CREATING ACCESSIBLE MICROSOFT WORD 2007/ 2010 DOCUMENTS

GOALS

Headings

Create a uniform heading structure through use of styles in Word. This allows screen readers to navigate a document, and improves accessibility for everyone.

Adding and Editing Headings

Headings can be created using the Styles toolbar.

1. Select the text and *click on the appropriate style.* (E.g. "Heading 1")
2. Headings 1, 2, or 3 can also be assigned using *CTRL + ALT + 1, 2, or 3,* respectively.
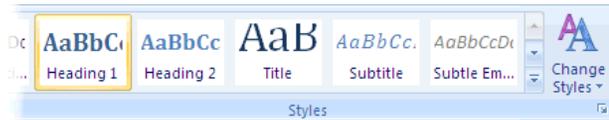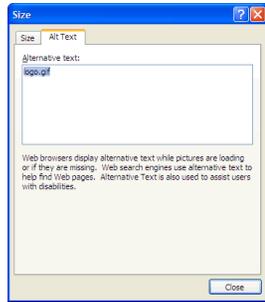
Alternative text for Images

Images can be given appropriate alternative text in Word. This alt text is read by a screen reader in a Word file and should remain intact when exporting to HTML or PDF.
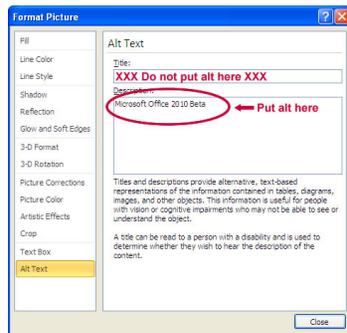
Word 2007

1. Right-click on the image and select *Size.* A dialog box will appear.
2. Select the *Alt Text tab,* and replace the filename with appropriate alternative text.

Word 2010

1. Right-click on the image and select *Format Picture.* A dialog box will appear.
2. Select the *Alt Text tab* on the sidebar. Enter appropriate alt text to the *Description field,* not the Title field.
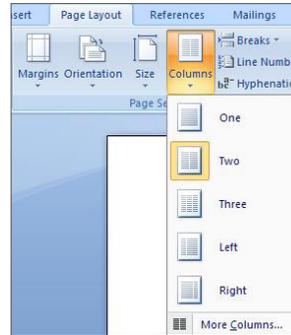
Columns

When creating columns, *always use true columns,* not columns created by hand with the Tab key.

Creating Columns

1. Select *Page Layout* on the Ribbon.
2. Select *Columns* in the Page Setup group.

Data Tables

- Use the *Insert Table command* to create tables, not by hand with spaces or the Tab key.
- There is no way to easily create table headers in Word.
- The first row can be identified as table headers in PDF (but not in HTML). To do this, Right click on the first row in the table and select *Table Properties > Row> Repeat as header row at the top of each page.*

Links

Word *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so *more information is needed.*

Editing Hyperlinks

1. Select a hyperlink, right click, and select *Edit Hyperlink* or CTRL + k.
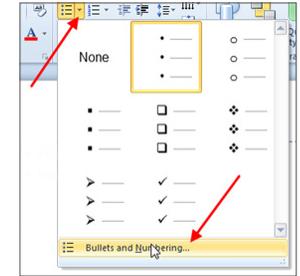2. Change the URL in the *Text to Display field* to a more meaningful description.
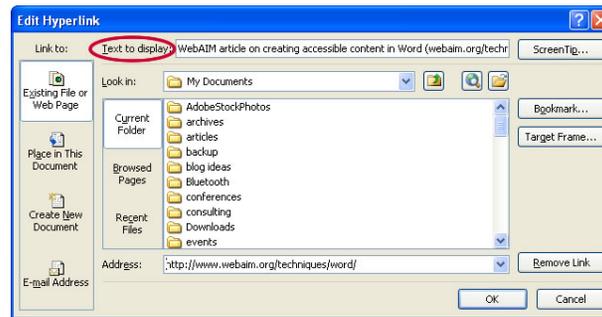
Lists

Use *true numbered and bulleted lists* to emphasize a point or a sequence of steps.

