in cloud-synced folders or on network drives.

### Fix

1. Create a local folder, such as Documents/AccessibilityToolkit\_Work or on your Desktop.
2. Save local copies of both files:
  - The Toolkit file (NUtitled.pptm or NUtitledMacOS.pptm)
  - Your Target Deck
3. Close PowerPoint completely.
4. Reopen the local copies and retry the toolkit action.

## Verify

The toolkit runs successfully and changes appear in the Target Deck.

## Logging note

- **Windows:** A separate Excel log file is created.
  - **macOS:** No Excel file is created. Results appear on a **Log slide** within the Target Deck.
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## ISSUE: I ran the toolkit, but nothing happened

### What's happening?

Most often, the toolkit ran while the wrong presentation was active, or PowerPoint silently blocked the macro.

### Fix checklist

1. Confirm both files are open:
  - Toolkit file
  - Target Deck
2. Click inside the Target Deck to make it the active window.
3. Ensure the Target Deck is saved as .pptx.
4. Work from a local folder, not OneDrive or a network location.
5. Fully quit and restart PowerPoint, then try again.

## Verify

- Visible changes appear in the Target Deck, or
  - **macOS:** A new **Log slide** appears near the end of the presentation.
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## ISSUE: (MAC Users:)) I don't know how to import the log from the PowerPoint presentation

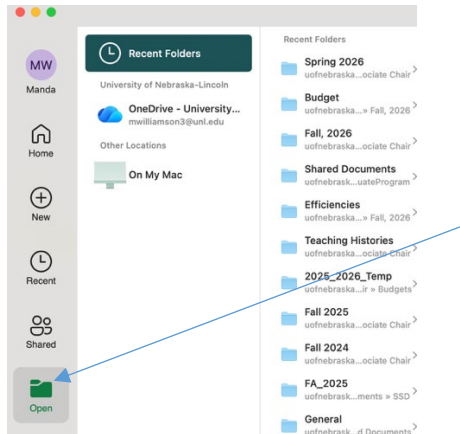
### What's happening?

PowerPoint for macOS does not allow macros to create external Excel files. Instead, the toolkit writes the log directly to a slide within the presentation.

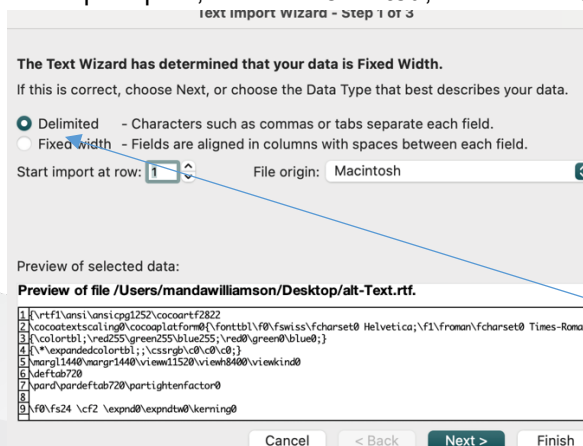
### Steps to output your log files:

1. Open your Target Deck.
2. Navigate to the **last slide**, which contains the NUtitled log.
3. Select and **copy all text** on the log slide.
4. Open **TextEdit** from Launchpad. The Launchpad icon will be located at the bottom of your screen.

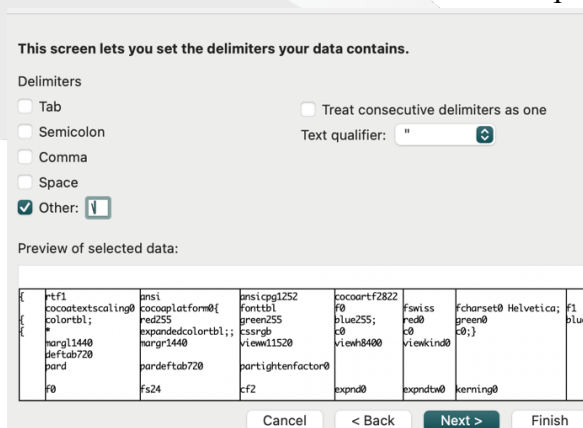
- Paste the copied text into a new TextEdit document.
- Save the **TextEdit** in the same folder as your completed, Title II-accessible slides.
- Open **Microsoft Excel**.
- Select **File → Open**.



- Navigate to and select the .txt file you just saved.
- When prompted, choose **Delimited**, then click **Next**.



- Select **Other** as the delimiter and enter a backslash (“\”).
- The backslash is used because NUtiteII separates log fields using this character.



13. Click **Next**, then **Finish**.

14. Clean up and review.

- Adjust column widths so the data is easy to read.
- The first nine rows may contain non-useful header data and can be deleted.
- Columns **E** and **F** are not required and may be removed if desired.

	A	B	C	D	E	F
1	{	rtf1	ansi	ansicpg1252	cocoartf2822	
2		cocoatextsc	cocoaplatform	fonttbl	f0	fswiss
3	{	colortbl;	red255	green255	blue255;	red0
4	{	*	expandedcol	cssrgb	c0	c0
5		margl1440	margr1440	vieww11520	viewh8400	viewkind0
6		deftab720				
7		pard	pardeftab720	partightenfactor0		
8						
9		f0	fs24	cf2	expnd0	expndtw0
10	Alt-Text Help	uc0	u8232			

15. How to read the log.

- **Column B:** Slide number that was scanned
- **Column C:** Accessibility issue detected
- **Column D:** Change made by the toolkit, if any

f0 Slide	'a0 Issue detected	'a0 Action taken
f1		
f0 2	'a0 Text shape missing alt (Text B	'a0 Set alt to "Predictor"
f1		
f0 2	'a0 Text shape missing alt (Text B	'a0 Set alt to "Criterion"
f1		
f0 2	'a0 Text shape missing alt (Text B	'a0 Set alt to "X"
f1		

## ISSUE: If it still fails: the “Scorched Earth” approach

1. Confirm the Target Deck is saved as a .pptx file.
2. Create a new folder on your Desktop (for example, “Edit PowerPoints”).
3. Place both the Target Deck and the NUttitleII toolkit file in that folder.
4. Open the toolkit file.
5. Open the Target Deck.
6. Click inside the Target Deck.
7. Select **View** → **Macros**.
8. Use the drop-down menu to select the NUttitleII file as the macro source.
9. Run the desired macro.

## Reminders

- **Windows:** Use NUttitleII.pptm. An Excel log file will be created.

- **macOS:** Use NUtitleIIMacOS.pptm. A log is added as the final slide in the Target Deck.