PREPARING MICROSOFT® WORD DOCUMENTS TO CREATE ACCESSIBLE PDF FILES

Add Structure to Word Documents

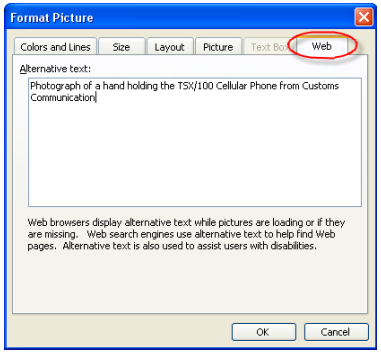
Design your documents with styles. Styles add the structure necessary to make your documents usable to people with disabilities (***See Headings***).

Graphics and Images

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.

Alternative Text or Alt 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 disabilities cannot see.

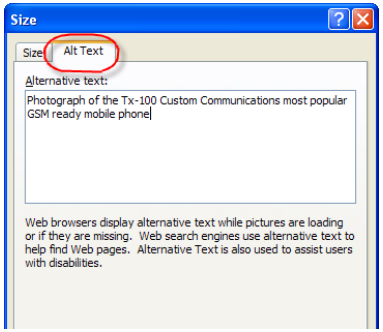


Word 2003

- 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



Text

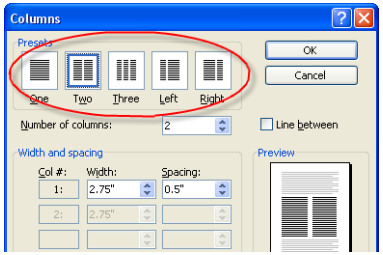
- Text should be at least 12 point type.
- Avoid using Microsoft Word text boxes.
- Avoid using Enter to create space between paragraphs. Use the space before and space after properties in your styles

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.

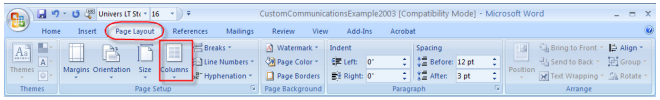
Word 2003

- Format > Columns
- or Click on the Columns Toolbar



Word 2007

- Select Page Layout on the Ribbon and select Columns in the Page Setup group

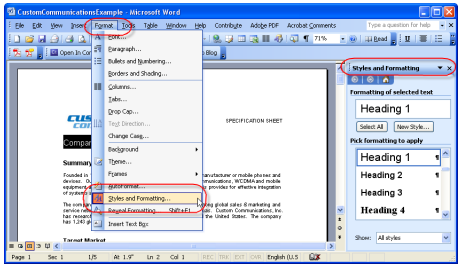


Headings

Use Styles to create heading formats. Title, Heading 1, Heading 2, Heading 3, etc. Make styles progress in a logical manner — a Heading 2 should come after a Heading 1

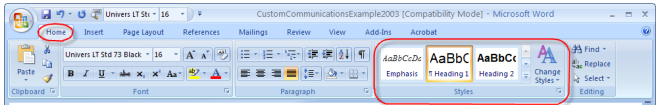
Word 2003

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



Word 2007

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



Adobe® Accessibility Quick Reference Card

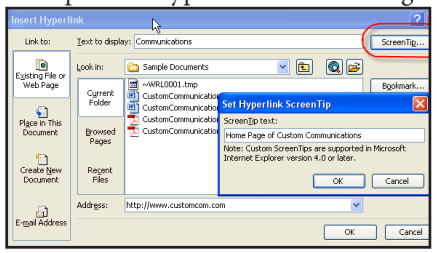
Keyboard Shortcuts for Applying Styles in Both Versions of Microsoft Word

- 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 Hyperlink (Ctrl K)
- Use the screen tip button to add text description