Creating Lists

1. Select *Page Layout* on the Ribbon.
2. Select *Bullets and Numbering.*

Other Principles

- Ensure that font size is sufficient, around *12 points.*
- Provide *sufficient* contrast.
- Don't use color *as the only way* to convey content.
- Provide a *table of contents,* especially for long documents.
- Use *simple* language.

Word 2010 Accessibility Checker

Word 2010 includes an accessibility resource that *identifies and repairs accessibility issues.*

Running the Accessibility Checker

1. Select *File> Info> Check for Issues> Check Accessibility.*
2. The checker presents *accessibility errors, warnings, and tips* on how to repair the errors.
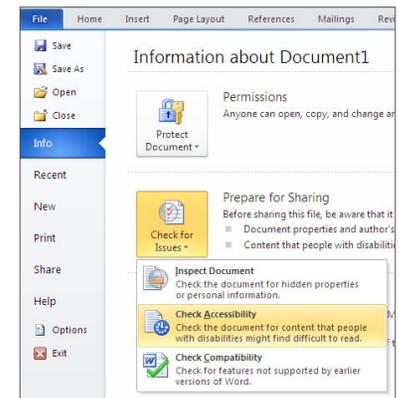
Docx format

The "docx" format supports *Word 2007 and newer.* For a more *widely supported file format,* consider saving files as Word 97-2003, or "doc" format.

Contact us at *goals@ncdae.org* or *#435.797.3381*   For more information go to *www.ncdae.org/goals*

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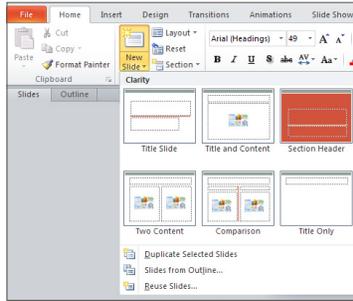
Slide Layouts

Using slide layouts provided within Powerpoint will ensure that files have *correctly structured headings and lists, and proper reading order.*

Creating Slide Layouts

1. Select *Home> New Slide,* or select the New Slide button from the default tool bar.
2. Choose from the *slide options* menu the desired layout.

Alternative text for Images

Images can be given appropriate alternative text in PowerPoint. This alt text is read by a screen reader in a PowerPoint file and should remain intact when exporting to HTML or PDF.
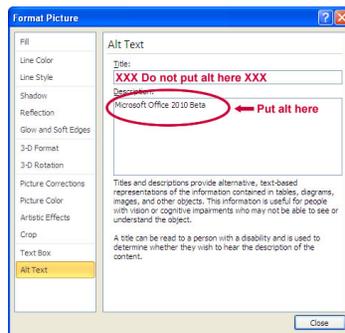
PowerPoint 2007

1. Right-click on the image and select *Size and Position.* A dialog box will appear.
2. Select the *Alt Text tab,* and replace the filename with appropriate alternative text.

PowerPoint 2010

1. Right-click on the image and select *Format Picture.* A dialog box will appear.
2. Select the *Alt Text tab* on the sidebar. Enter appropriate alt text to the Description field, not the Title field.

Data Tables

- PowerPoint can style rows and columns so they appear as data tables, but *there is no way to add content in a way that will be identified by a screen reader.*
- If your presentation contains more than the simplest tables, and if you have Adobe Acrobat, *consider saving your presentation to PDF* and adding the additional accessibility information in Acrobat Pro.

Links

PowerPoint *automatically creates a hyperlink* when a user pastes a full URL onto a page. These may not make sense to screen reader users, so *more information is needed.*

Editing Hyperlinks

1. Select a hyperlink, right click, and select *Edit Hyperlink* or CTRL + k.
2. Change the URL in the *Text to Display field* to a more meaningful description.
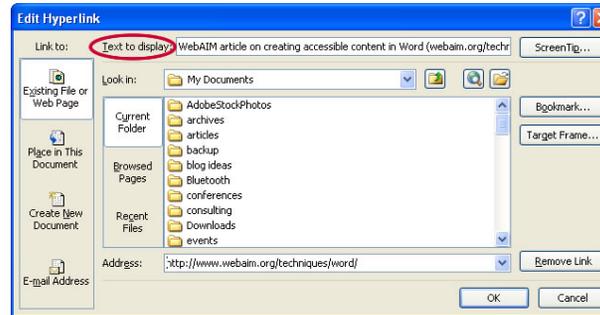
Outline and Notes Panels

PowerPoint contains two panels that can be used to enhance accessibility: the *outline panel* and the *notes panel.*

Outline Panel

- The *outline panel* contains a *text outline* of the content that appears in your slides.
- Reviewing this panel can help ensure the content on the slides is *logically sequenced,* that slide titles are *unique and meaningful,* and that reading order is *appropriate* for any user.

