

CREATING ACCESSIBLE MICROSOFT WORD 2007/ 2010 DOCUMENTS

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

- 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.



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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

References

Size Columns

Page !

Mailings

Line Numb

6^{a-} Hyphenatio

One

Two

Three

Left

Right

More Columns.

Page Layout

B

Margins Orientation

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
- 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.

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For more information go to www.ncdae.org/goals







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.

title and Conter Title Slid **1**16 **1**16 Two Conter Duplicate Selected Slides Slides from Outline. Beuse Slide

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.

Size Alt Text

Alternative text:

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.

	Close
rmat Picture	28
1	Alt Text
ine Color ine Style	Ite: XXX Do not put alt here XXX
hadow effection low and Soft Edges	Mcrosoft Office 2010 Beta
-D Format -D Rotation	
icture Corrections icture Color rtistic Effects	Titles and descriptions provide alternative, text-based representations of the information contained in tables, dagrams, images, and other objects. This information is useful for people with vision or cognitive impairments who may not be able to see or understand the object.
ext Box	determine whether they wish to hear the description of the content.
it Text	

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y alternative text while pictures are loading . Web search engines use alternative text ! Alternative Text is also used to assist user

Close

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.

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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.

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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 ج (یک ق ۲۰ 🖬

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<u>S</u>ave

Save As

Print

Prepare

Sen<u>d</u>

Publish

Close

Save a copy of the document

Word Template

Adobe PDF

Open the Same

Word Document Save the document in the default file

Word 97-2003 Document

Save the document as a template that can be used to format future documents.

Save a copy of the document that is fully compatible with Word 97-2003.

Open the Save As dialog box to select from all possible file types.

Word Options X Exit Word

Find add-ins for other file formats

Learn about add-ins to save to other formats such as PDF or XPS.

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).



ribbon. A dialog box will appear.

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Create	Adobe PDF	Cre	eate and E	mail	Review And	Comment	Connect		

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.

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Convert document information

Create bookmarks from

Word Heagings

Word Bookmark

Fylly functional PDF
 Quick and simple PDF

Adobe PDF conversion option

Word Styles

Convert Con

Create Accessible (Tagged) PDF file

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.

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	New	Save a copy of the document
		Word Document
õ	<u>Open</u>	format.
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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.



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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 E**-> 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 I** 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.

FouchUp Prop Text Color Content Tag Heading Level 1 Type: Title: Heading Level 2 Heading Level 3 Actual Text: Heading Level 4 Heading Level 5 Heading Level 6 Alternate Text: Inde Label Link ID: <u>L</u>anguage Edit Tag... Edit Attribute Objects... Edit Attribute Classes...

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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.

Draw a rectangle around the content

then click one of the buttons below:

Text

Eorm Field

Heading 1

Heading 2

Heading 3

Show page content order

Show tables and figures

Show table cells

Clear Page Structure...

Help

1

Figure

Figure/Caption

Table

Cell

Formula

Show Order Panel

Close

Background

Table Editor

- 3. When selected, the view TouchUp Reading Order 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 vou 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.

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