



CREATING ACCESSIBLE MICROSOFT WORD 2007/ 2010 DOCUMENTS



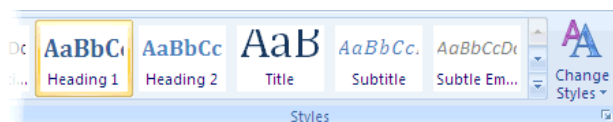
Headings

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document, and improves accessibility for everyone.

Adding and Editing Headings

Headings can be created using the Styles toolbar.

1. Select the text and **click on the appropriate style.** (E.g. "Heading 1")
2. Headings 1, 2, or 3 can also be assigned using **CTRL + ALT + 1, 2, or 3**, respectively.

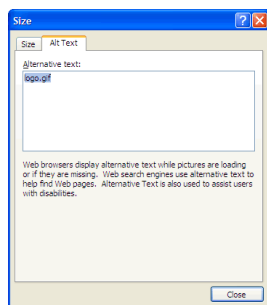


Alternative text for Images

Images can be given appropriate alternative text in Word. This alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.

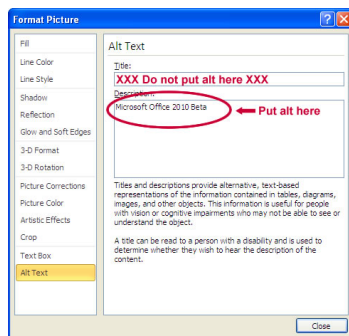
Word 2007

1. Right-click on the image and select **Size**. A dialog box will appear.
2. Select the **Alt Text** tab, and replace the filename with appropriate alternative text.



Word 2010

1. Right-click on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** tab on the sidebar. Enter appropriate alt text to the **Description** field, not the Title field.

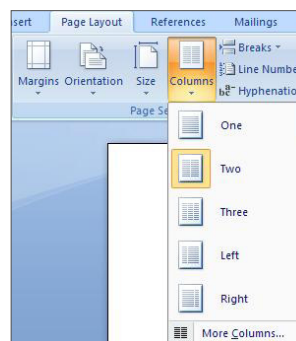


Columns

When creating columns, **always use true columns**, not columns created by hand with the Tab key.

Creating Columns

1. Select **Page Layout** on the Ribbon.
2. Select **Columns** in the Page Setup group.



Data Tables

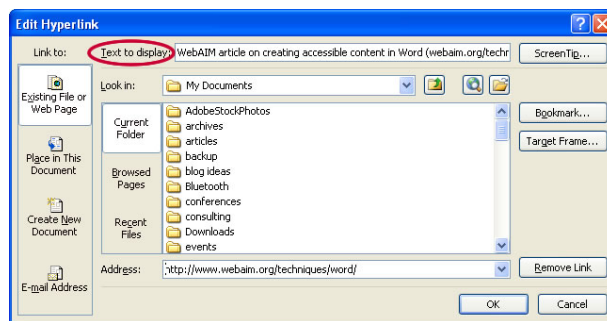
- Use the **Insert Table** command to create tables, not by hand with spaces or the Tab key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select **Table Properties > Row > Repeat as header row at the top of each page.**

Links

Word **automatically creates a hyperlink** when a user pastes a full URL onto a page. These may not make sense to screen reader users, so **more information is needed.**

Editing Hyperlinks

1. Select a hyperlink, right click, and select **Edit Hyperlink** or CTRL + k.
2. Change the URL in the **Text to Display** field to a more meaningful description.

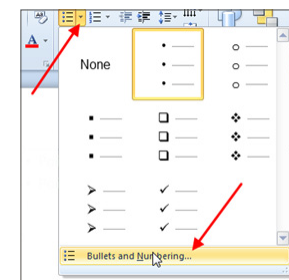


Lists

Use **true numbered and bulleted lists** to emphasize a point or a sequence of steps.

