

PREPARING MICROSOFT® WORD FOR MAC 2011 DOCUMENTS FOR CONVERSION TO ACCESSIBLE PDF FILES

Table of Contents

- Introduction..... 2
- Preparation 2
 - Update Microsoft® Office 2
 - Styles..... 2
 - Modifying Styles..... 3
 - Headings 4
 - Keyboard Shortcuts..... 4
 - Lists..... 4
 - Columns 5
 - Hyperlinks..... 5
 - Tables, Graphics, and Images 5
 - Tables 5
 - Graphics and Images..... 6
- Conversion 7
- Verification 8

Introduction

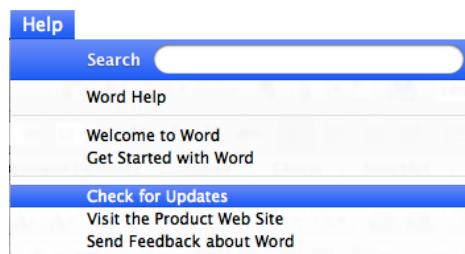
Microsoft® Word for Mac 2011 lacks some of the accessibility features of their Windows version. While it possesses the abilities to create Word documents that are accessible, it lacks the ability to verify that nothing has been overlooked, and has no way to generate a PDF without losing accessibility features.

To compensate for these deficiencies, this tutorial will first guide you through the preparation stages in Word 2011 to create an accessible Word document. It then demonstrates how to use a free, open-source Office suite (LibreOffice or its siblings) to transform a Word document into a PDF without losing accessibility features, and how to use Adobe Reader or Adobe Acrobat to verify that the resulting PDF is accessible.

Preparation

Update Microsoft® Office

Microsoft® Office 2011 Service Pack 1 added the ability to add alternate text to images. To make sure you are running the most recent version, from the **Help** menu select **Check for Updates**.



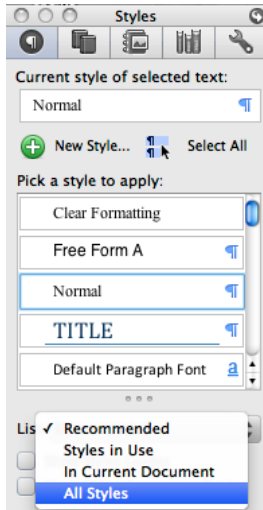
Styles

An important component of any document is style. Formatting with style adds structure to a document, making it visually appealing and coherent. Word is equipped with several preset styles to choose from, which can be accessed from the Styles group in the Home Ribbon.



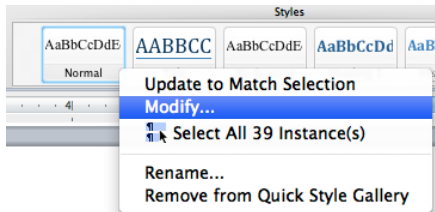
Only the most popular styles offered appear on the Ribbon. To access all styles, click the Manage Styles button.

The styles toolbar will appear. From the **List** drop-down menu, select **All Styles**.

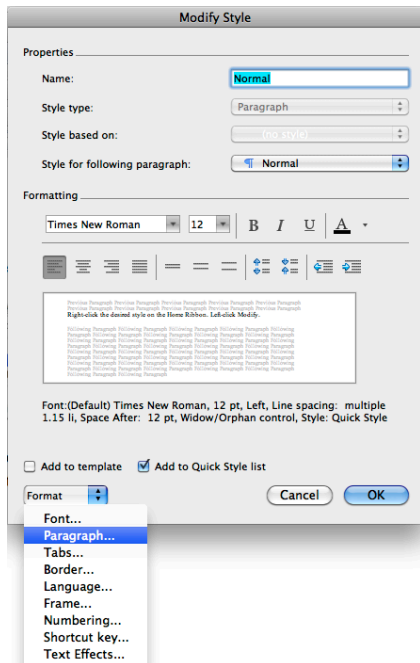


Modifying Styles

Right-click the desired style in the Styles group on the Home Ribbon. Left-click **Modify**.



A new window will open. Select **Format**, and select which element of design (Font, Paragraph, et cetera) to modify from the drop-down list.



Headings

Use Styles to create heading formats: Title, Heading 1, Heading 2, Heading 3, Normal, et cetera. Make sure that styles progress in a logical manner (Heading 2 should follow Heading 1).

Headings are conveniently located in the Style group in the Home Ribbon.



