

# PREPARING MICROSOFT® WORD DOCUMENTS TO CREATE ACCESSIBLE PDF FILES

## ADD STRUCTURE TO WORD DOCUMENTS

Design your documents with styles. Styles add the structure necessary to make your documents usable to people with disabilities (*See Headings*).

## GRAPHICS AND IMAGES

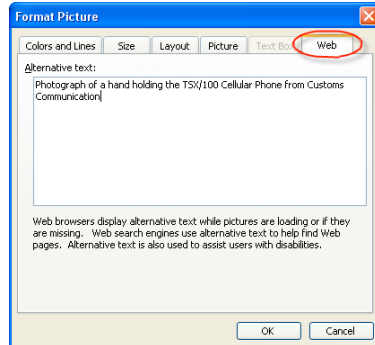
All Graphics and Images should be provided with alternative text descriptions (*See Alternative Text or Alt Text*). Avoid placing graphics too close to text. This can cause problems when converting to PDF. Place white space between text and graphics.

## ALTERNATIVE TEXT OR ALT TEXT

Alternative Text or Alt Text refers to text that can be read by a screen reader to describe graphics and images which people with visual disabilities cannot see.

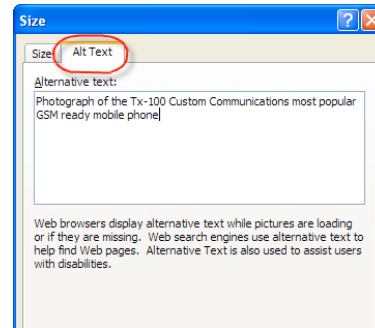
### Word 2003

- Double Click on an image or right click and select the format picture dialog.
- Select the Web tab and enter the alternative text



### Word 2007

- Right Click on an image and choose Size
- Select the Alt Text tab and enter the alternative text



## TEXT

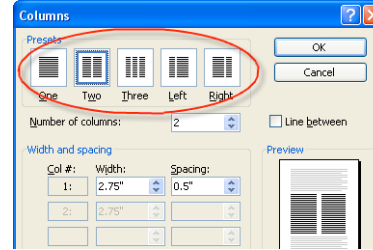
- Text should be at least 12 point type.
- Avoid using Microsoft Word text boxes.
- Avoid using Enter to create space between paragraphs. Use the space before and space after properties in your styles

## COLUMNS

To create columns, do not use the tab key to make space between text columns or put text in a table. Use Word's column command.

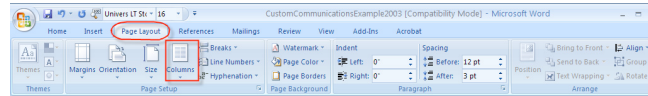
### Word 2003

- Format > Columns
- or Click on the Columns Toolbar



### Word 2007

- Select Page Layout on the Ribbon and select Columns in the Page Setup group

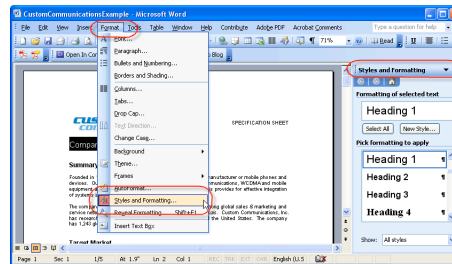


## HEADINGS

Use Styles to create heading formats. Title, Heading 1, Heading 2, Heading 3, etc. Make styles progress in a logical manner — a Heading 2 should come after a Heading 1

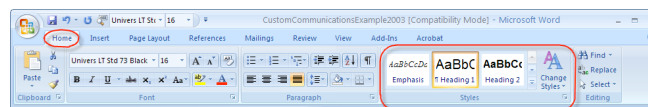
### Word 2003

- Format > Styles and Formatting to reveal the styles and formatting task pane



### Word 2007

- Select the Home Ribbon in Word 2007 and select the proper heading from the styles group