Notes Panel

- The *notes panel* allows the speaker to add notes and information that will *not appear on the slides.*
- Placing image or chart descriptions in this area should be avoided. This information *may not be accessed* by a screen reader, so use with caution.

Other Principles

- Ensure that *font size is sufficient.* If your presentation will be viewed on a projector, font size may need to be even larger.
- Provide *sufficient contrast.* If your presentation will be viewed on a projector, sometimes the contrast needs to be even more pronounced.
- Do not use color *as the only way* to convey content.
- Avoid *automatic slide transitions.*
- Use *simple slide transitions* when possible.
- Use *simple* language.
- Check *reading order of text boxes* that are not part of the native slide layout. They are usually the last thing read by a screen reader.
- If you have embedded video, ensure that the *video is captioned,* and that the player controls are accessible.
- If you have embedded audio, *include a transcript.*
- If your slides contain animations, ensure that they are *brief and do not distract* from the most important content on the page.

PowerPoint 2010 Accessibility Checker

PowerPoint 2010 includes an accessibility resource that *identifies and repairs accessibility issues.*

Running the Accessibility Checker

1. Select *File> Info> Check for Issues> Check Accessibility.*
2. The checker presents *accessibility errors, warnings, and tips* on how to repair the errors.

Pptx format

The "pptx" format supports *PowerPoint 2007 and newer.* For a more *widely supported file format,* consider saving files as PowerPoint 97-2003, or "ppt" format.

PDF CONVERSION IN MICROSOFT WORD 2007/2010 DOCUMENTS

Converting to PDF

To produce **accessible PDF files** for the web, the following requirements must be met:

1. The file must meet accessibility standards by providing **alternative text** for images, **proper headings**, appropriate **link text**, etc.
2. The file **must be exported correctly.** If a file is created by printing to PDF, it will not be correctly tagged.
3. Office 2007 users must have either **Acrobat or the Microsoft PDF add-in installed.** Office 2010 users can create tagged PDF files **natively or with the Adobe add-in.**

Note

The following instructions can also be used to **convert PowerPoint files** to PDF.
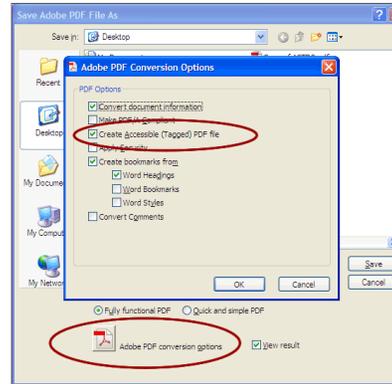
Word 2007

Adobe Add-in

The Adobe Add-in, also called PDFMaker, is the **best choice** to create high-quality tagged PDF files.

1. To export a PDF, click on the Office button, hover over **Save As,** and select **Adobe PDF** (or use shortcut Alt+F, F, A).
2. Or you can select **Create PDF** from the Acrobat ribbon. A dialog box will appear.
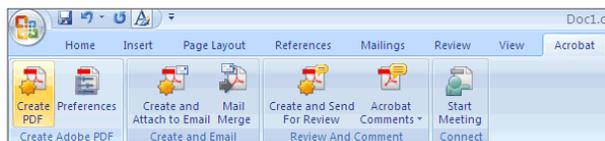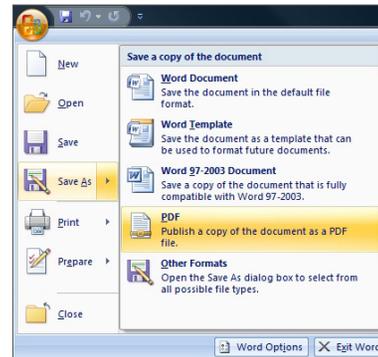
3. The program should create a tagged PDF file by default. If not, select **Adobe PDF Conversion Options** and select the **Create Accessible (Tagged) PDF file** option.