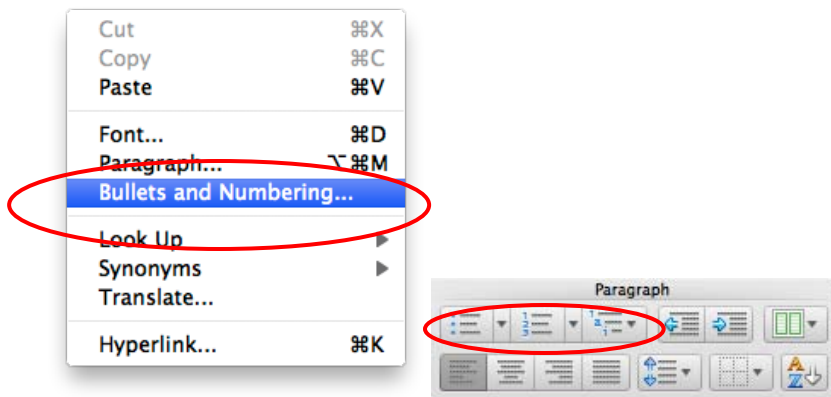
Keyboard Shortcuts

- command-option-1 for Heading 1
- command-option-2 for Heading 2
- command-option-3 for Heading 3

Lists

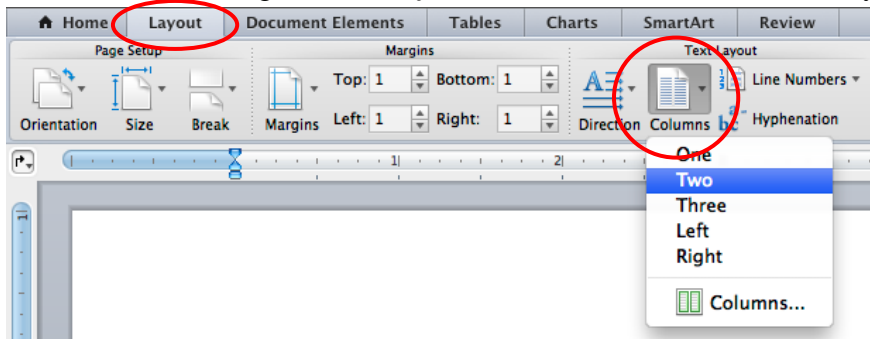
To create lists, use the Bullet command to emphasize individual points and the Numbering command to describe the proper order for a series of steps in a sequence.

Position the cursor where a bullet or number is desired and right-click to get a contextual menu, and select **Bullets** or **Numbering**. Or, access them directly from the Paragraph group of the Home Ribbon. You can also use the keyboard shortcut $\text{⌘}+\text{shift}+\text{L}$ to add a bullet.



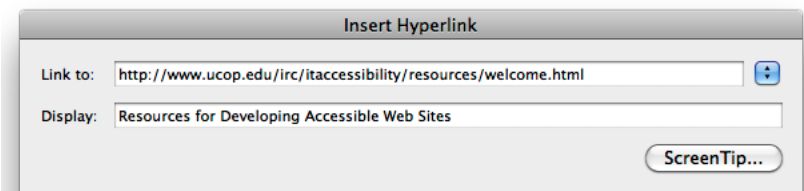
Columns

To create columns, go to the **Layout** Ribbon, and from the Text Layout group, select **Columns**.



Hyperlinks

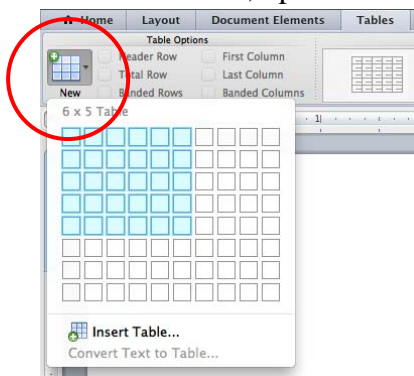
To insert a hyperlink, type command-k. Use the Screen Tip button to add a text description. Add a meaningful description to the **Display** text for the link - avoid saying only “click here.”



Tables, Graphics, and Images

Tables

To insert a table, open the **Tables** ribbon and, in the **Table Options** group, click the **New** button.



