

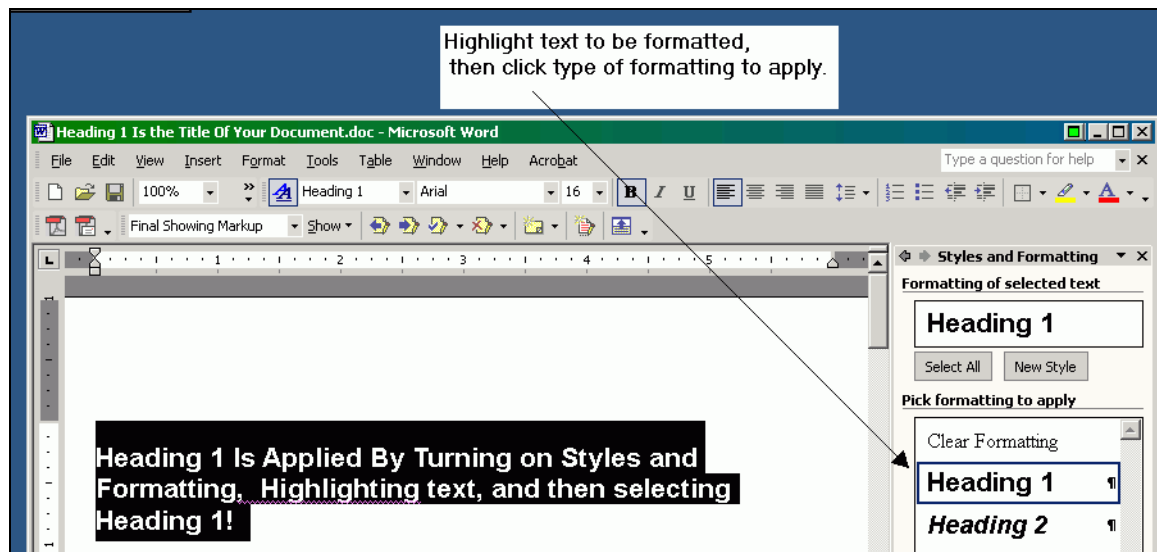
Creating a Word Document for conversion to Accessible PDF

Introduction

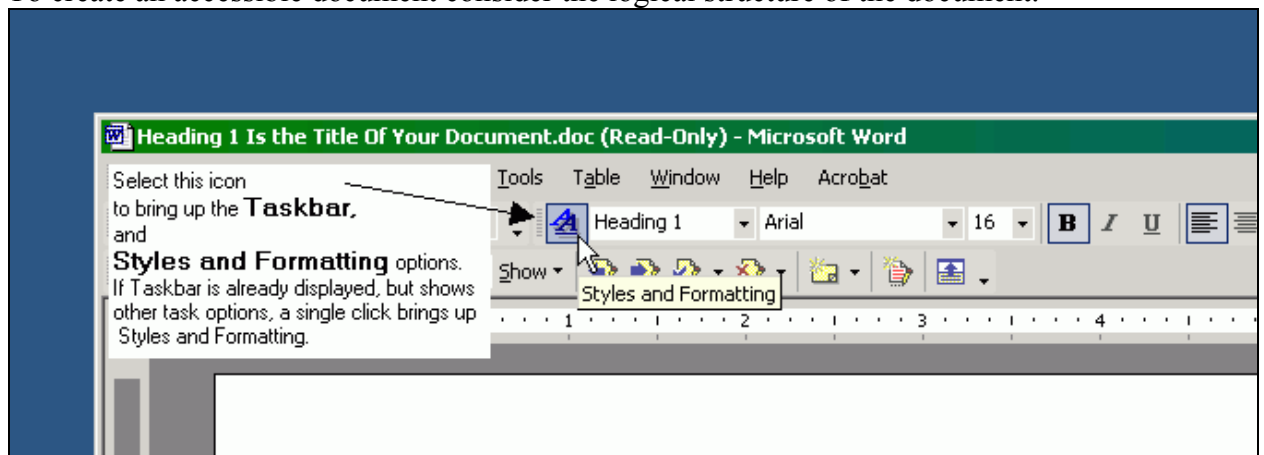
This document is intended to demonstrate the creation of a document in Word (v. 2000 or greater) that utilizes the style formatting options. By using style this document can easily be converted into an accessible PDF.