Creating Lists

1. Select **Page Layout** on the Ribbon.
2. Select **Bullets and Numbering**.



Other Principles

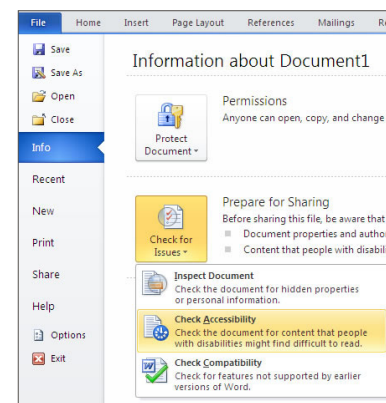
- Ensure that font size is sufficient, around **12 points**.
- Provide **sufficient** contrast.
- Don't use color **as the only way** to convey content.
- Provide a **table of contents**, especially for long documents.
- Use **simple** language.

Word 2010 Accessibility Checker

Word 2010 includes an accessibility resource that **identifies and repairs accessibility issues.**

Running the Accessibility Checker

1. Select **File > Info > Check for Issues > Check Accessibility.**
2. The checker presents **accessibility errors, warnings, and tips** on how to repair the errors.



Docx format

The "docx" format supports **Word 2007 and newer**. For a more **widely supported file format**, consider saving files as Word 97-2003, or "doc" format.



CREATING ACCESSIBLE MICROSOFT POWERPOINT 2007/ 2010 PRESENTATIONS

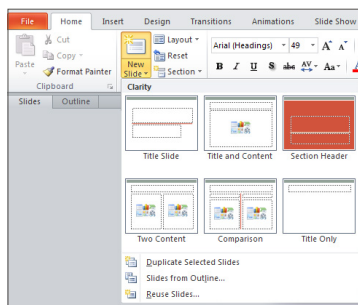


Slide Layouts

Using slide layouts provided within Powerpoint will ensure that files have *correctly structured headings and lists, and proper reading order.*

Creating Slide Layouts

1. Select **Home> New Slide**, or select the New Slide button from the default tool bar.
2. Choose from the **slide options** menu the desired layout.

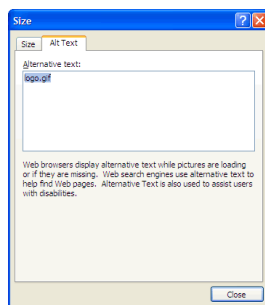


Alternative text for Images

Images can be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.

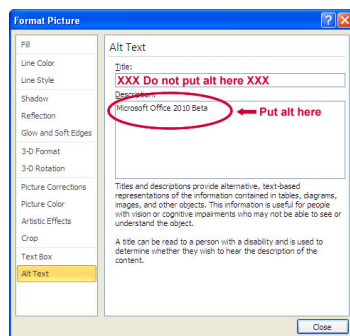
PowerPoint 2007

1. Right-click on the image and select **Size and Position**. A dialog box will appear.
2. Select the **Alt Text** tab, and replace the filename with appropriate alternative text.



PowerPoint 2010

1. Right-click on the image and select **Format Picture**. A dialog box will appear.
2. Select the **Alt Text** tab on the sidebar. Enter appropriate alt text to the Description field, not the Title field.



Data Tables

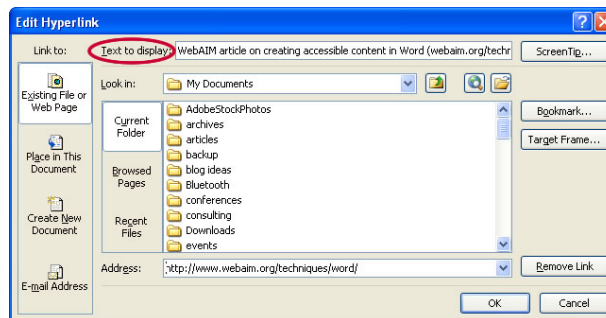
- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a way that will be identified by a screen reader.*
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, *consider saving your presentation to PDF* and adding the additional accessibility information in Acrobat Pro.

Links

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so *more information is needed.*

Editing Hyperlinks

1. Select a hyperlink, right click, and select **Edit Hyperlink** or CTRL + k.
2. Change the URL in the **Text to Display** field to a more meaningful description.



Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the **outline panel** and the **notes panel**.

Outline Panel

- The **outline panel** contains a **text outline** of the content that appears in your slides.
- Reviewing this panel can help ensure the content on the slides is **logically sequenced**, that slide titles are **unique and meaningful**, and that reading order is **appropriate** for any user.