Tips for Designing Tables:

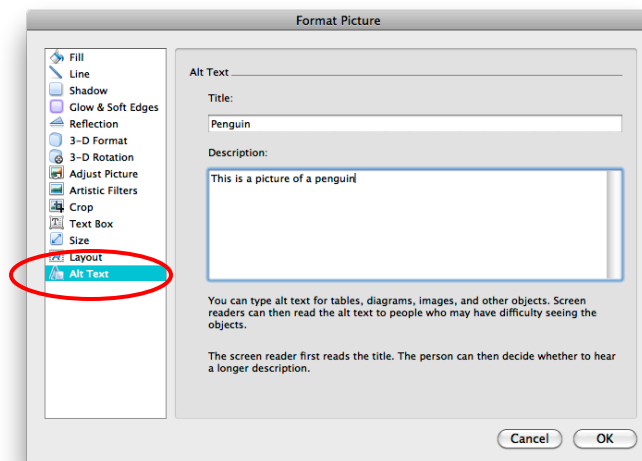
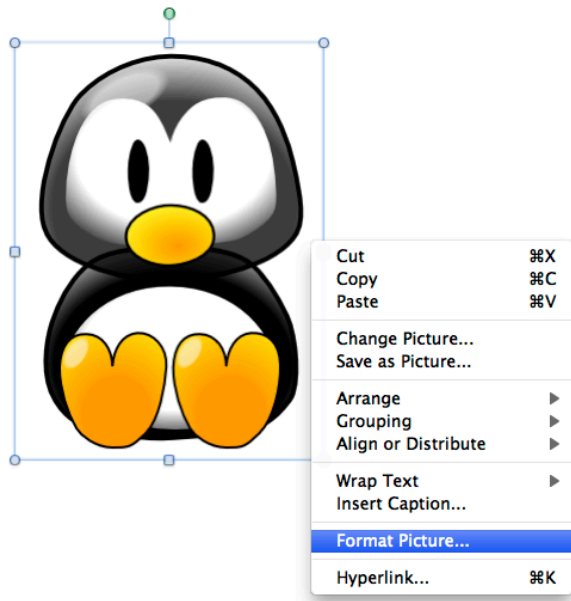
- Repeat header rows when tables exceed a single page.

- Avoid letting table rows break across the page.

Graphics and Images

Provide all Graphics and Images with alternative text descriptions. Alternative Text (Alt Text) is read by screen readers in place of the image, making the image's content and function within the document accessible to those with visual or cognitive disabilities.

To insert alternative text, right-click the image and select **Format Picture**.



Select the **Alt Text** pane to enter text.

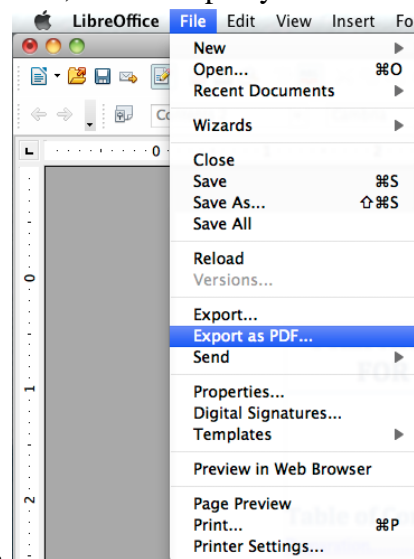
Tips for Placing Graphics:

Avoid placing graphics too close to text as this can both make the document appear cluttered and cause problems when converting to PDF. Instead, allow for some white space between text and graphics.

Conversion

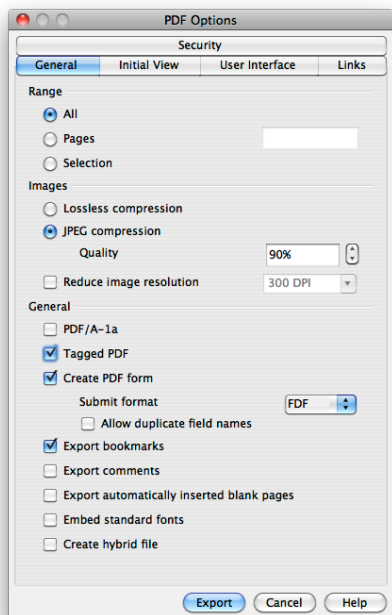
Microsoft® Word for Mac 2011 does not produce accessible PDFs. However, the free open-source programs [OpenOffice](#), [LibreOffice](#), and [NeoOffice](#) can open Word 2011 documents, and export them to a tagged, accessible PDF.

