

PREPARING MICROSOFT® WORD 2010 DOCUMENTS FOR CONVERSION TO ACCESSIBLE PDF FILES

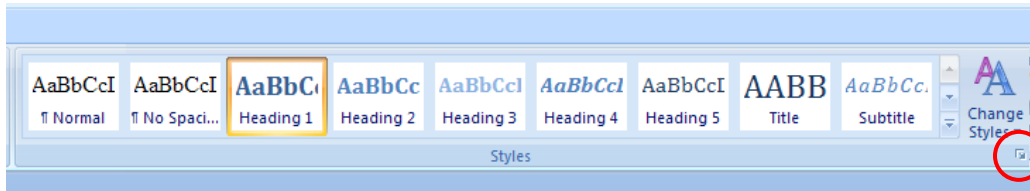
Table of Contents

- Preparation 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 5
- Verification 6
- Conversion 8
 - Option 1: 8
 - Option 2: 8

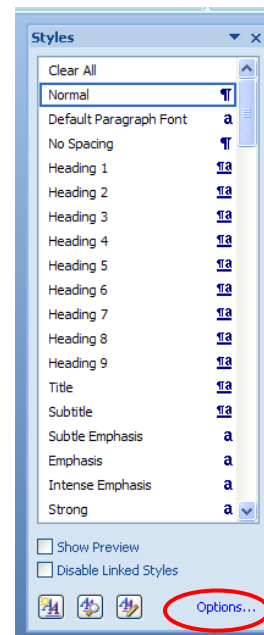
Preparation

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.

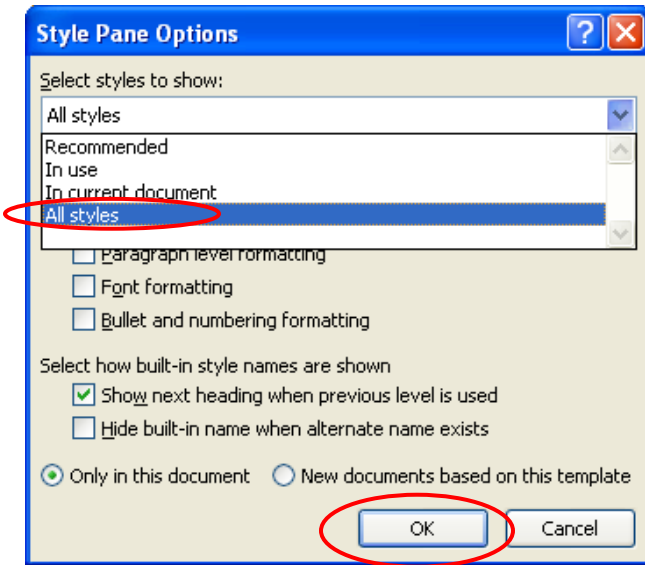


Only the most popular styles offered appear on the Ribbon. To access all styles, click the small box under **Change Styles** OR press Alt + Ctrl + Shift + S.



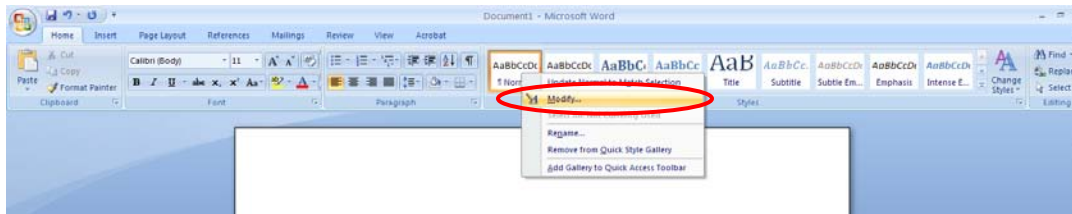
The styles sidebar will appear. Select **Options**.