Notes Panel

- The **notes panel** allows the speaker to add notes and information that will *not appear on the slides.*
- Placing image or chart descriptions in this area should be avoided. This information *may not be accessed* by a screen reader, so use with caution.

Other Principles

- Ensure that **font size is sufficient**. If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide **sufficient contrast**. If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color *as the only way* to convey content.
- Avoid **automatic slide transitions**.
- Use **simple slide transitions** when possible.
- Use **simple** language.
- Check **reading order of text boxes** that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the **video is captioned**, and that the player controls are accessible.
- If you have embedded audio, **include a transcript**.
- If your slides contain animations, ensure that they are **brief and do not distract** from the most important content on the page.

PowerPoint 2010 Accessibility Checker

PowerPoint 2010 includes an accessibility resource that *identifies and repairs accessibility issues.*

Running the Accessibility Checker

1. Select **File> Info> Check for Issues> Check Accessibility.**
2. The checker presents **accessibility errors, warnings, and tips** on how to repair the errors.

Pptx format

The "pptx" format supports **PowerPoint 2007 and newer.** For a more **widely supported file format**, consider saving files as PowerPoint 97-2003, or "ppt" format.



PDF CONVERSION IN MICROSOFT WORD 2007/2010 DOCUMENTS

Converting to PDF

To produce **accessible PDF files** for the web, the following requirements must be met:

1. The file must meet accessibility standards by providing **alternative text** for images, **proper headings**, appropriate **link text**, etc.
2. The file **must be exported correctly**. If a file is created by printing to PDF, it will not be correctly tagged.
3. Office 2007 users must have either **Acrobat or the Microsoft PDF add-in installed**. Office 2010 users can create tagged PDF files **natively or with the Adobe add-in**.

Note

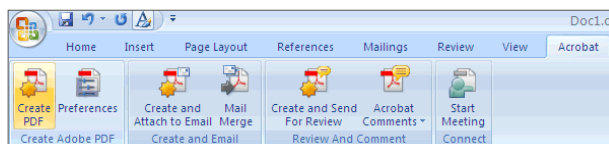
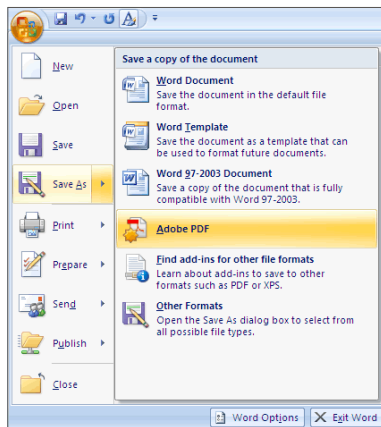
The following instructions can also be used to **convert PowerPoint files** to PDF.

Word 2007

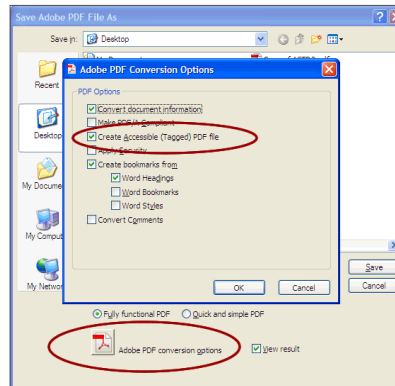
Adobe Add-in

The Adobe Add-in, also called PDFMaker, is the **best choice** to create high-quality tagged PDF files.

1. To export a PDF, click on the Office button, hover over **Save As**, and select **Adobe PDF** (or use shortcut Alt+F, F, A).
2. Or you can select **Create PDF** from the Acrobat ribbon. A dialog box will appear.

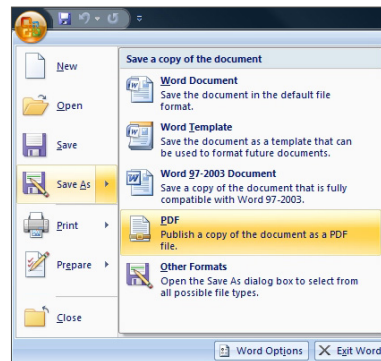


3. The program should create a tagged PDF file by default. If not, select **Adobe PDF Conversion Options** and select the **Create Accessible (Tagged) PDF file** option.