After installing one of those applications, use it to open your Word document. Then, from the



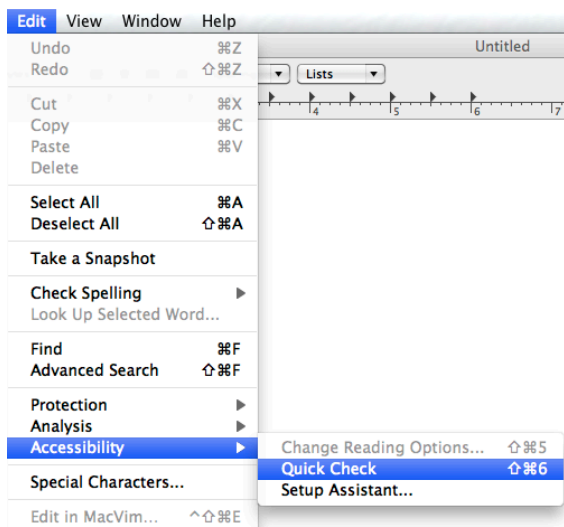
File menu, select **Export as PDF...**

This will open a **PDF Options** window. Check the **Tagged PDF** checkbox, and click **Export**.

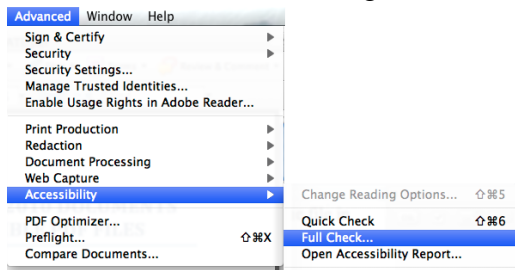


Verification

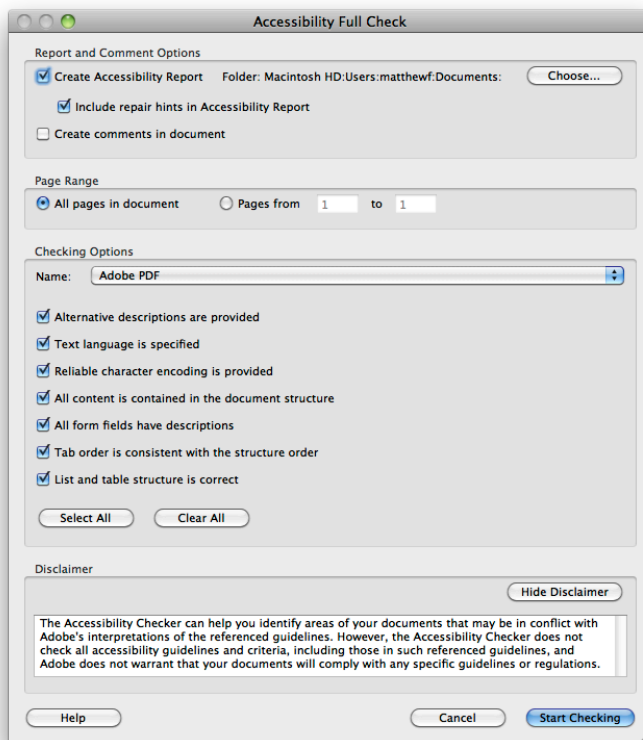
You can perform a “Quick Check” of accessibility in the free Adobe Reader. Open the file in Adobe Reader; from the **Edit** menu, go to the **Accessibility** submenu and select **Quick Check**. Or, type shift-command-6.



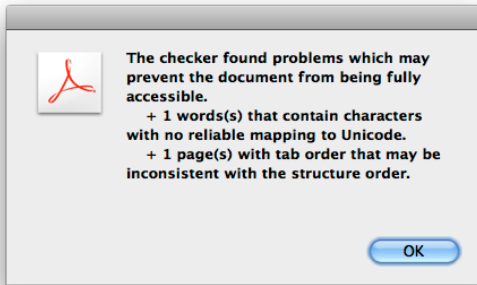
Those with the full version of Adobe Acrobat can perform a more complete accessibility check. From the **Advanced** menu, go to the **Accessibility** submenu and select **Full Check**.



There are a number of options, but you can generally leave the defaults selected and click **Start Checking**.



When finished, Acrobat will present a summary of the issues found.



It will then open a panel in the PDF document, containing a detailed report of any issues found, and links to information about how to remediate the issues.

Detailed Report

Page Content Errors

Page 1: [Next Page](#)

- Tab order may be inconsistent with the structure order. ([How to Define the Tab Order](#))

Page 7: [Next Page](#) | [Prev Page](#)

- 1 words(s) that contain characters with no reliable mapping to Unicode. ([How to Add Character Encodings](#))
 1. [No Unicode for characters](#)