PREPARING MICROSOFT® WORD 2007 DOCUMENTS FOR CONVERSION TO ACCESSIBLE PDF FILES
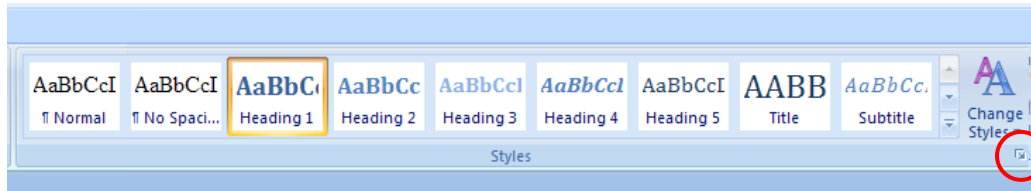
Table of Contents

Preparation

Styles

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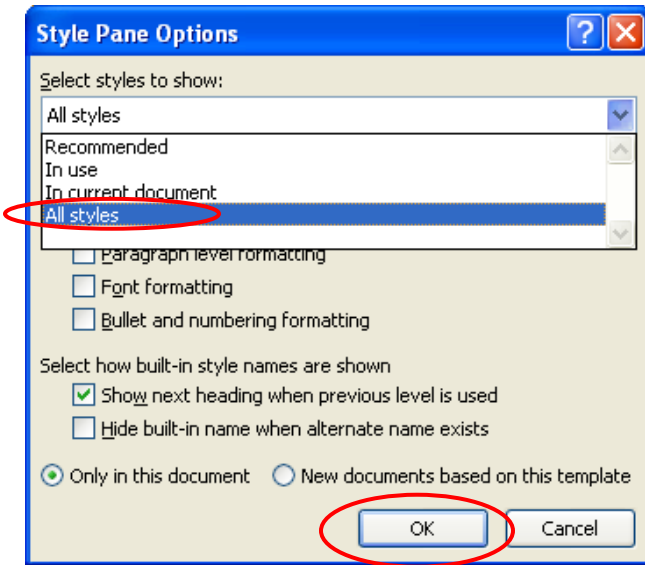

Only the most popular styles offered appear on the Ribbon. To access all styles, click the small box under **Change Styles** OR press Alt + Ctrl + Shift + S.
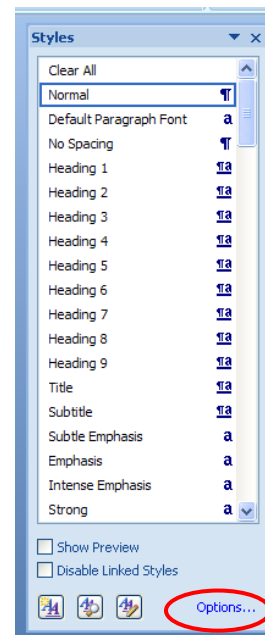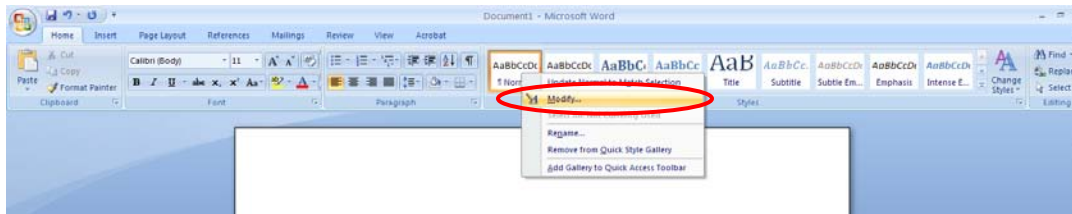

The styles sidebar will appear. Select **Options**.

