

## 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.*

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# Creating Accessible Document with Word and Conversion to Acrobat PDF

## Microsoft Word 2003 and Adobe Acrobat Professional 8

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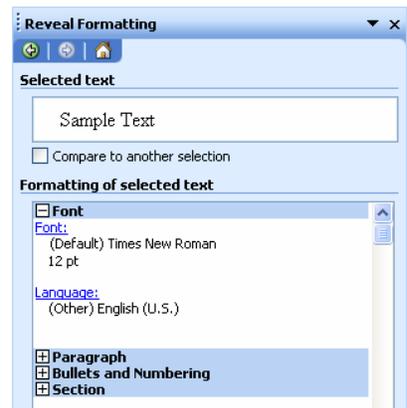
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### Hands-on Tutorial

#### 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.
- d) To modify, click on the “plus” icon to reveal the options for modifications.

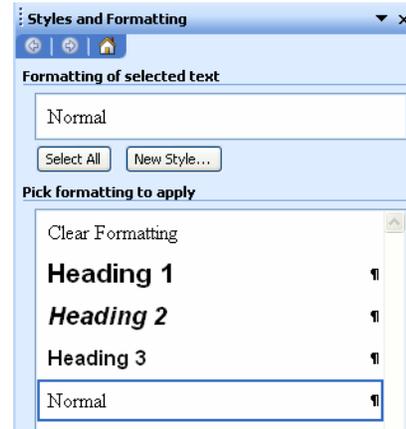


- e) For **Mac version** go to the **View menu** and select **Formatting Palette...** You can check the basic font styles here. Go to the **Tool menu** and select **Language** to ensure you have chosen the appropriate language.

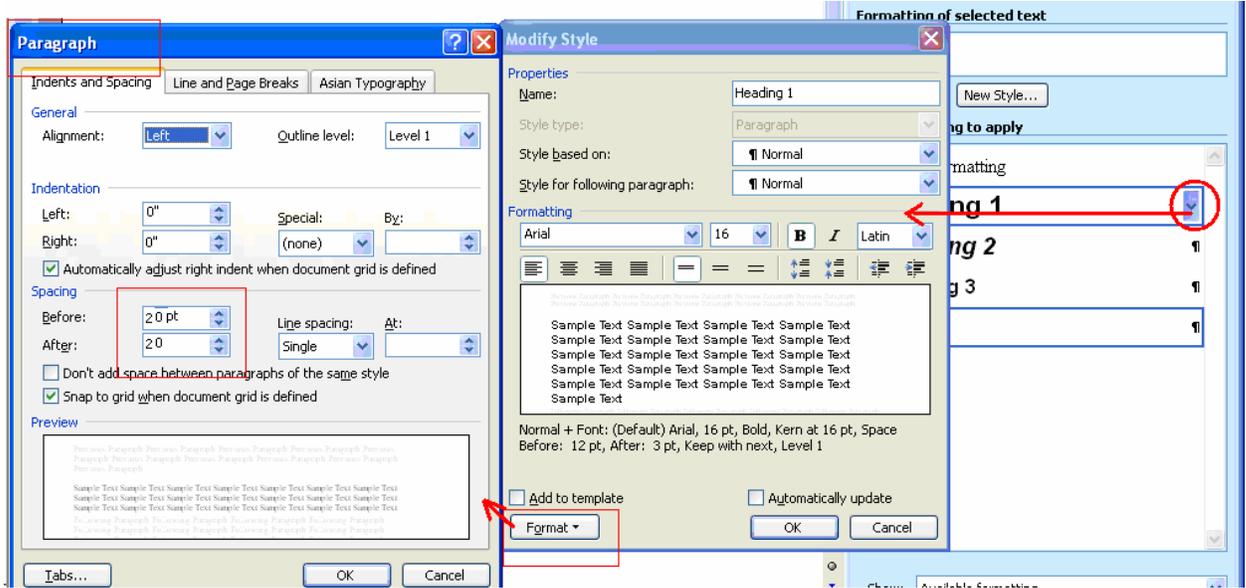
**2. Create a Template: Format Styles to Create Structure**

- a) Both versions should have the **Formatting Palette** > **Styles and Formatting** open 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**.