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

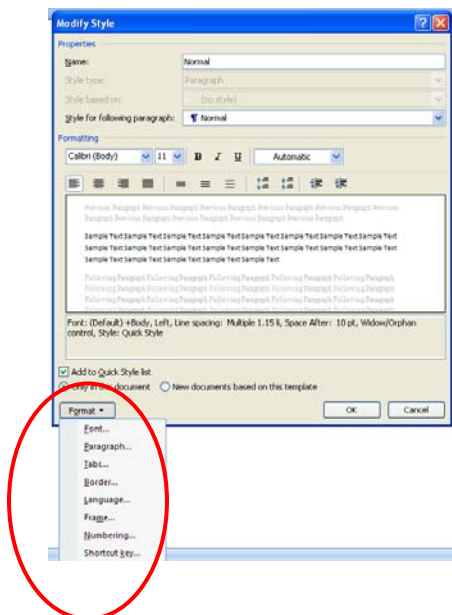


Modifying Styles

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



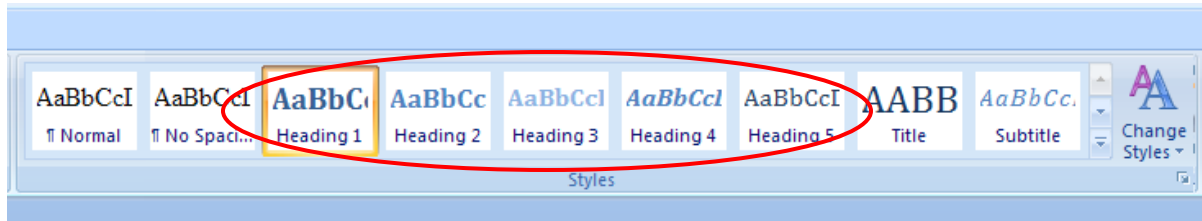
A new window will open. Select **Format**, and select which element of design (Font, Paragraph, et cetera) to modify from the drop-down list.



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.



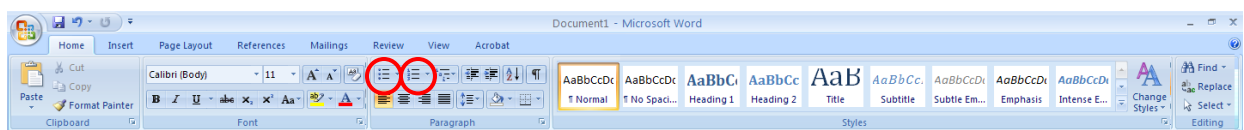
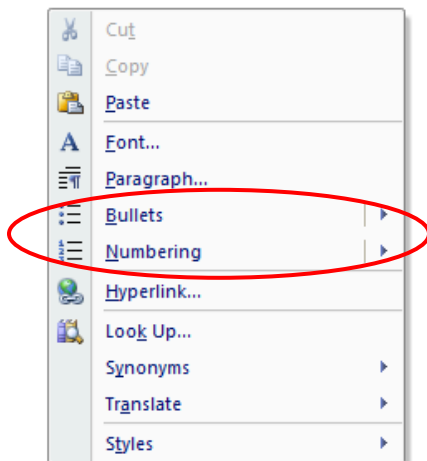
Keyboard Shortcuts