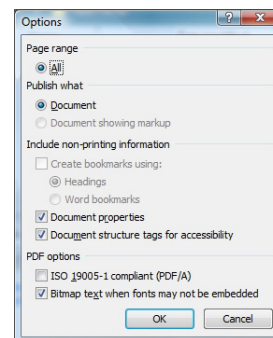


Microsoft Add-in

Word 2007 offers a free **Save as PDF Add-in** that allows you to create tagged PDF files without installing Acrobat. This is available at <http://www.microsoft.com/en-us/download/details.aspx?id=7>



1. Click on the Office Button, hover over **Save As**, and select **Adobe PDF** (or use shortcut Alt+F, F, P).
2. Before saving, select **Options** and ensure that the **Document structure tags for accessibility** option is selected.



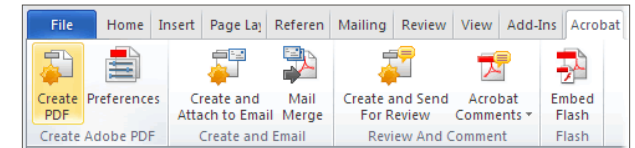
Word 2010

Adobe Add-in

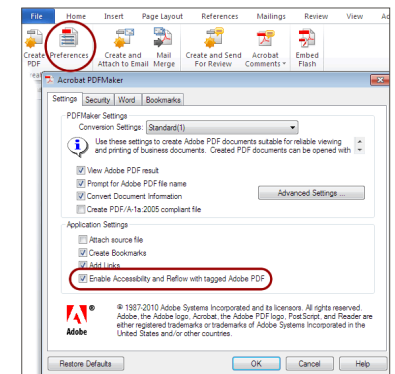
Please note the Acrobat add-in is only available to users who have **Acrobat X** installed and have the **32-bit version** of Office 2010.



1. To export a PDF, select **Create PDF** from the Acrobat ribbon.



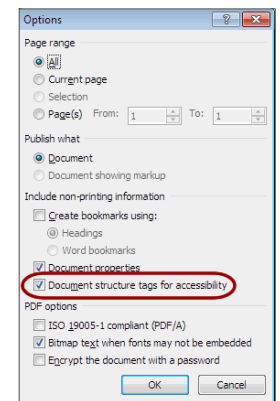
2. Or you can select **File > Save as Adobe PDF**. A dialog box will appear.
3. The program should create a tagged PDF file by default.
4. If not, select **Preferences** from the Acrobat ribbon and ensure that **Enable Accessibility and Reflow with tagged Adobe PDF** is selected.



Saving PDF Natively

Tagged PDF files can still be created without installing Acrobat.

1. Select **File > Save As**.
2. Under **Save as Type**, select **PDF**.
3. Before saving, select **Options** and ensure that the **Document structure tags for accessibility option** is selected.





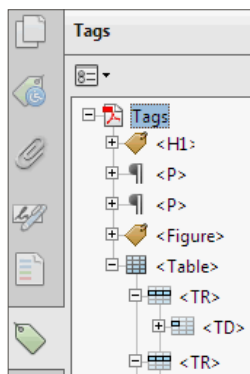
CREATING ACCESSIBLE PDF DOCUMENTS IN ADOBE ACROBAT X



Tags Pane

PDF tags provide accessibility information to screen readers. They should not impact the look of the PDF. *To view and edit tags*, do the following.

1. Select **View > Show/Hide > Navigation Panes > Tags**.
2. Select the **Options menu**  **> Highlight Content**. This allows you to see what content is associated with a tag.
3. In the **Tags** panel, expand **<Tags>** and **<Sect>** to view and navigate your list of tags.
4. Navigate through the tags using the **up/down** arrow keys, and expand and collapse tags with the **left/right** arrow keys.

