# PREPARING MICROSOFT® WORD DOCUMENTS TO **CREATE ACCESSIBLE PDF FILES**

# ADD STRUCTURE TO WORD DOCUMENTS

Design your documents with styles. Styles add the structure necessary to make your documents usable to people with disabilities (See Headings).

# **G**RAPHICS AND **I**MAGES

All Graphics and Images should be provided with alternative text descriptions (See Alternative Text or Alt Text). Avoid placing graphics too close to text. This can cause problems when converting to PDF. Place white space between text and graphics.

# AI TERNATIVE TEXT OR AIT TEXT

Alternative Text or Alt Text refers to text that can be read by a screen reader to describe graphics and images which people with visual dis-

Size

Size Alt Text

Alternative text:

with disabilities

GSM ready mobile phone

abilities cannot see.

## Word 2003

- Double Click on an image or right click and select the format picture dialog.
- Select the Web tab and enter the alternative text

# Word 2007

- Right Click on an image and choose Size
- Select the Alt Text tab and enter the alternative text

# Техт

- Text should be at least 12 point type.
- · Avoid using Microsoft Word text boxes.
- Avoid using Enter to create space between paragraphs. Use the space before and space after properties in your styles

#### COLUMNS

To create columns, do not use the tab key to make space between text columns or put text in a table. Use Word's column command.

> > Two

Number of column:

Width and spacing <u>C</u>ol #: Width:

1: 2.75" 🗘 0.5"

Three Left

Right

\$

Spacing:

#### Word 2003

- Format > Columns
  - or Click on the

Columns Toolbar

### Word 2007

 Select Page Layout on the Ribbon and

select Columns in the Page Setup group



# HEADINGS

Heading 2, Heading 3, etc. Make styles progress in a logical

#### Word 2003

• Format > Styles and Formatting to reveal the styles and formatting task pane

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### Word 2007

• Select the Home Ribbon in Word 2007 and select the proper heading from the styles group





#### **Keyboard Shortcuts for Applying Styles in Both** Versions of Microsoft Word

- Ctrl Alt 1 Heading 1
- Ctrl Alt 2 Heading 2
- Ctrl Alt 3 Heading 3

# Hyperlinks (Word 2003 & 2007)

Add a meaningful description to hyperlinks. Avoid using "click here"

- Insert Hvp link (Ctrl
- Use the scr tip button add text d scription

			12 A		
	Link to:	Text to displa	ay: Communications		ScreenTig
V)	Existing File or	Look in:	C Sample Documents	<u> </u>	
K)	Web Page	Current	WRL0001.tmp		Bookmark
non	6	Folder	CustomCommunication	Set Hyperlink ScreenTip	
CEII	Place in This		CustomCommunication	Screen_ip text:	
to	Document	Pages		Home Page of Custom Communications	
	<b>K</b> 1			Note: Custom ScreenTips are supported i Internet Explorer version 4.0 or later.	n Microsoft
e-	Create New Document	Regent Files		ОК	Cancel
	a	Address:			
	E-mail Address			OK	Cancel

#### LISTS

? >

OK

Cancel

Line between

- Use Bulleted Lists to emphasize individual points.
- Use Numbered Lists to describe the proper order for a series of steps in a sequence.

### **TABLES**

- Do not use tabs and spaces to create tables. Use the Insert Table command
- Avoid letting table rows break across a page
- Tables that go beyond a page should repeat header rows

#### Word 2003

• Use the table properties dialog

### Word 2007

• Place the cursor in a table and select the Table Tools tab in the Ribbon





Use Styles to create heading formats. Title, Heading 1, manner — a Heading 2 should come after a Heading 1

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Adobe



Photograph of the Tx-100 Custom Communications most popula

Web browsers display alternative text while pictures are loading

or if they are missing. Web search engines use alternative text to help find Web pages. Alternative Text is also used to assist users

OK Cancel

**?** 🗙

# CONVERTING MICROSOFT WORD DOCUMENTS TO ACCESSIBLE PDF FILES WITH ADOBE ACROBAT

# 1. DISPLAY PDF MAKER

#### Microsoft Word 2003 (Acrobat 7 & 8)

- Select Adobe PDF on the Word Menu bar
- Select Change Conversion Settings



### Microsoft Word 2007 (Acrobat 8 Only)

- On the Ribbon select the Acrobat Tab
- Select Preferences from the Create Adobe PDF Group



#### **2.** CONFIGURE PDF MAKER

🔁 Acrobat PDFMaker

PDFMaker Settings Conversion Settings: Standard

Settings Security Word Bookmarks

View Adobe PDF result

Prompt for Adobe PDE file name

Convert Document Information

Attach source file to Adobe PDF

Add Bookmarks to Adobe PDE

Add Links to Adobe PDF

🔁 Acrobat PDFMaker

Word Features

Reviewer

No comments

Settings Security Word Bookmarks

Enable advanced tagging

#### **Settings** Tab

- Bookmarks
- Links
- Enable Accessibility and reflow

#### **Security Tab**

• If Permissions are applied, check enable text access for screen reader devices for the visually impaired

#### Word Tab

- Convert cross references
- Convert footnote and endnote links
- Enable advanced tagging

#### **Bookmarks** Tab

- Convert Word Headings to Bookmarks
- Set the proper indent levels





#### **3. SAVE AS ACCESSIBLE PDF** Microsoft Word 2003 (Acrobat 7 & 8)

- Convert to Adobe PDF from Adobe PDF Menu
- Select Convert to Adobe PDF toolbar



#### MICROSOFT WORD 2007 (ACROBAT 8 ONLY)

• Select Create PDF from the Create Adobe PDF Group

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• Save as Adobe PDF from the Office button

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Dpen	Word Document Save the document in the default file format.					
Convert	Word Template Save the document as a template that can be used to format future documents.					
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Save As	Adobe PDF					
Print +	PDF Publish a copy of the document as a PDF file.					
✓ Prepare →	Open the Save As dialog box to select from					
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### Visit Adobe's Accessibility Resource Center at

www.adobe.com/accessibility

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