- Ctrl Alt 1 for Heading 1
- Ctrl Alt 2 for Heading 2
- Ctrl Alt 3 for Heading 3

Lists

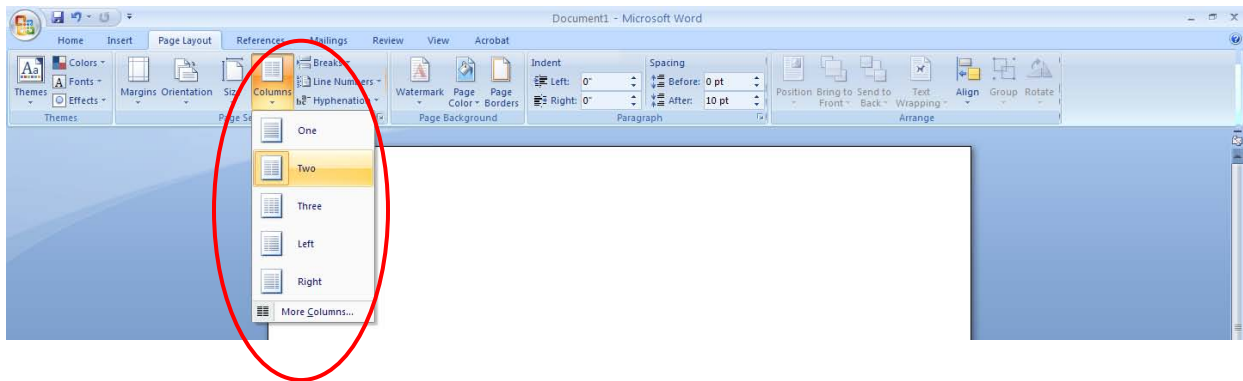
To create lists, use the Bullet command to emphasize individual points and the Numbering command to describe the proper order for a series of steps in a sequence.

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**.



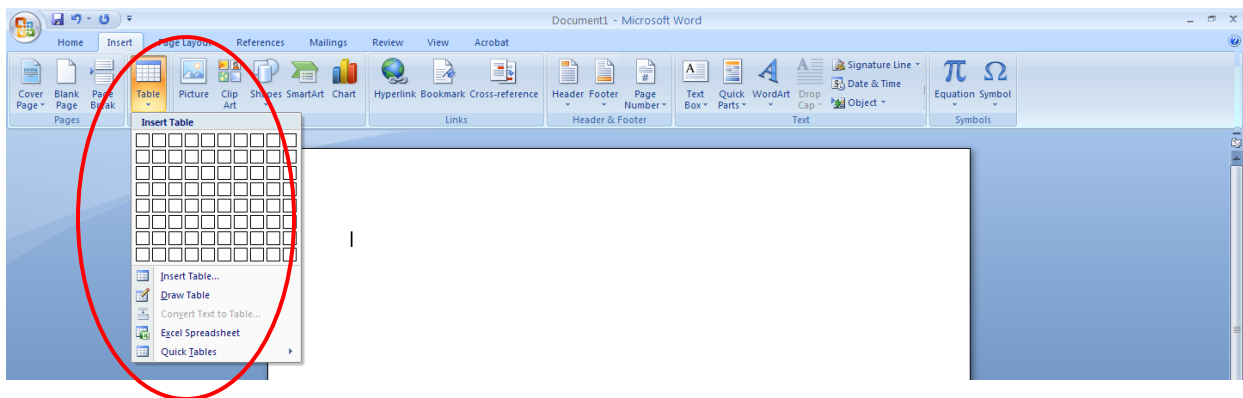
Hyperlinks

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**.



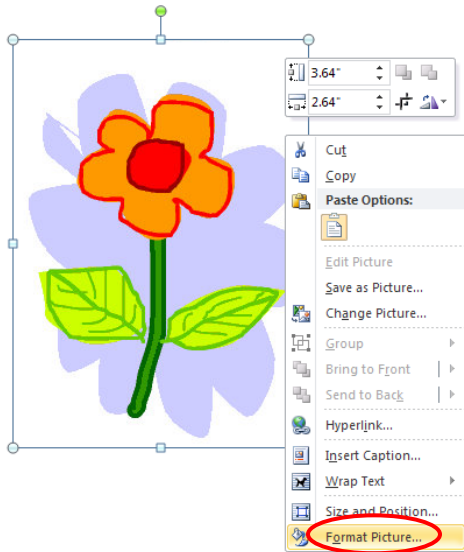
Tips for Designing Tables:

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

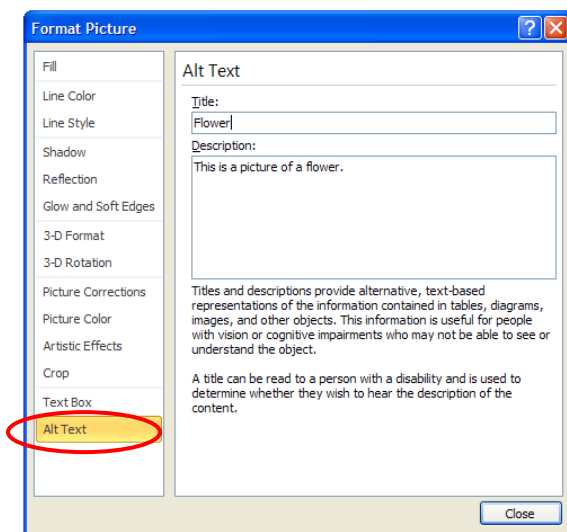
Graphics and Images

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 **Format Picture**.