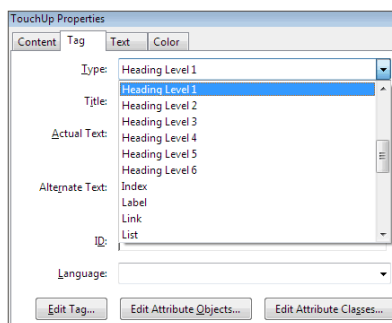


Find Tag From Selection

1. Click the **Select Tool icon** and select a portion of text, an image, or a table.
2. Select the **Options menu**  at the top of the Tags panel and then select **Find Tag From Selection**. The appropriate tag will be highlighted in the tags panel.

Modifying Tags

1. Right-click the tag you want to change and select **Properties**, and then the **Tag** tab.
2. Selecting the appropriate new tag type from the dropdown list labeled **Type**.



Tagging an Untagged Document

1. To add tags to an untagged document, choose **Tools** from the right-hand menu.
2. Select **Accessibility > Add Tags to Document**.

TouchUp Reading Order

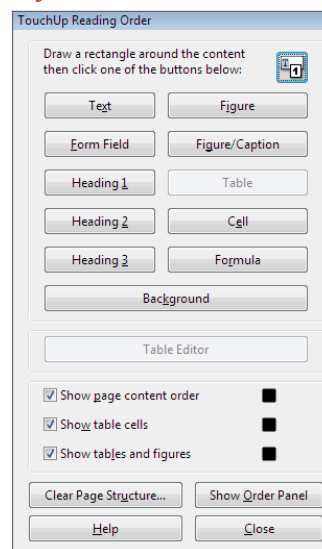
The TouchUp Reading Order tool allows a user to quickly **add and edit PDF tags** and **view the reading order** of elements on the page.

TouchUp Reading Order Tool

1. From the right-hand menu, select **Tools**.
2. Then select **Accessibility > TouchUp Reading Order**. If the Accessibility option is not listed, use the **Options** button to check **Accessibility** on the menu.

3. When selected, the view on the screen changes. All of the content is enclosed in numbered boxes. Each of these boxes represents a tag and the number corresponds with the reading order in the **Order panel**.

4. Within the **TouchUp Reading Order** window you will notice a group of buttons with the names of several common tags. You can use these buttons to assign tags to selected text or objects.



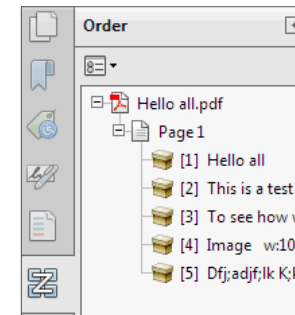
Adding/Changing Tags

1. To select content that needs editing, drag a box around an element using the **crosshairs cursor**  or select everything within a box by clicking on the **number in the top-left corner**.
2. Once you have selected a new element, you can assign some of the most common tags to that element by **clicking on one of the buttons** (e.g., "Heading 1"). Acrobat will place the selected content in the appropriate tag.
3. Assign alternate text to images by **right-clicking** on the image and choosing **Edit Alternate Text**.

Order Panel

The order panel allows you to **change the reading order of the page content** so it matches the visual reading order.

1. To open the Order panel, select **Show Order Panel** in the **TouchUp Reading Order** tool.
2. To change the reading order of an element, **click and drag** the tag to the location that reflects the correct reading order.



Alternative Text

When an image is tagged as a **figure** the alternative text appears **over the top of the image**.

1. To add or change text, **Right click** on the image, select **Edit Alternate Text**.
2. Enter the appropriate alternative text in the dialog box.

Table Inspector

The Table Inspector allows you to **easily identify** and **assign scope** to table headers.

1. With the **TouchUp Reading Order** tool open, select a table and then select **Table Inspector**.
2. **Right click** on a selected cell(s) and choose **Table Cell Properties**. A dialog box will appear.
3. If the selected cell(s) needs to be tagged as a header, select the **Header Cell** option and assign a scope of either **Row** or **Column**.

Artifacts

Artifacts are elements that are **ignored by a screen reader**. Important text should **never** be labeled as an artifact.

1. With the **TouchUp Reading Order** tool open, select an element you wish to change to an artifact and press the **background** button. Or right click on an item in the **Tags** panel, and select **Change Tag to Artifact**.
2. To search for artifacts, go to the **Tags** panel and select **Options > Find**. Artifact is the default search option, so click **Find**.