Tips for Creating Accessible Word Documents

- Ensure the content is NOT a scanned image of text. You should use OCR (optical character recognition) software to scan hard copies such that your scanned text is not an image but actually could be edited.
- Structure the content with hierarchical headings (such as title, heading 1, heading 2, etc.) by applying Styles and Formatting in Word.
- Tag all images (such as photos, clip art, diagrams, etc.) in the content with text equivalent information such as Alternative text or Caption*.
- Avoid using Text Boxes for inserting text information.
- Format the layout or spacing between paragraphs by customizing Style and Formatting in Word and not by pressing the Enter key in the keyboard.
- Ensure the hyperlinked text, if any, include the description of the hyperlink's destination and the web site address (URL).
- Apply the Heading Rows Repeat function in the Table menu for table that carries over to another page.
- * For 2003 Word Mac version, there is no Alternative text feature. Next to your image element, you could insert your Alternative text by selecting the Caption function in the Insert menu.

Creating Accessible Document with Word and Conversion to Acrobat PDF

Microsoft Word 2003 and Adobe Acrobat Professional 8

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Hands-on Tutorial

- 1. Create a Template: Check Your Current Choice of Language and Basic Font Styles
- a) Open a new document.
- b) For Windows version, go to the Format menu and select Reveal Formatting...
- c) When the Formatting Palette appears, you should check if the language and the basic font for text, etc. are what you preferred.

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50	elected text
	Sample Text
	Compare to another selection
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	Font: (Default) Times New Roman 12 pt
	Lanquage: (Other) English (U.S.)

d) To modify, click on the "plus" icon to reveal the options for modifications.

e) For Mac version go to the View menu and select Formatting Palette...You can check the basic font styles here. Go to the Tool menu and select Language to ensure you have chosen the appropriate language.

2. Create a Template: Format Styles to Create Structure

- a) Both versions should have the Formatting Palette
 > Styles and Formatting opend from last step.
- b) For the Windows version, you will see the list of Available Styles appear by default. For the Mac version, you will click on the Styles tab to see the Available styles by default under the label of Pick Style to Apply.

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	Heading 3 ¶
	Normal ¶

- c) To test your choice of **Styles and Formatting** for the structure of your content, you will type the following dummy text and select the appropriate Styles to visualize the results. For example, type "Heading 1" and click in this line of text, and go to the **Formatting Palette** >**Styles** and select the style of **Heading 1** and see the change being applied. Repeat the steps to apply **Styles** with dummy text "Heading 2", "Heading 3", "Normal paragraph of text", etc. to the rest of the document.
- d) To modify the attributes in the Styles click on the downward arrow next to the specific Style and click on the Modify button. In the Modify Style window click on Format button to reveal options such as Paragraph, Font, etc. Choose Paragraph to adjust Alignment, Indentation, and Spacing.

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e) After you are done, go to the File menu and Save document as Mytemplate and choose Save file type as Document Template. Automatically this template (.dot) will be saved in the Microsoft Template folder.

3. Apply or Modify Styles in Content with Mytemplate

a) For the **Windows version**, go to the **File menu** and select **New...**You will see the **New Document window** open on your right. Under the **Templates** section,

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Templates on Office Online	OK Cancel	J

click **On my computer...** and select **Mytemplate.dot** and click **OK** when the templates appear. A new **untitled document** will open with the styles that were preset in Mytemplate.dot.

- b) For Mac version, go to the File menu and select Project Gallery... In the Project Gallery > New tab window, select My Templates under Groups on the left panel. You will see all the templates. Select Mytemplate that you just created and click Open. A new untitled document will open with the styles that were preset in Mytemplate.dot.
- c) For both versions, open the document < inaccessible_aboutsjsu.doc>in the Accessible Word folder on the desktop and copy the entire content.
- d) Paste the content in your new blank document and save this document as accessibleword.doc. in the same folder (Close the inaccessible_aboutsjsu. doc.)
- e) Select all the content in your new document and go to the Styles and Formatting Palette and apply the Clear formatting function. Now you can reapply the appropriate Styles to the appropriate structure elements in your contents by repeating the Formatting Styles procedure. For heading: place your cursor in the line of a heading 1, and go to the Formatting toolbar and select heading 1. The style will be applied to the whole line of text. For paragraph: place your cursor in the line of a paragraph, and go to the Formatting toolbar and select Normal. The style will be applied to the whole paragraph of text.

f) If you need to modify the Styles and overwrite the current template's styles, you can by repeating the same procedure as you set your Styles for the template.

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- g) To examine if your structure of headings are correct, go to the View menu and select Document Map. On your left panel an outline of the different levels of headings in your content will appear.
- h) To examine if you have unnecessary paragraph returns in your content that would interfere with JAWS when reading line by line, click on the

Show/Hide Paragraph icon in the **Standard Toolbar to show** the **Paragraph icons** in your document.

i) Select and delete these extra paragraph marks I. To achieve specific line or paragraph spacing in page layout, always modify the Spacing (before or after) in Paragraph option in the Modify Styles window (see figure above). Click the Paragraph icon in the Standard Toolbar to hide the paragraph marks.

4. Insert Hyperlinks and Create Link Titles

- a) Type the URL of your destination in the document (Or copy and paste the URL of your web site from a browser.) For example: http://www.sjsu.edu/.
- b) Press the space bar once after the last letter in your URL. It will turn into an active hyperlink. For example: <u>http://www.sjsu.edu/</u>.

c) Create text to describe the destination of your hyperlink by inserting your cursor after the first letter in your URL and start type the description. For example:
 <u>Home page of San Jose State at http://www.sjsu.edu/</u>.