Select **Alt Text** to enter text.

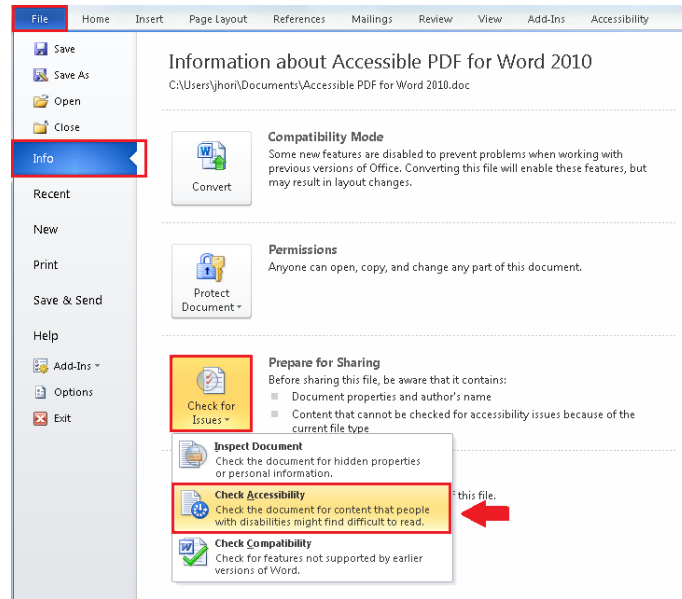


Tips for Placing Graphics:

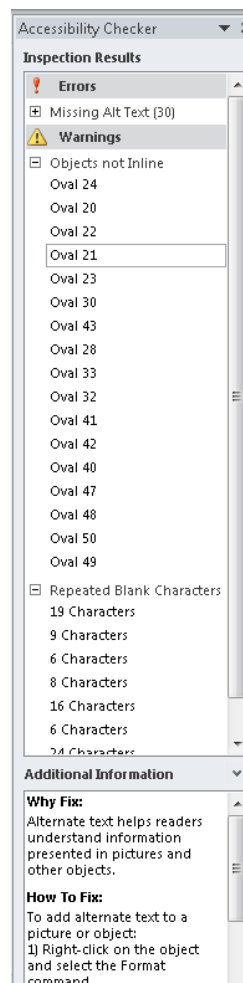
Avoid placing graphics too close to text as this can both make the document appear cluttered and cause problems when converting to PDF. Instead, allow for some white space between text and graphics.

Verification

Built within Word 2010, there is an Accessibility Checker that you can use to verify the accessibility of a Word, Excel, or PowerPoint presentation. To reach this tool, goto File->Info->Check for Issues->Check Accessibility (as shown below).



An Accessibility Checker sidebar will appear, giving you the inspection results as well as Additional Information, which lists why and how to fix the accessibility errors. Click on the error to quickly navigate to and fix the accessibility as needed.