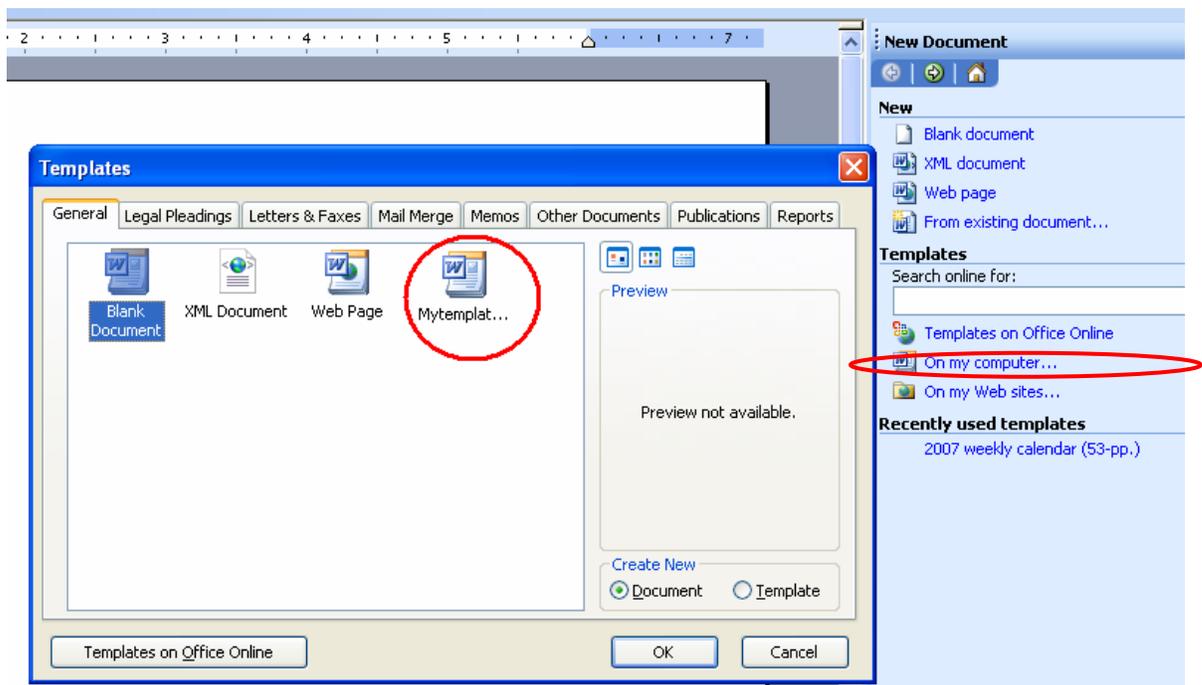
- c) To test your choice of **Styles and Formatting** for the structure of your content, you will type the following dummy text and select the appropriate Styles to visualize the results. For example, type “Heading 1” and click in this line of text, and go to the **Formatting Palette** > **Styles** and 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.



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

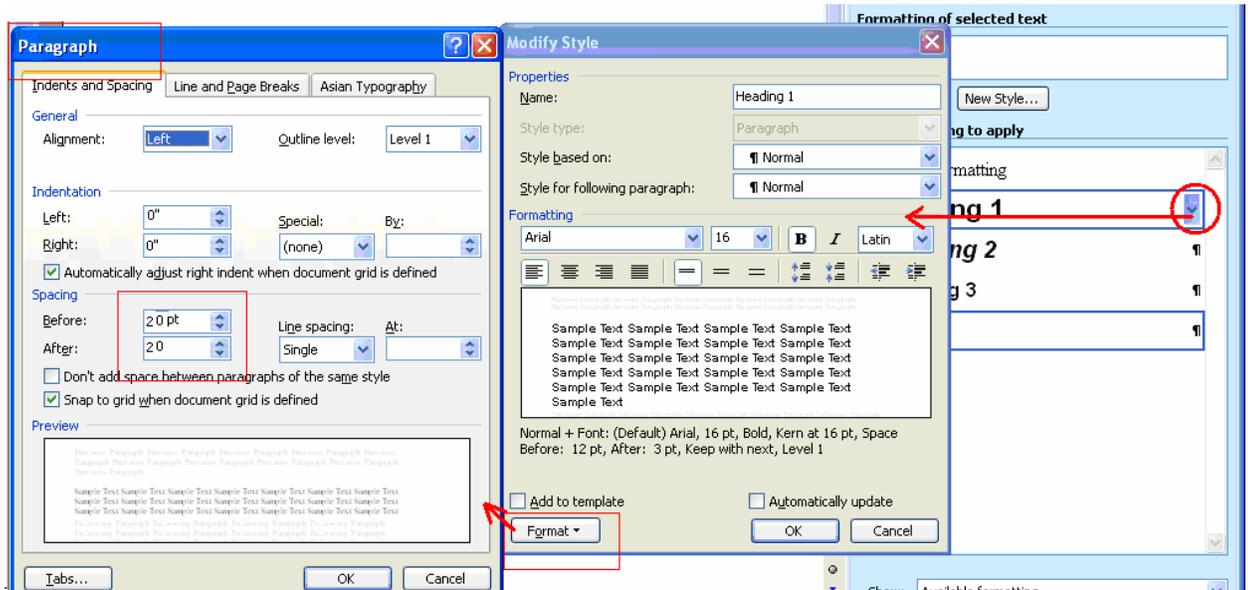
a) For the **Windows** version, go to the **File** menu and select **New...** You will see the **New Document** window open on your right. Under the **Templates** section,



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\_aboutjsu.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\_aboutjsu. 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.