**Adobe® Accessibility Quick Reference Card**

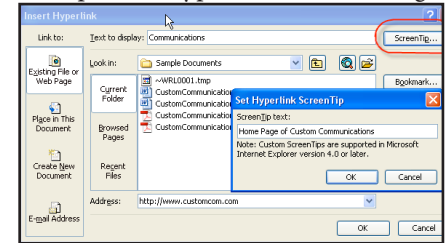
## Keyboard Shortcuts for Applying Styles in Both Versions of Microsoft Word

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

## HYPERLINKS (WORD 2003 & 2007)

Add a meaningful description to hyperlinks. Avoid using "click here"

- Insert Hyperlink (Ctrl K)
- Use the screen tip button to add text description

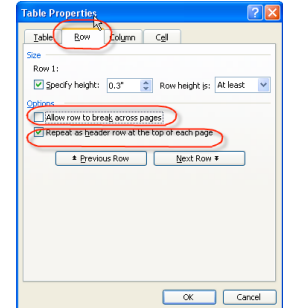


## LISTS

- Use Bulleted Lists to emphasize individual points.
- Use Numbered Lists to describe the proper order for a series of steps in a sequence.

## TABLES

- Do not use tabs and spaces to create tables. Use the Insert Table command
- Avoid letting table rows break across a page
- Tables that go beyond a page should repeat header rows

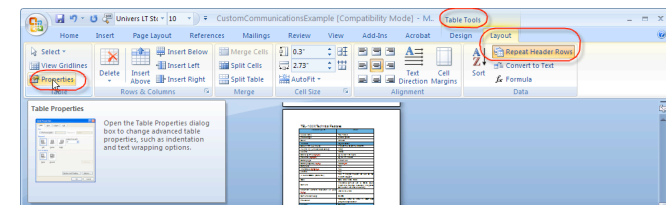


### Word 2003

- Use the table properties dialog

### Word 2007

- Place the cursor in a table and select the Table Tools tab in the Ribbon



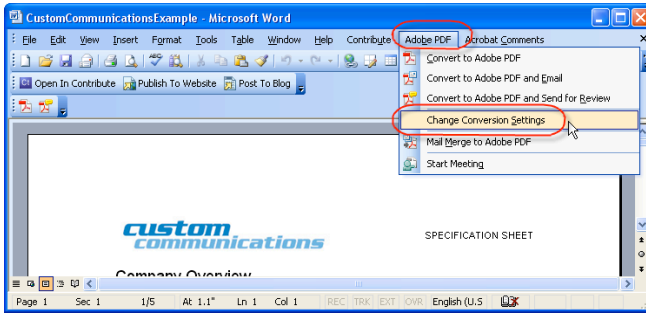
# CONVERTING MICROSOFT WORD DOCUMENTS TO ACCESSIBLE PDF FILES WITH ADOBE ACROBAT



## 1. DISPLAY PDF MAKER

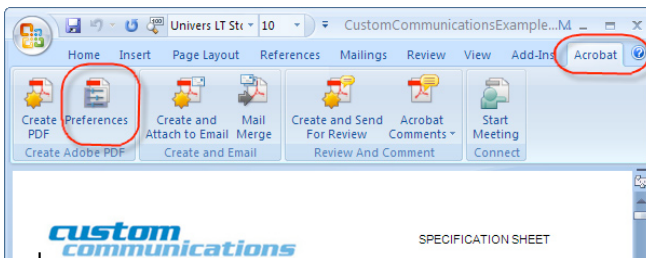
### Microsoft Word 2003 (Acrobat 7 & 8)

- Select Adobe PDF on the Word Menu bar
- Select Change Conversion Settings



### Microsoft Word 2007 (Acrobat 8 Only)

- On the Ribbon select the Acrobat Tab
- Select Preferences from the Create Adobe PDF Group