A new window will appear. From the drop-down menu, select **All styles**. Select **OK**.
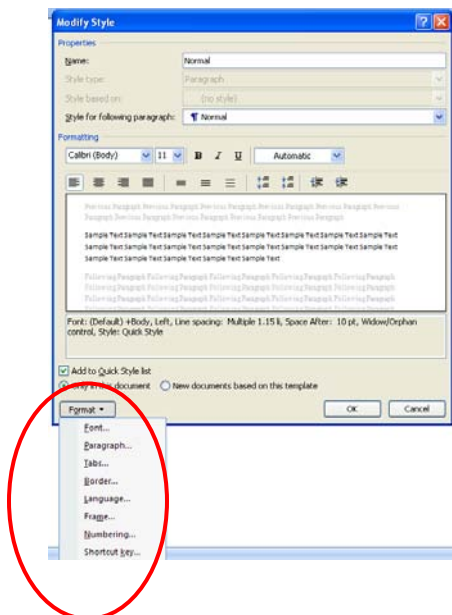
Modifying Styles

Right-click the desired style 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 panel on the Home Ribbon.
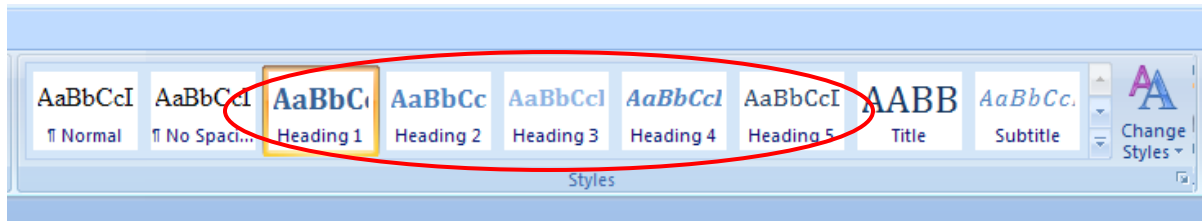
Keyboard Shortcuts

- Ctrl Alt 1 for Heading 1
- Ctrl Alt 2 for Heading 2
- Ctrl Alt 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 on the left margin where a bullet or number is desired and left-click. Then, right click to access **Bullets** or **Numbering** OR access them directly from the Home Ribbon.
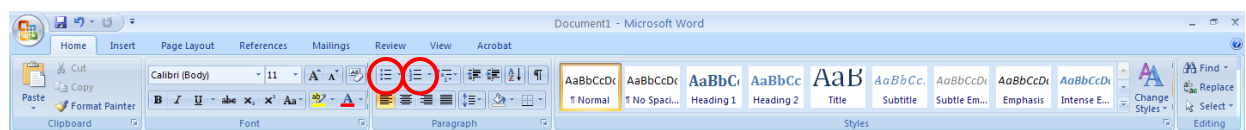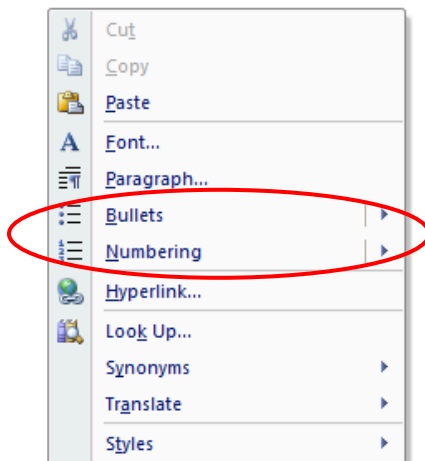
Columns