The general rule is that the simpler the document's layout and format, the more easily it can be made accessible. Visually complex documents can be made accessible, but it can take a great deal of work. Keep in mind the manner in which the document is created. One must take into consideration the logical read order. Adobe Tagged Portable Document Format (PDF) can provide the cues about the reading order of the text and alternate explanations of graphics and tables that are necessary to create an accessible document. Converting documents to Tagged PDF is becoming a great concern due to copyright concerns regarding documents posted on the web: Adobe considers them a robust, long-term solution for creating accessible documents. Tagged PDF represents various components of a document, such as chapters, heading styles, blocks of text, tables, graphics, and so on, as tag elements. The tag structure is similar to markup languages such as HTML and XML. A document's structure is represented as a hierarchy of tag elements. The order in the hierarchy represents the reading order of the document. Since the content is represented with tag elements, other applications can extract the information and reuse it for other purposes. At this time not all tag elements are available to screen readers, so the more logical layout is used, the more accessible the PDF will be.

Heading 1 Is Applied By Turning on Styles and Formatting, Highlighting text, and then selecting Heading 1!

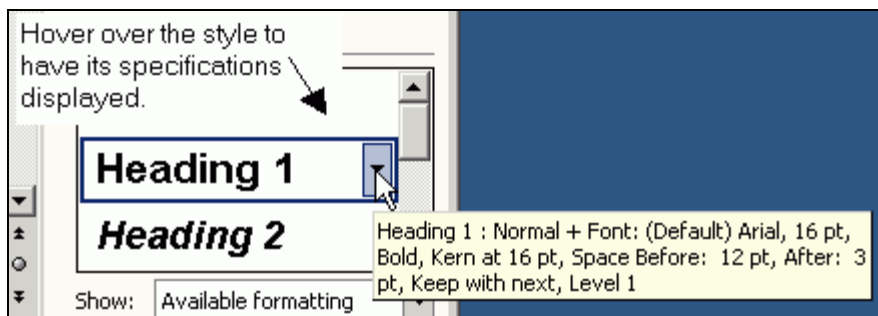


To turn on the “Styles and Formatting” sidebar, double click the AA icon to the left of the formatting options on your menu bar. Alternately, select View > Taskbar. This will turn on the taskbar to the side of your working document. The taskbar’s top line offers a pull down menu of options. Highlight the text you wish to format, then click the type of formatting you wish to apply. To create an accessible document consider the logical structure of the document.

