

PREPARING MICROSOFT® WORD 2003 DOCUMENTS FOR CONVERSION TO ACCESSIBLE PDF FILES

Contents

- Preparation 2
 - Styles..... 2
 - Modifying Styles..... 2
- Headings 2
 - Keyboard Shortcuts..... 3
- Lists..... 3
- Columns 3
- Hyperlinks..... 3
- Tables, Graphics, and Images 3
 - Tables 3
 - Graphics and Images..... 4
- Conversion 4

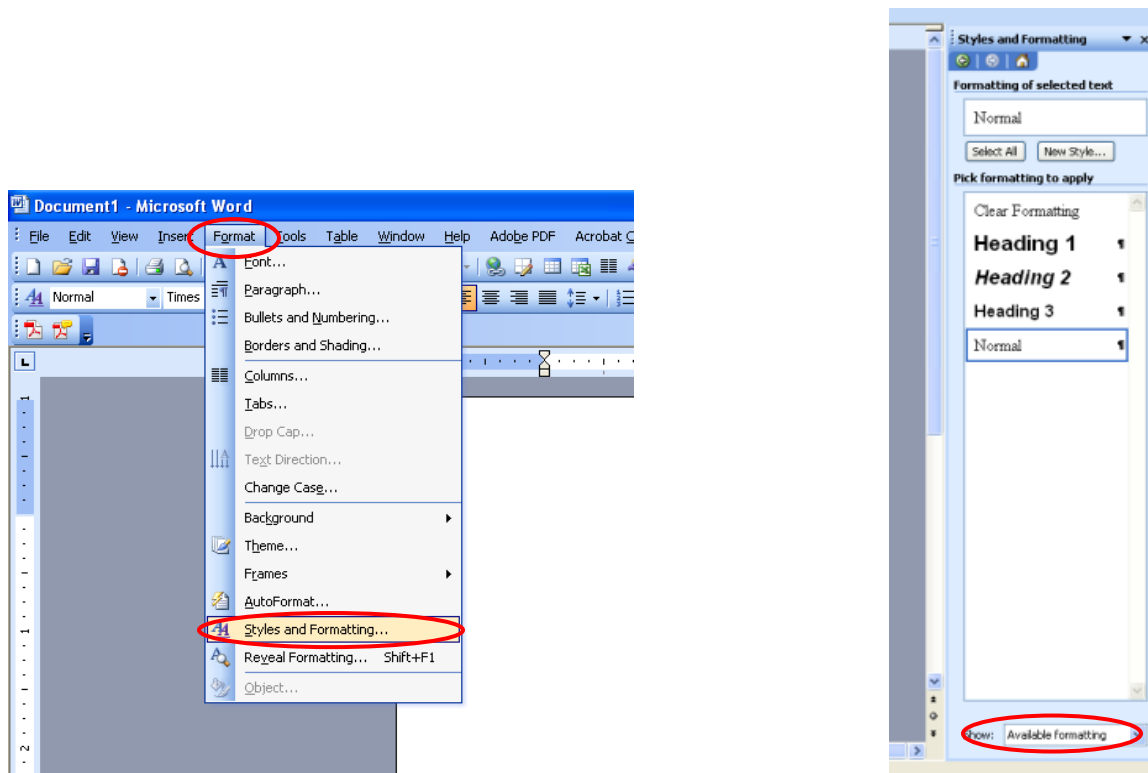
Preparation

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 by selecting **Format**, then **Styles and Formatting**.

Modifying Styles

Select **Format** from the Home Ribbon, then select **Styles and Formatting**.



A sidebar will appear at the right of the screen. Select the desired style. Select **Available Formatting** and choose which style element to edit (font, paragraph, et cetera).

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).

To apply headings, select **Format**, then select **Styles and Formatting** to reveal the task pane.

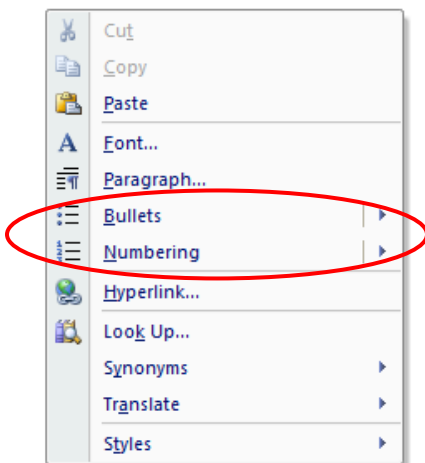
Keyboard Shortcuts

- 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**.



Columns

To create columns, select **Format**, then **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 the **Insert Table** command on the toolbar.

Tips for Designing Tables:

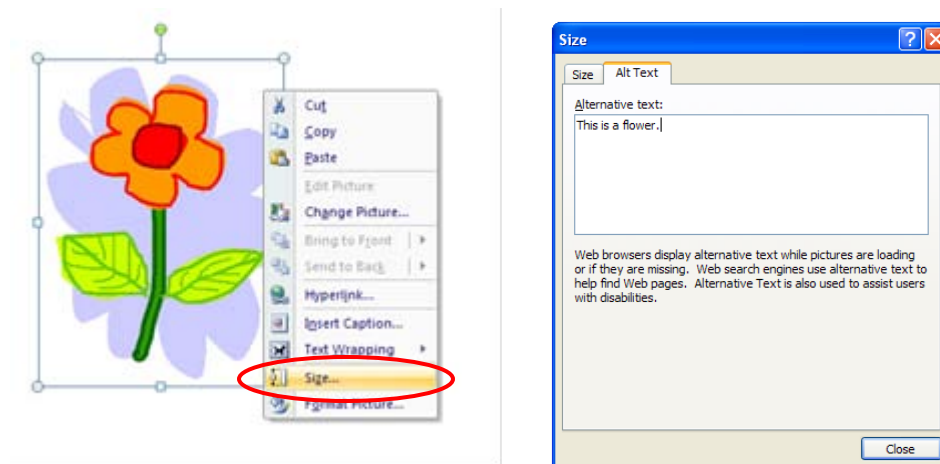
- Repeat header rows when tables exceed a single page.
- Avoid letting table rows break across the page.

Graphics and Images

All Graphics and Images should be provided with alternative text descriptions.

- Alternative Text or Alt Text conveys in words the significance of an image, and is read by screen readers in place of the image. This makes the content and function of the image within the document accessible to those with visual or cognitive disabilities.

To insert Alternative Text, double-click on the image OR right-click and select **Format Picture**. Enter the alternative text.



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

When you install Adobe Acrobat, an add-in for Microsoft® Word 2003 will be installed to create accessible PDF's. Adobe® has a free program which allows users to read documents that are saved in the Portable Document Format (.pdf), but the Pro version is needed to create the type of PDF's that can be used in our environment.

If the Adobe® Add-in is installed:

Select **Adobe PDF** on the Word Menu bar.

Select **Convert to Adobe PDF**.