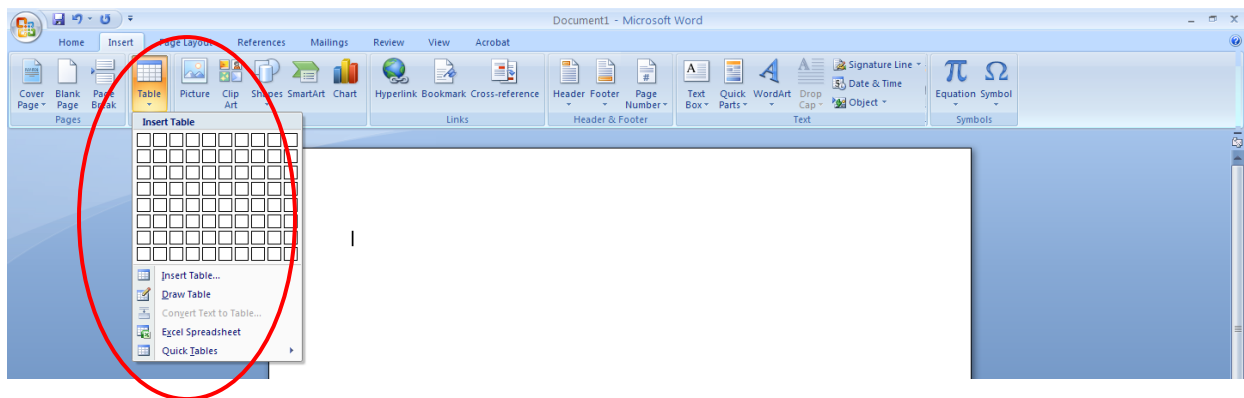To create columns, select **Page Layout** on the Home Ribbon, and select **Columns**.
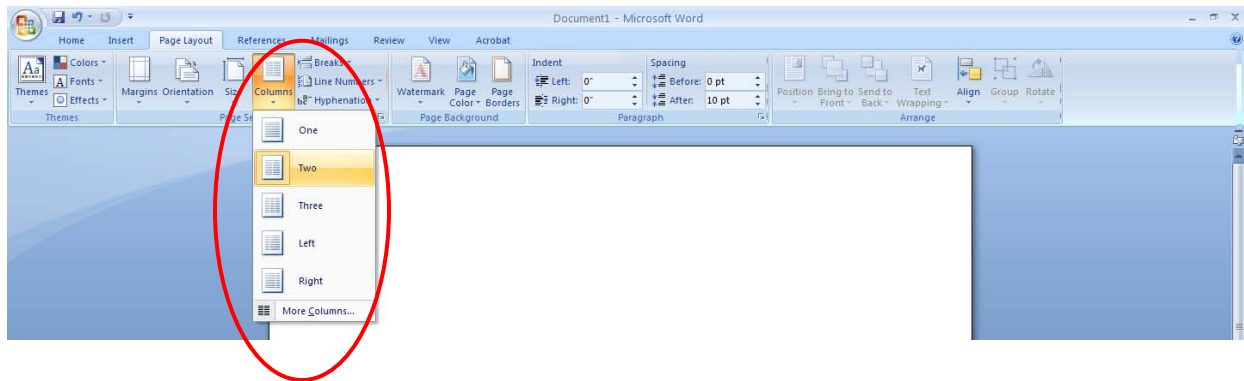
Hyperlinks

To insert a hyperlink, select Ctrl + K. Use the Screen Tip button to add a text description. Add a meaningful description to hyperlinks. Avoid saying only "click here."

Tables, Graphics, and Images

Tables

To insert a table, select **Insert** on the Home Ribbon and select **Table**.


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 **Size**.
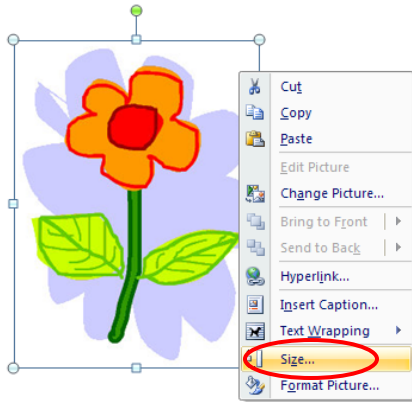
Select the **Alt Text tab** to enter text.
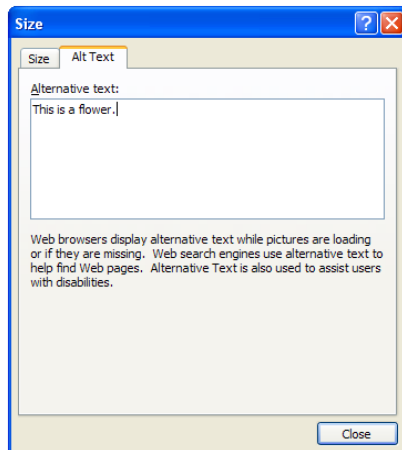
Tips for Placing Graphics:

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 2007 should include an Adobe® add-in. Adobe® is a free program which allows users to read documents that are saved in the Portable Document Format (.pdf). If Adobe® is not already installed, a free download with easy instructions is available at www.adobe.com.