- 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 ¶. 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**

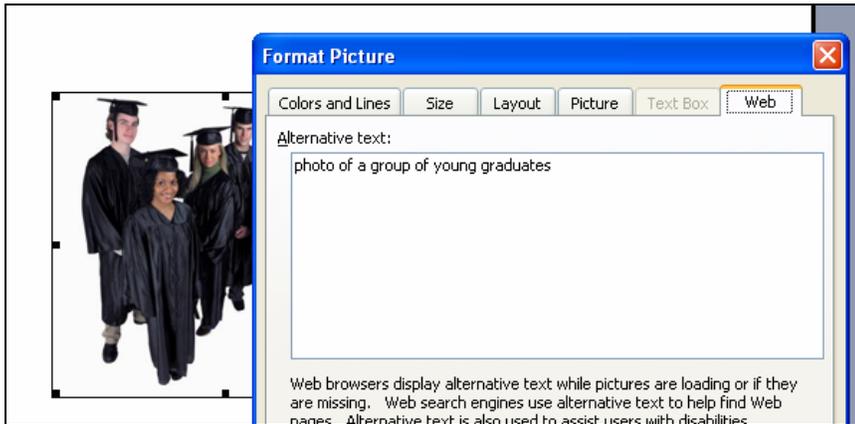
- a) Type the URL of your destination in the document (Or copy and paste the URL of your web site from a browser.) For example: <http://www.sjsu.edu/>.
- b) Press the space bar once after the last letter in your URL. It will turn into an active hyperlink. For example: <http://www.sjsu.edu/> .

- 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:  
[Home page of San Jose State at http://www.sjsu.edu/](http://www.sjsu.edu/) .

**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.



**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.



## 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.

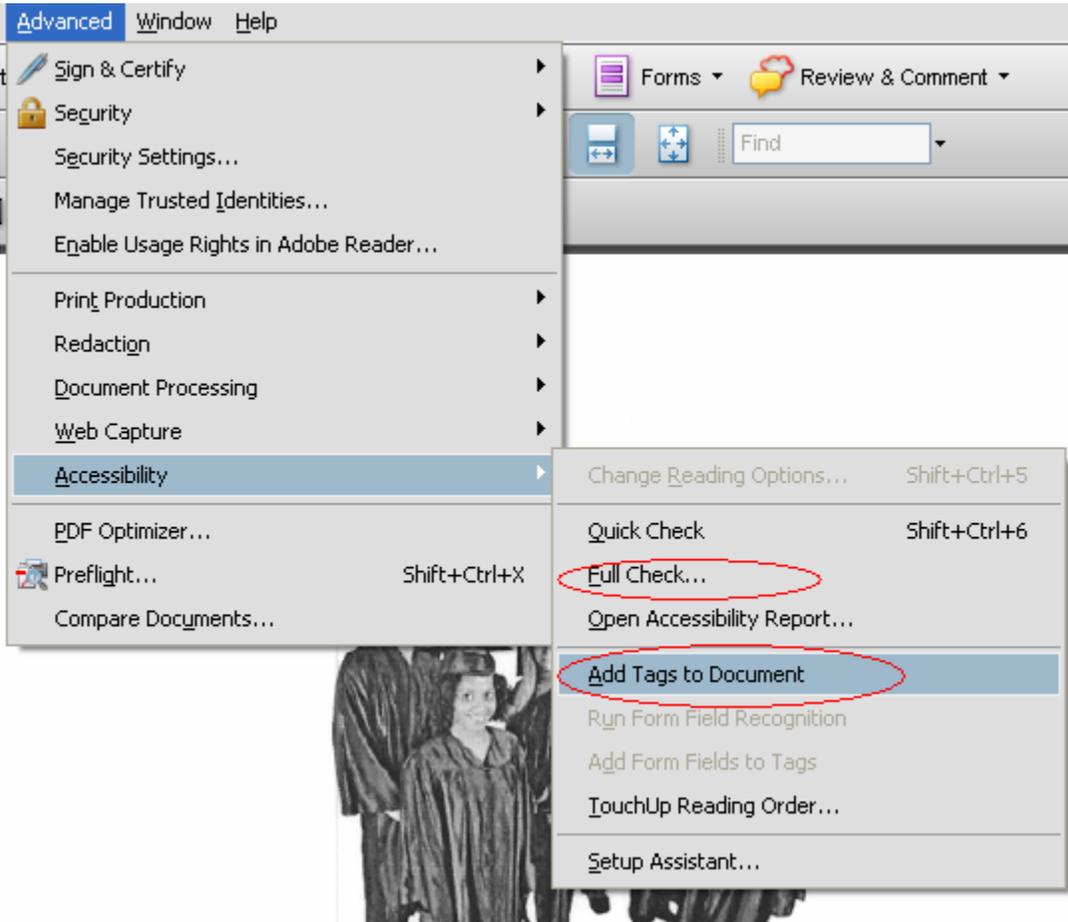
## 7. Convert Document to PDF for Web Access