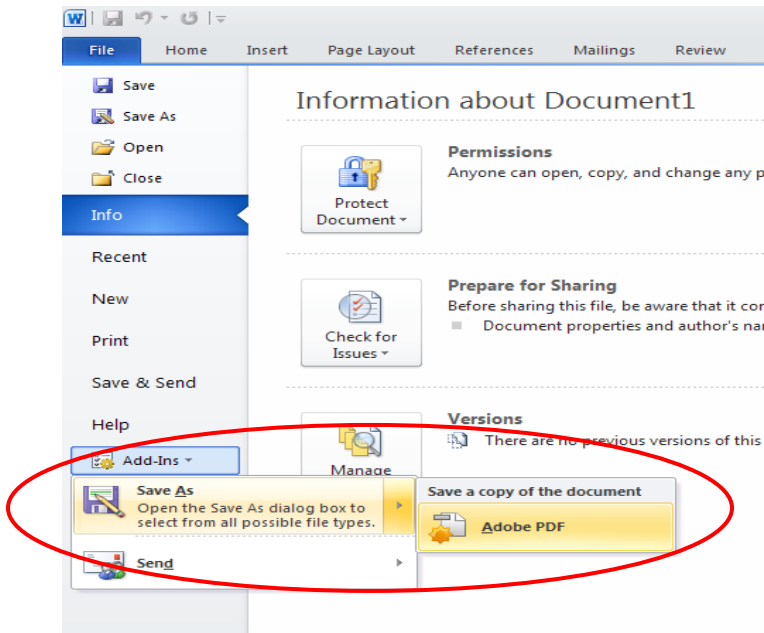


Conversion

Adobe® is a free program which allows users to read documents that are saved in the Portable Document Format (.pdf). Because Microsoft® Word 2010 comes installed with the Adobe add-in, Word documents can easily be exported to PDF in one of two ways:

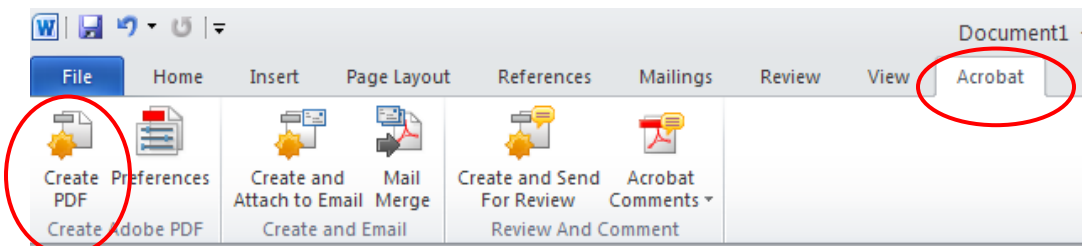
Option 1:

Select the **File** tab, then **Add-Ins**. Hover over Save As, and select Adobe PDF.

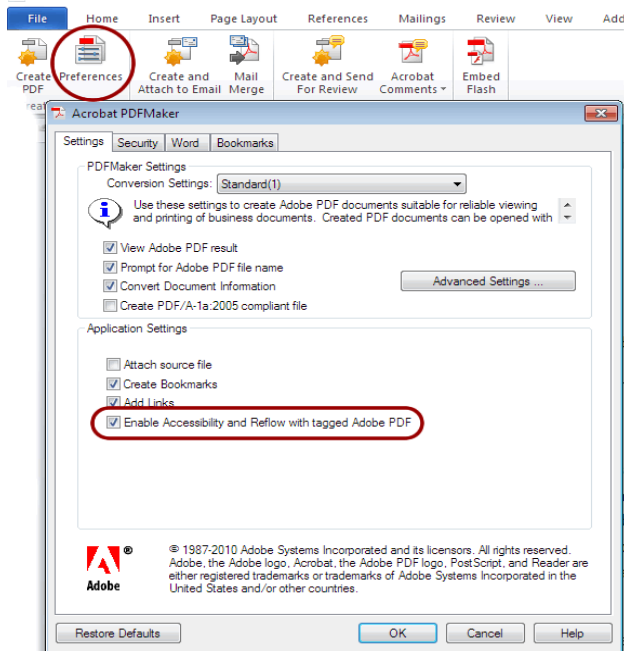


Option 2:

Select the **Acrobat** tab, then **Create PDF**.



Either option leads to the same dialog box.



Note: The program should create a tagged PDF file by default. If this is not the case, return to the **Acrobat** tab and select **Preferences** (to the right of **Create PDF**) to ensure that **Enable Accessibility and Reflow with tagged Adobe PDF** is selected.