

# ACCESSIBLE WORD 2010 DOCUMENTS

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## Introduction to Accessible Word Documents

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**Accessibility** means making something usable by everyone. For example, a document is accessible if people with disabilities, who may rely on assistive technologies, can access the same information and data and perform the same functions as other users.

## Adding Structure to Word Documents using Styles

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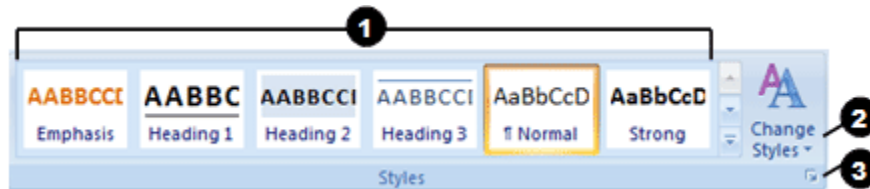
In Words, adding **structure** to Word Documents using **Styles** increases the readability of the document for people using screen readers. The structure will be retained when the document is exported to HTML and PDF.

By using **Styles** to structure your word document, you will be able to:

- add structure to your document for better accessibility,
- format your document consistently,
- update the format (style) of the document easily,
- easily create a Table of Contents,
- create Navigation using the document’s headings,
- create more accessible PDF and HTML documents.

**NOTE:** Avoid directly formatting text using the commands in the Font and Paragraph groups on the Home tab ribbon (e.g. do not click on the B icon to bold text). A document created in this manner will not be fully accessible by you and assistive technologies. When Styles are used to format document’s headings, the document’s headings will appear in the Navigation pane allowing easy navigation within the document. When a document is converted to PDF, a bookmark will be created using these headings.

## Overview of Styles Gallery



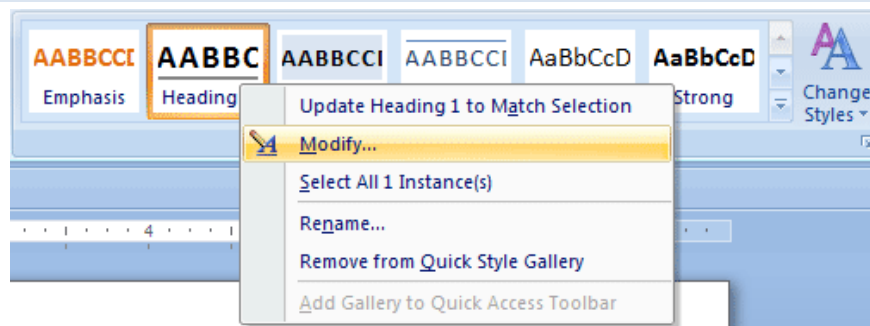
1. **Quick Styles:** displays some of the Quick Styles available. To expand the gallery, click the down arrow button to its right side.
2. **Change Styles:** lists Style Sets available.
3. **Styles Dialog Box Launcher:** opens Styles task pane.

## Applying a Style

1. Select the text you want to apply a style to.
2. Click on a style from the Quick Styles gallery.

**NOTE:** To find more styles in the set, use the up arrow and down arrow next to the Quick Styles Gallery.

## Modifying a Style



1. Right click on the style you want to modify in the Quick Style Gallery.
2. Click Modify from the drop down menu.
3. In the Modify Style dialog box, make your changes to the style, and then click OK.

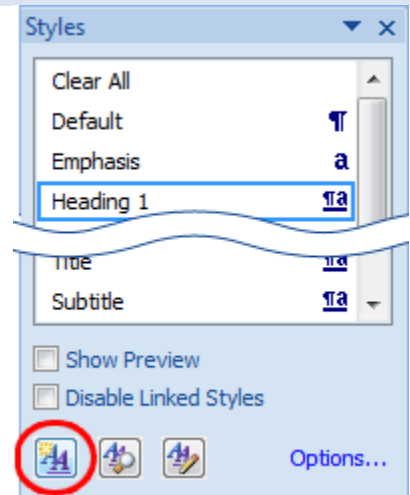
**NOTE:** Avoid using extra lines for formatting purposes. Rather, use the “Before” and “After” spacing feature in Modifying Styles to format spaces between paragraphs and sections.

## Styling Numbered and Bulleted Lists

1. Select the items that you want to add numbering or bullets.
2. From the Paragraph group, choose the list style and apply it to the selected items.