If the Adobe® Add-in is installed:

Select the Office Button, hover over Save As, and select Adobe PDF.
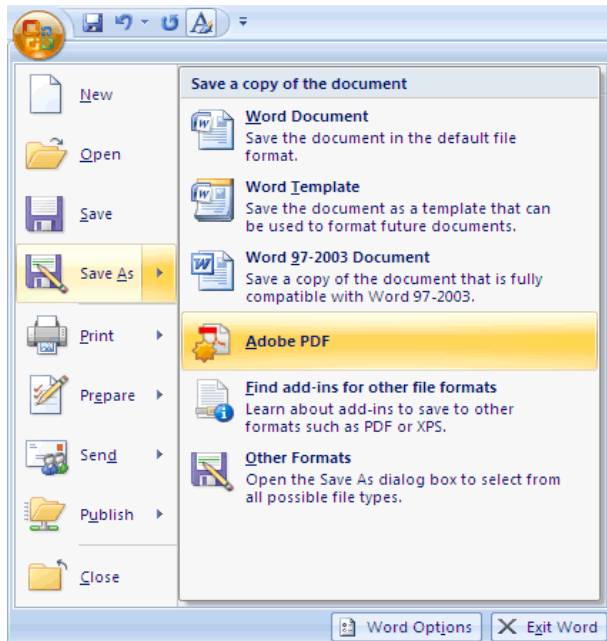
The program should create a tagged PDF file by default. If this is not the case, select Adobe PDF Conversion Options and make sure that Create Accessible (Tagged) PDF file is selected.
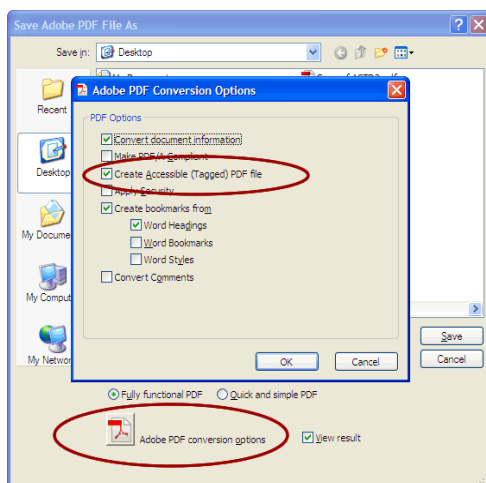
Microsoft Add-in:

There is a free <u>Save as PDF Add-in</u> for Word 2007 that allows the creation of tagged PDF files without installing Acrobat. This add-in can be download from the Microsoft® website at: <u>http://www.microsoft.com/downloads/en/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en</u>)

> To convert to PDF using the Microsoft add-in, click on the Office Button, hover over Save As, and select PDF OR press Alt + F, F, P.
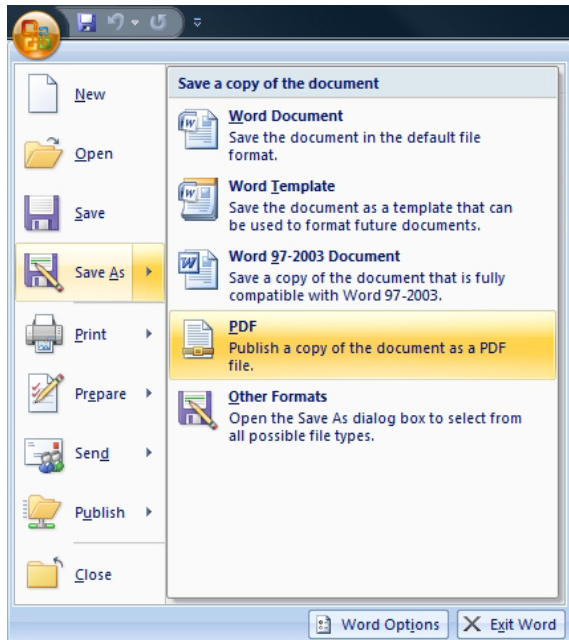
Note: Acrobat Professional will still be needed to verify the accessibility of the PDF or to edit tags.