5. Create Text Equivalent Information to Your Images

- a) To create Alternative Text
- For **Windows version only**: Double click on an image (or right mouse click) and the **Format Picture** window will appear.
- Select the **Web** tab and enter the short and distinct description for your image in the **Alternative text** (Alt text) box. Click **OK** when finished. Alt text will be hidden but will be recognized by assistive technology.

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Colors and Lines Size Layout Picture Text Box Web	
photo of a group of young graduates Web browsers display alternative text while pictures are loading or if they are missing. Web search engines use alternative text to help find Web	

b) To create caption

- Select image and click your cursor after or below the image.
- For Windows version: Go to the Insert menu > References and select Caption... A Caption window will open.
- For Mac version: Go to the Insert menu > Caption...
 A Caption window will open.
- Input the text description of the image in the **Figure 1** field.
- Click OK.
- c) Modify the default style for Caption if necessary.

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6. Insert Table and Repeatable Table Heading

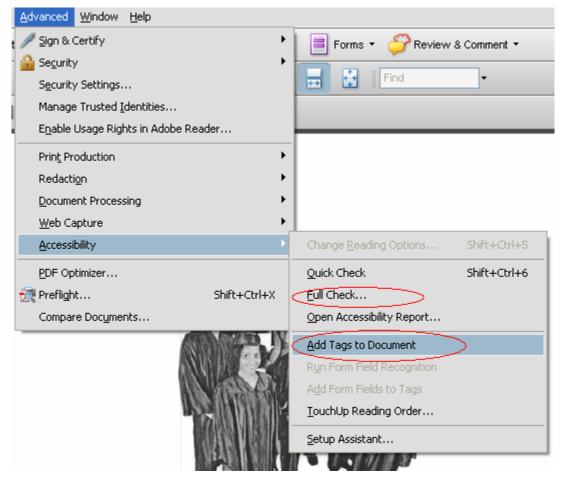
- a) Click your cursor for the insert table location. Go to the Table menu > Insert > Table... (or click on the table icon in your Formatting toolbar and drag your cursor to your preferred number of columns and rows)
- b) In the **Insert Table window**, fill in the number of rows and columns.
- c) Click OK.
- d) Create a heading as a description for each column in your table in the first row.You could also select this heading row and choose a bolder font or fill the background of cells to a different color to highlight this row.
- e) Highlight this row of heading and go to the Table menu and select Heading row repeat. This function will repeat your heading row when the table overflows to another page.

7. Convert Document to PDF for Web Access

- a) For Windows version: Go to the Adobe PDF menu and select Convert to Adobe PDF.
- b) For Mac version: Go to the File menu and select Print... In the Print dialog box click on PDF button at the bottom and select Save as PDF.
- c) By default setting, the PDF document will **open automatically** in **Acrobat** after generating the document as PDF.

8. Check Accessibility in Acrobat

a) Go to the Advanced menu > Accessibility and select Quick Check You will be notified if you have problems or not in a message window. If you have problems, then do a Full Check. You can select or check all the boxes of accessibility criterion. A check report will be generated and informing you what and where are the errors. b) Generally if you have done everything correctly in **Word**, you should be able to pass the quick and full check report. Otherwise the followings quick fix



procedure might help:

- i) Check Tags (descriptors of your structure) in your PDF
 - Go to File menu > Properties. On description tab, look for yes or no next to the tagged PDF entry
 - (2) If No tags, then go to Advanced menu > Accessibility > Add Tags. Automatically Acrobat will add tags to your document that used styles correctly the first place.

- ii) Check Language (specification of type of language by default) in your .pdf
 - (1) Go to File menu > Document
 Properties > Advanced >. Find
 Reading Option and under
 Language, select the language of your choice

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- iii) Add Alternative Text after adding Tags
 - (1) Go to Tools menu > AdvancedEditing > TouchUp Object Tool.
 - (2) Click on the object, such as image, and right click and select **Properties**.
 - (3) Select the **Tag** tab in the

Properties window and enter the

necessary

information in the

fields. Click Close.

c) Save the document in **Acrobat**.

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Optional

1. Insert Linkable Bookmark for Sub Topics

- a) We first identify the link's destination then we create the launch pad for the link.
- b) Place your I beam cursor the space for book marking your destination, such as click before a sub topic in your copy.
- c) Go to Inert menu >Bookmark...
- d) Create a **one-word label** for your **bookmark**, such as <tutorial>. Click Add.
- e) Highlight the text where you want to click and link to this bookmark. Go to Insert menu > Hyperlink.... (or right mouse click). The window of Insert Hyperlink will open.
- f) Instead of inputting a URL, click on Bookmark button. In the new window, select the bookmark for this text link. Click OK.

2. Save Word Document as Filtered HTML

- a) Go to **File menu > Save as...**
- b) Choose "Web page, filtered *.htm, .html" after Save as type. Click Save. (For Mac version, save as "Web page")
- c) A .html file and a folder with the same file name will appear together in the location where you saved. These two items should always go together.
- d) Go to **File menu > Web Page Preview** to view your file.

3. Make Your Web Page a Valid HTML Document

- a) Open your .html file with Notepad. (For Mac version, open with Text Edit)You will see the source code of your document
- b) Copy and paste the following line of code to the very top of the document. This should be the first stand alone line: <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML

4.01Transitional//EN""http://www.w3.org/TR/html4/loose.dtd">

c) Find the line that says <style> in the top section of the source code and add the code below so that the line reads

<style type="text/css">

4. Use Third Party Product to Save as Accessible Web Page

- a) <u>Illinois Accessible Web Publishing Wizard</u> (PC)
 - i) http://www.accessiblewizards.uiuc.edu/examples.php
- b) <u>LecShare</u> (both Mac and PC)
 - i) <u>http://www.lecshare.com/</u>

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