- 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

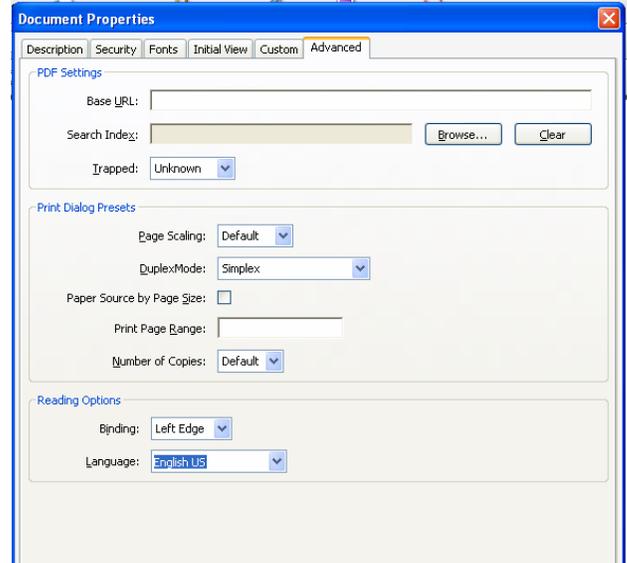


procedure might help:

- i) **Check Tags** (descriptors of your structure) in your PDF
  - (1) 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.

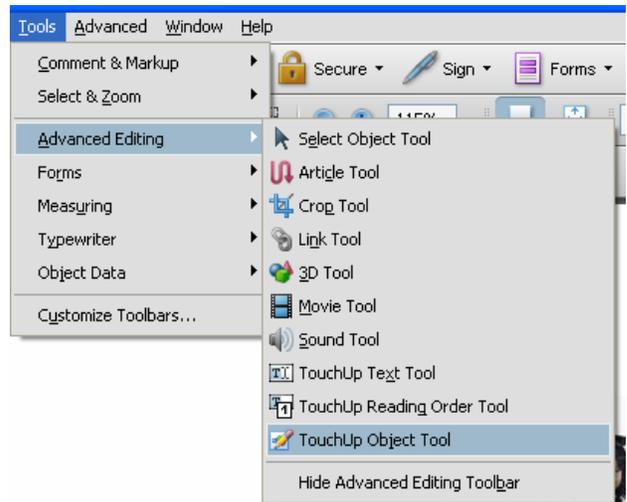
ii) **Check Language** (specification of type of language by default) in your .pdf

- (1) Go to **File menu > Document Properties > Advanced > . Find Reading Option** and under **Language**, select the language of your choice



iii) Add **Alternative Text** after adding Tags

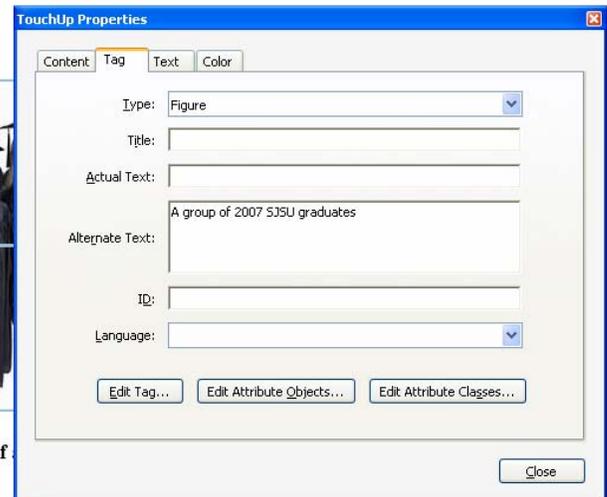
- (1) Go to **Tools menu > Advanced Editing > TouchUp Object Tool**.
- (2) Click on the object, such as image, and right click and select **Properties**.
- (3) Select the **Tag** tab in the **Properties** window and enter the necessary information in the fields. Click **Close**.



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



Figure 1 Photo of



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

*Materials have been adapted from Kathy Kimball, Assistive Technology Specialist, SLO at the EnACT/CSU ATI Summer Accessibility Institute, July 9-11, 2007*

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