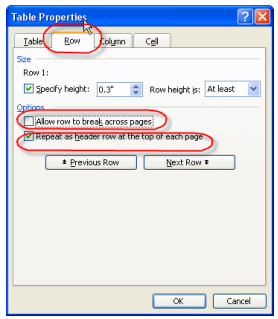


Lists

- 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

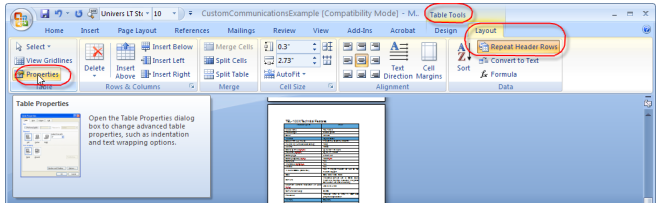


Word 2003

- Use the table properties dialog

Word 2007

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



Adobe

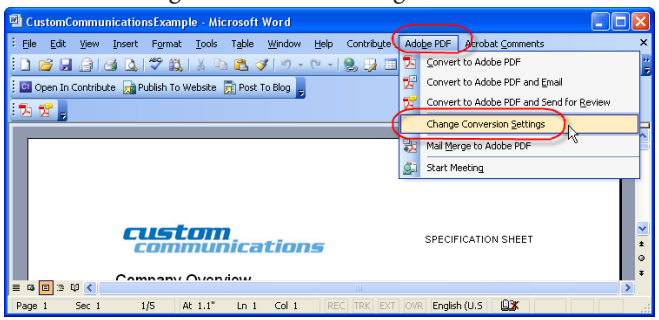
CONVERTING MICROSOFT WORD DOCUMENTS TO ACCESSIBLE PDF FILES WITH ADOBE ACROBAT

Adobe® Accessibility
Quick Reference Card

1. Display PDF Maker

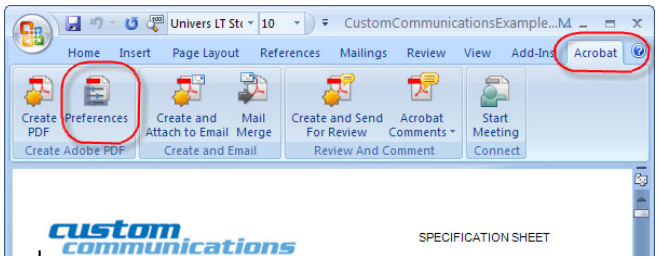
Microsoft Word 2003 (Acrobat 7 & 8)

- 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

Settings Tab

- Bookmarks
- Links
- Enable Accessibility and reflow

Security Tab

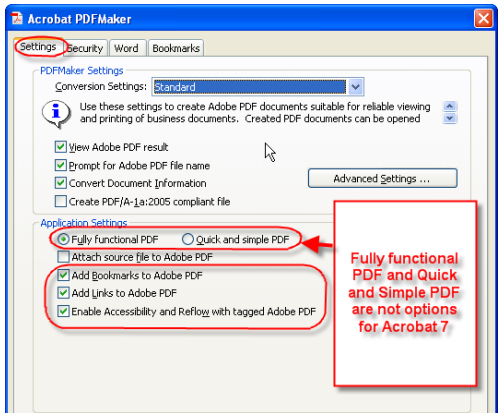
- If Permissions are applied, check enable text access for screen reader devices for the visually impaired

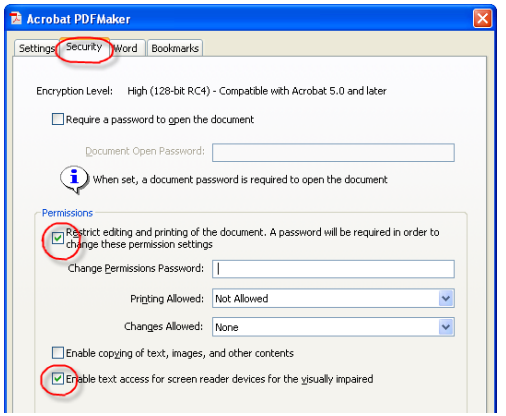
Word Tab

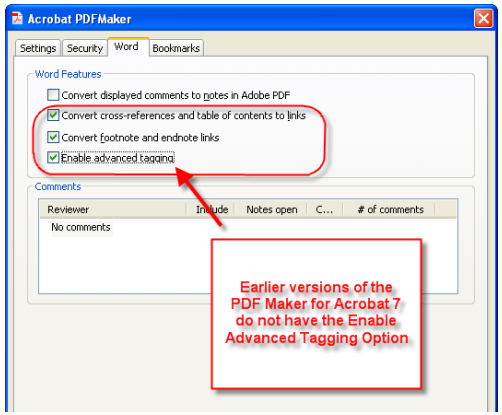
- Convert cross references
- Convert footnote and endnote links
- Enable advanced tagging

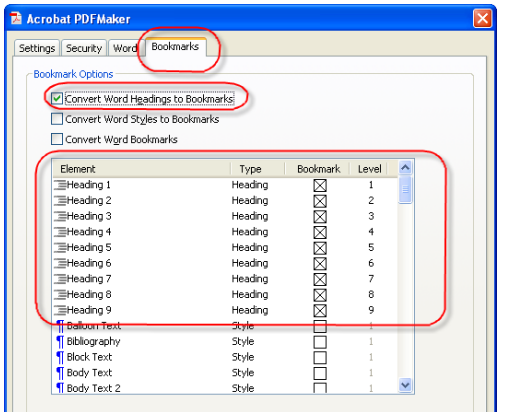
Bookmarks Tab

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





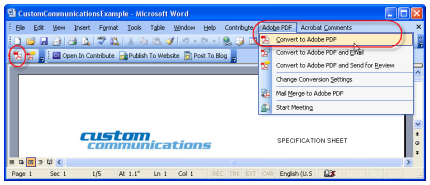




3. Save As Accessible PDF

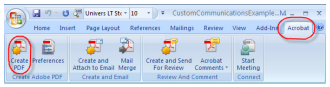
Microsoft Word 2003 (Acrobat 7 & 8)

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

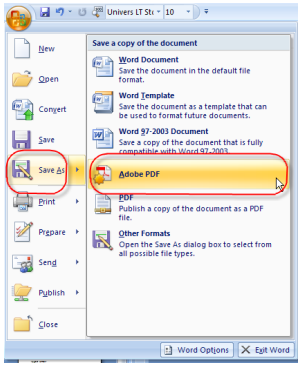


Microsoft Word 2007 (Acrobat 8 Only)

- Select Create PDF from the Create Adobe PDF Group



- Save as Adobe PDF from the Office button



Visit Adobe's Accessibility Resource Center at

www.adobe.com/accessibility

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