Microsoft Add-in

Word 2007 offers a free **Save as PDF Add-in** that allows you to create tagged PDF files without installing Acrobat. This is available at http://www.microsoft.com/en-us/download/details.aspx?id=7

1. Click on the Office Button, hover over **Save As,** and select **Adobe PDF** (or use shortcut Alt+F, F, P).
2. Before saving, select **Options** and ensure that the **Document structure tags for accessibility** option is selected.
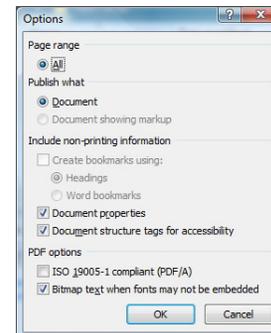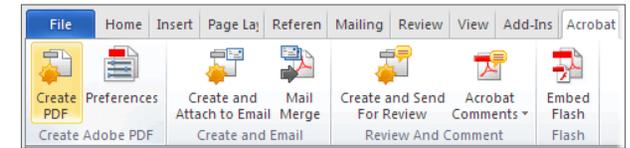
Word 2010

Adobe Add-in

Please note the Acrobat add-in is only available to users who have **Acrobat X** installed and have the **32-bit version** of Office 2010.

1. To export a PDF, select **Create PDF** from the Acrobat ribbon.

2. Or you can select File> **Save as Adobe PDF.** A dialog box will appear.
3. The program should create a tagged PDF file by default.
4. If not, select **Preferences** from the Acrobat ribbon and ensure that **Enable Accessibility and Reflow with tagged Adobe PDF** is selected.
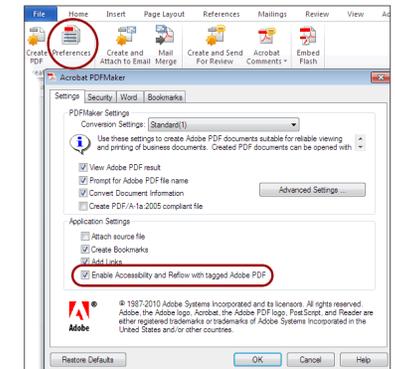
Saving PDF Natively

Tagged PDF files can still be created without installing Acrobat.

1. Select File > **Save As.**
2. Under **Save as Type,** select PDF.
3. Before saving, select **Options** and ensure that the **Document structure tags for accessibility option** is selected.
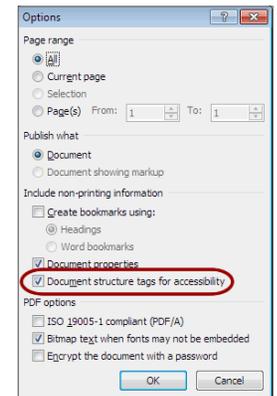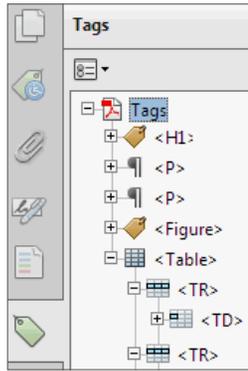
Tags Pane

PDF tags provide accessibility information to screen readers. They should not impact the look of the PDF. *To view and edit tags,* do the following.

1. Select *View > Show/Hide > Navigation Panes > Tags.*
2. Select the *Options menu* *> Highlight Content.* This allows you to see what content is associated with a tag.
3. In the *Tags* panel, expand *<Tags>* and *<Sect>* to view and navigate your list of tags.
4. Navigate through the tags using the *up/down* arrow keys, and expand and collapse tags with the *left/right* arrow keys.

Find Tag From Selection

1. Click the *Select Tool icon* and select a portion of text, an image, or a table.
2. Select the *Options menu* at the top of the Tags panel and then select *Find Tag From Selection.* The appropriate tag will be highlighted in the tags panel.