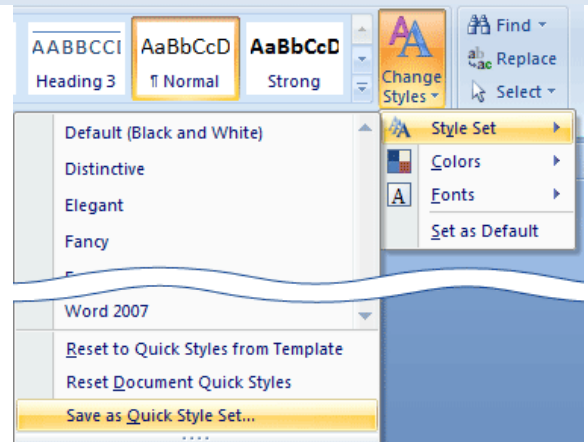
## Creating a New Style

1. On the Home tab, in the Styles group, click on the Styles Dialog Box launcher.
2. Click on the New Style icon located on the lower left corner of the Styles window. Then, the Create New Style from Formatting dialog box will open.
3. Create your own style by determining the Properties (e.g. Name, Style Type, etc.) and formatting the style in the Create New Style from Formatting dialog box.
4. Click OK.
5. Your new style will now appear in the Quick Style Gallery.



## Creating a New Style Set (Template) Based on Changes

1. On the Home tab, in the Styles group, click the Change Styles button.
2. Point to Style Set.
3. Click Save as Quick Style Set.
4. Type a file name.
5. Click Save.
6. Your new style set will now appear in the list of Style Set.



## Making Images Fully Accessible

Images should be given appropriate alternative text. When the graphical information of the image is critical to the full understanding of the content, it must be presented within the document by including text alternatives for those who do not see the image can access the information using assistive technologies. For an image that is purely decorative should be assigned null alternative text.

Alternative text inserted to the image will be accessible by screen readers in a Word file and should remain intact when the document is converted to HTML or PDF.

### NOTE:

- There is no way to add null ALT text to an image in Word 2010.
- If you really have to use graphic elements (e.g. text boxes, graphs, drawing tools etc.), group multiple graphic elements into one image and provide alternative text descriptors for all non-textual elements that provide essential information.
- Avoid wrapping an image with text. The reading order may be disrupted when it is converted to PDF.

1. On the Insert tab, in the Illustrations group, select the proper image type (i.e. Picture, Clip Art, Shapes, SmartArt, and Chart). For example, select Picture > browse for your image > click Insert.
2. To add an alternative text to the image:
  - right click on the image > choose **F**ormat Picture.... The Format Picture window will open.
  - or, click on the picture > on the Format tab, in Picture Styles group, click on the Picture Styles window launcher. The Format Picture window will open.
3. Select the option for Alt Text on the sidebar in the Format Picture window > Type in a Title and description for the picture > click Close.

**NOTE:** For best results, add appropriate text to both the Title and the Description fields. When the document is saved as PDF, information in the Description field only will be saved as alt text. When the document is saved as HTML, information in both the Title and Description fields will be saved as alt text.

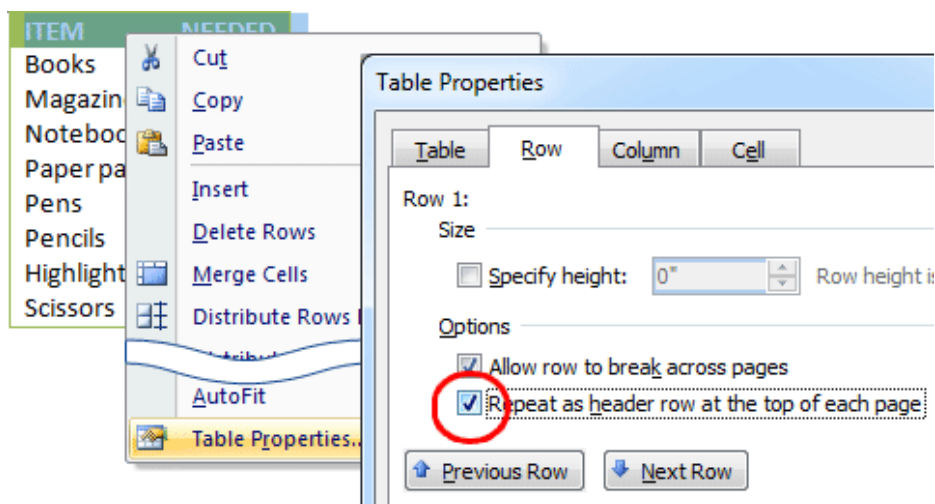
## Making Tables Fully Accessible

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### TIPS

- Create tables from the Tables group on the Insert tab.  
[Note: Do not use tabs or spaces to create tables.]
- Keep tables simple.
- Avoid complex nested tables with multiple split and merged cells as this can confused the reading order of the cells.
- Consider including a description of the contents of the table.
- Provide headers.
- Repeat the table header if the table spans more than one page.