## 2. CONFIGURE PDF MAKER

### Settings Tab

- Bookmarks
- Links
- Enable Accessibility and reflow

### Security Tab

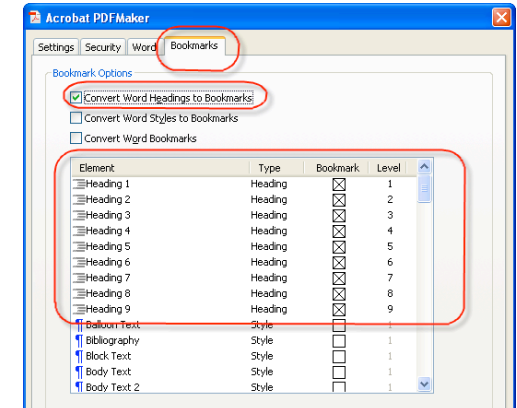
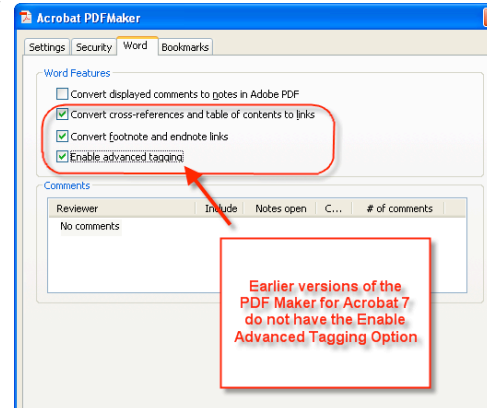
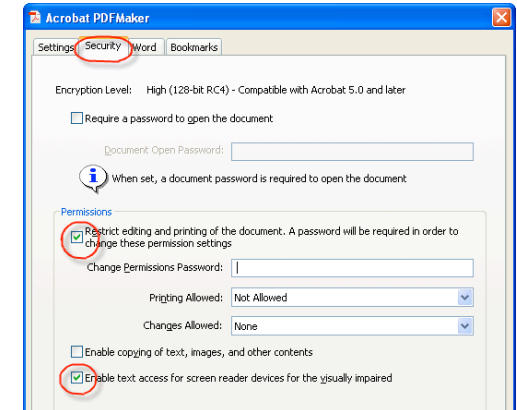
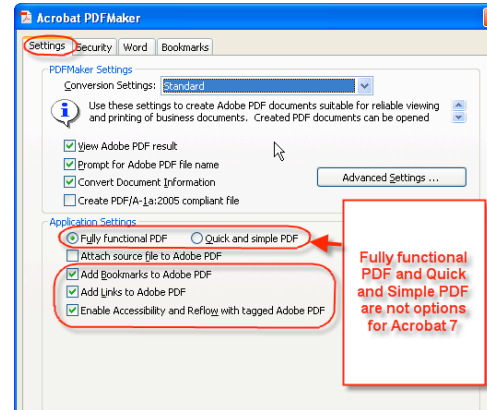
- If Permissions are applied, check enable text access for screen reader devices for the visually impaired

### Word Tab

- Convert cross references
- Convert footnote and endnote links
- Enable advanced tagging

### Bookmarks Tab

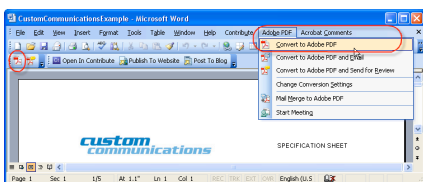
- Convert Word Headings to Bookmarks
- Set the proper indent levels



## 3. SAVE AS ACCESSIBLE PDF

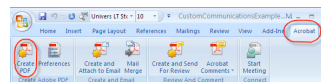
### Microsoft Word 2003 (Acrobat 7 & 8)

- Convert to Adobe PDF from Adobe PDF Menu
- Select Convert to Adobe PDF toolbar

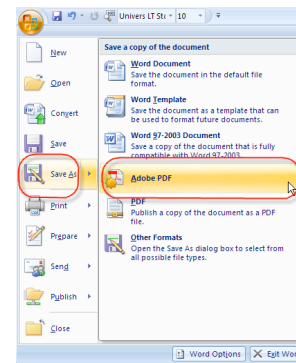


### MICROSOFT WORD 2007 (ACROBAT 8 ONLY)

- Select Create PDF from the Create Adobe PDF Group



- Save as Adobe PDF from the Office button



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