Modifying Tags

1. Right-click the tag you want to change and select *Properties,* and then the *Tag* tab.
2. Selecting the appropriate new tag type from the dropdown list labeled *Type.*
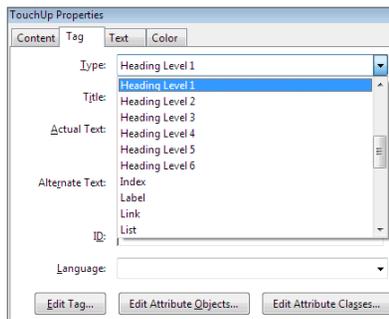
Tagging an Untagged Document

1. To add tags to an untagged document, choose *Tools* from the right-hand menu.
2. Select *Accessibility > Add Tags to Document.*

TouchUp Reading Order

The TouchUp Reading Order tool allows a user to quickly *add and edit PDF tags* and *view the reading order* of elements on the page.

TouchUp Reading Order Tool

1. From the right-hand menu, select *Tools.*
2. Then select *Accessibility > TouchUp Reading Order.* If the Accessibility option is not listed, use the *Options* button to check *Accessibility* on the menu.
3. When selected, the view on the screen changes. All of the content is enclosed in numbered boxes. Each of these boxes represents a tag and the number corresponds with the reading order in the *Order panel.*
4. Within the *TouchUp Reading Order* window you will notice a group of buttons with the names of several common tags. You can use these buttons to assign tags to selected text or objects.
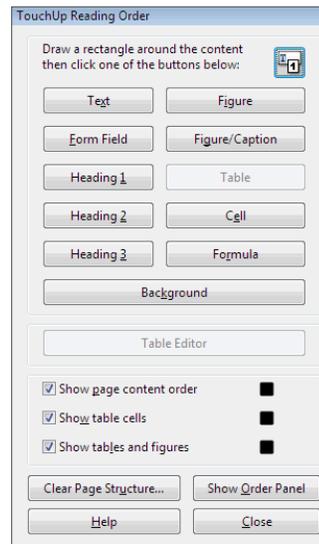
Adding/Changing Tags

1. To select content that needs editing, drag a box around an element using the *crosshairs cursor* or select everything within a box by clicking on the *number in the top-left corner.*
2. Once you have selected a new element, you can assign some of the most common tags to that element by *clicking on one of the buttons* (e.g., "Heading 1"). Acrobat will place the selected content in the appropriate tag.
3. Assign alternate text to images by *right-clicking* on the image and choosing *Edit Alternate Text.*

Order Panel

The order panel allows you to *change the reading order of the page content* so it matches the visual reading order.

1. To open the Order panel, select *Show Order Panel* in the *TouchUp Reading Order* tool.
2. To change the reading order of an element, *click and drag* the tag to the location that reflects the correct reading order.
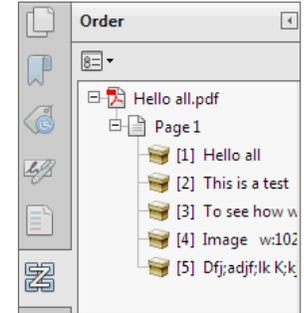
Alternative Text

When an image is tagged as a *figure* the alternative text appears *over the top of the image.*

1. To add or change text, *Right click* on the image, select *Edit Alternate Text.*
2. Enter the appropriate alternative text in the dialog box.

Table Inspector

The Table Inspector allows you to *easily identify* and *assign scope* to table headers.

1. With the *TouchUp Reading Order* tool open, select a table and then select *Table Inspector.*
2. *Right click* on a selected cell(s) and choose *Table Cell Properties.* A dialog box will appear.
3. If the selected cell(s) needs to be tagged as a header, select the *Header Cell* option and assign a scope of either *Row* or *Column.*

Artifacts

Artifacts are elements that are *ignored by a screen reader.* Important text should *never* be labeled as an artifact.

1. With the *TouchUp Reading Order* tool open, select an element you wish to change to an artifact and press the *background* button. Or right click on an item in the *Tags* panel, and select *Change Tag to Artifact.*
2. To search for artifacts, go to the *Tags* panel and select *Options > Find.* Artifact is the default search option, so click *Find.*