### To create an accessible table:



1. On the Insert tab, in the Tables group, click the Table button. You have the option to either create a table by selecting rows and cells from spreadsheet, Insert Table, Draw Table, or even select one from the Quick Tables templates.
2. Use Styles to format your text in a table.

3. To create a repeated header for a table spanning more than one page:
  - select (highlight) the header row in a table > right click on the selected header row > click Table Properties... > In the Table Properties window's Row tab, check the option for Repeat the header row for top of each page > Click OK.
  - or, select (highlight) the header row in a table > on the Layout tab, in Data group, click on the Repeat Header Rows button.

## Creating Hyperlinks

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- Type the text that will be used for the Hyperlink such as [YouTube](#) (Do not use the URL or words such as More or Click Here for hyperlink text).
- Hyperlinks are universally recognized with blue text and an underline. Stay with that convention.
- You may provide the URL for a link when a document will be used in hard copy form. (e.g. [YouTube](http://www.youtube.com) (http://www.youtube.com))

## Table of Contents

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### Creating Table of Contents

1. Place the cursor where you want the table of contents to be inserted.
2. On the References tab, in the Table of Contents group, click on the Table of Contents button.
3. Choose one of the Automatic Table options to automatically create a table of contents based on your headings.

### Updating Table of Contents

1. Click anywhere in the table of contents so that it appears shaded and then right-click and select Update Field from the pop-up menu.
2. You will be prompted to update the page numbers only or the entire table.

## Converting Your Word Document to Accessible Adobe PDF

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PDF accessibility depends on the existence of "Tags." When you create an "accessible" version of your PDF, you are essentially creating two copies of your content. The one is visually displayed in the standard view and the other one is the tagged version, which can only be seen by opening reviewing the Tags Palette. Screen readers can only read the "Tagged" version of your document.

Office 2010 users can create tagged PDF files natively or with the Adobe add-in.

**NOTE:** Do not use the Print to PDF option as that option creates an untagged PDF.

1. Select File > Save As.
2. Select 'PDF' for the Save As Type option.
3. Click on the Option button > Make sure that 'Create bookmarks using: Headings' and 'Document structure tags for accessibility' are selected.
4. Click Save.

## Checking Accessibility

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Word 2010 includes a new accessibility checker that allows you to check the Word document for content people with disabilities might find difficult to read.

To run the accessibility checker, select **File > Info > Check for Issues > Check Accessibility**.

The Checker presents results, including accessibility errors (e.g., images with no ALT text), warnings (e.g., unclear hyperlink text) and repeated blank characters. It also provides tips on how to fix errors. When you select an item in the Inspection Results pane, the corresponding item will be selected in the document.

## Docx Format

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The "docx" format, the default file format for documents created in Word 2007 and newer, cannot be opened by previous versions of Word unless users install the [Microsoft Office Compatibility Pack](http://office.microsoft.com/en-us/word-help/redirect/DC010205246.aspx?CTT=5&origin=HA010044473) (<http://office.microsoft.com/en-us/word-help/redirect/DC010205246.aspx?CTT=5&origin=HA010044473>) and any necessary Office updates. If the Word file relies on the newer docx format, consider saving files as Word 97-2003 Document (\*.doc).

## Online Resources

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- [Creating accessible Word Documents](http://tinyurl.com/MS-Accessible-WordDoc) in MS Website  
<http://tinyurl.com/MS-Accessible-WordDoc>
- [Accessibility Resources](http://www.csufresno.edu/tilt/resources/accessibility.shtml)  
<http://www.csufresno.edu/tilt/resources/accessibility.shtml>
- [CATEA.org: GRADE Project Guidelines: Accessible Word Documents](http://www.catea.gatech.edu/grade/guides/wordmust.php)  
(<http://www.catea.gatech.edu/grade/guides/wordmust.php>)
- [WebAIM: Microsoft Word](http://www.webaim.org/techniques/word/)  
(<http://www.webaim.org/techniques/word/>)