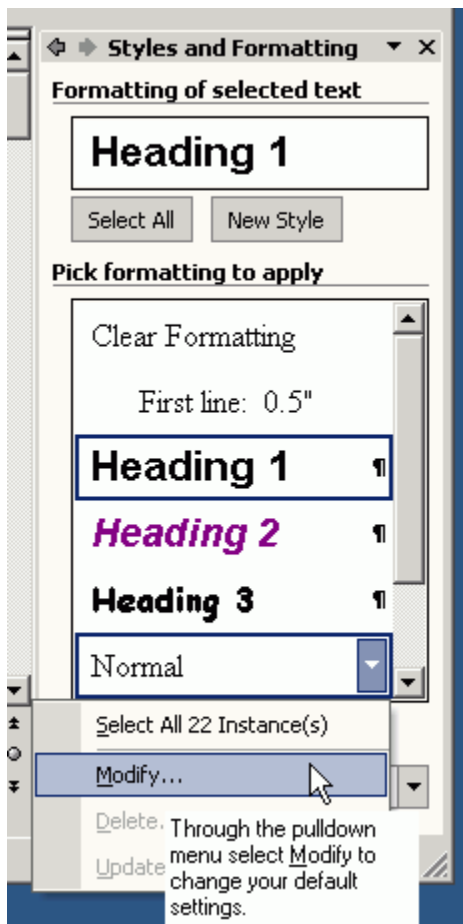


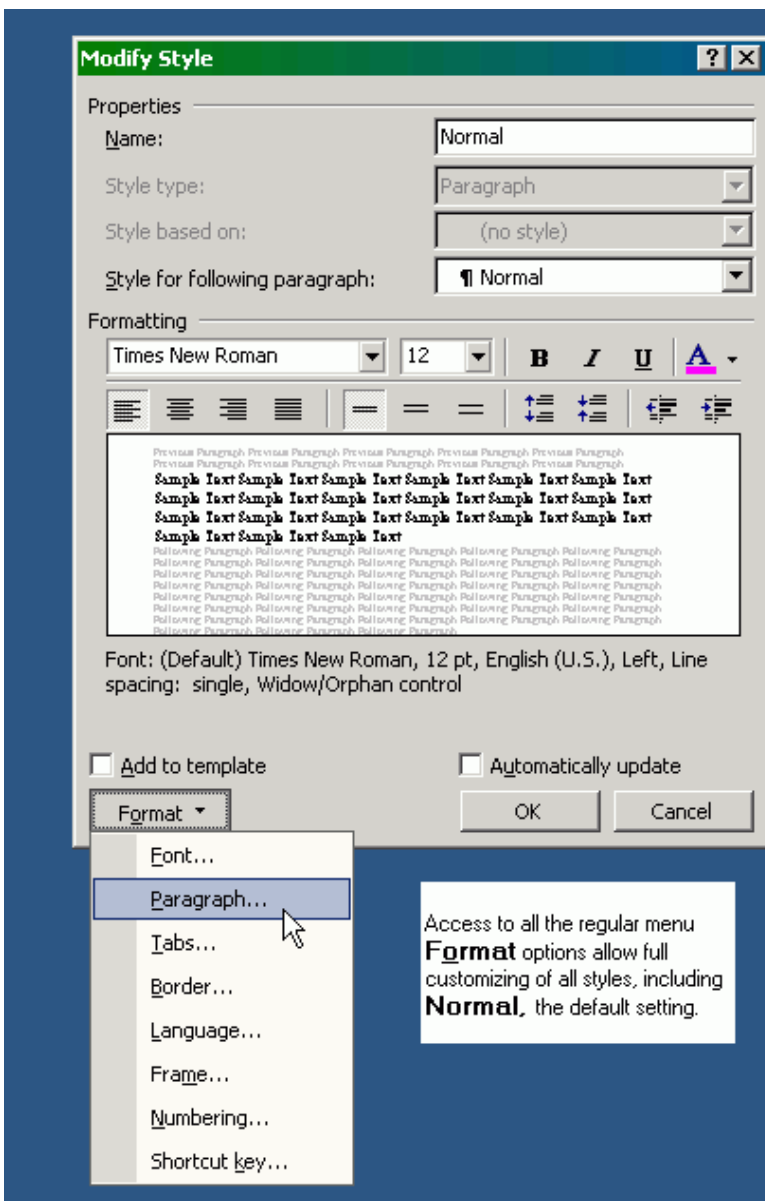
Heading 2 Offers you a Subtopic Option or a Section Option depending upon how complicated your document is.

General content paragraphs would have the “Normal” style section – the default. It is applied to paragraphs that have no special style or formatting requirements. Your default settings are displayed when you hover over your style choice. All styles are customizable in their naming convention and their display.



One nice visual aspect about the taskbar is that it displays the styles as they will appear in your document. You may modify your “Normal” settings by right-clicking it with your mouse, or by using the pull-down menu available when you select the style in the Taskbar. Select Modify, and a new window “Modify Style” will open with properties such as Name, Style Type, Style based on, Style for the following paragraph. Also this menu contains Formatting options including font type, font size, Bold, Italics, Underline, and Font color. On the next line you are offered the options for alignment, line spacing, and other spacing options. At the bottom of this dialogue box are the Add to template, and Automatically update options. Three more tab-accessible options include access to the format menu through a button, as well as the ok, and cancel options.





Next heading 2 opens a new subtopic.

This subtopic has two parts so I will use the heading 3 option to clarify this issue. If this was to be a very complicated document selecting Show: All Styles would offer you more complex options. Such things as Body Text levels, Header, Footer and Date are available

Here is part one of new subtopic formatted with heading 3.

Paragraph below would be “Normal” layout. Paragraph could have special formatting if desired. That would be specified in New Style of Styles and Formatting section. Apply any formatting necessary, but maintain paragraph style type to enable conversion to other types of documents such as PDF or HTML.

Here is part two of new subtopic also heading 3.

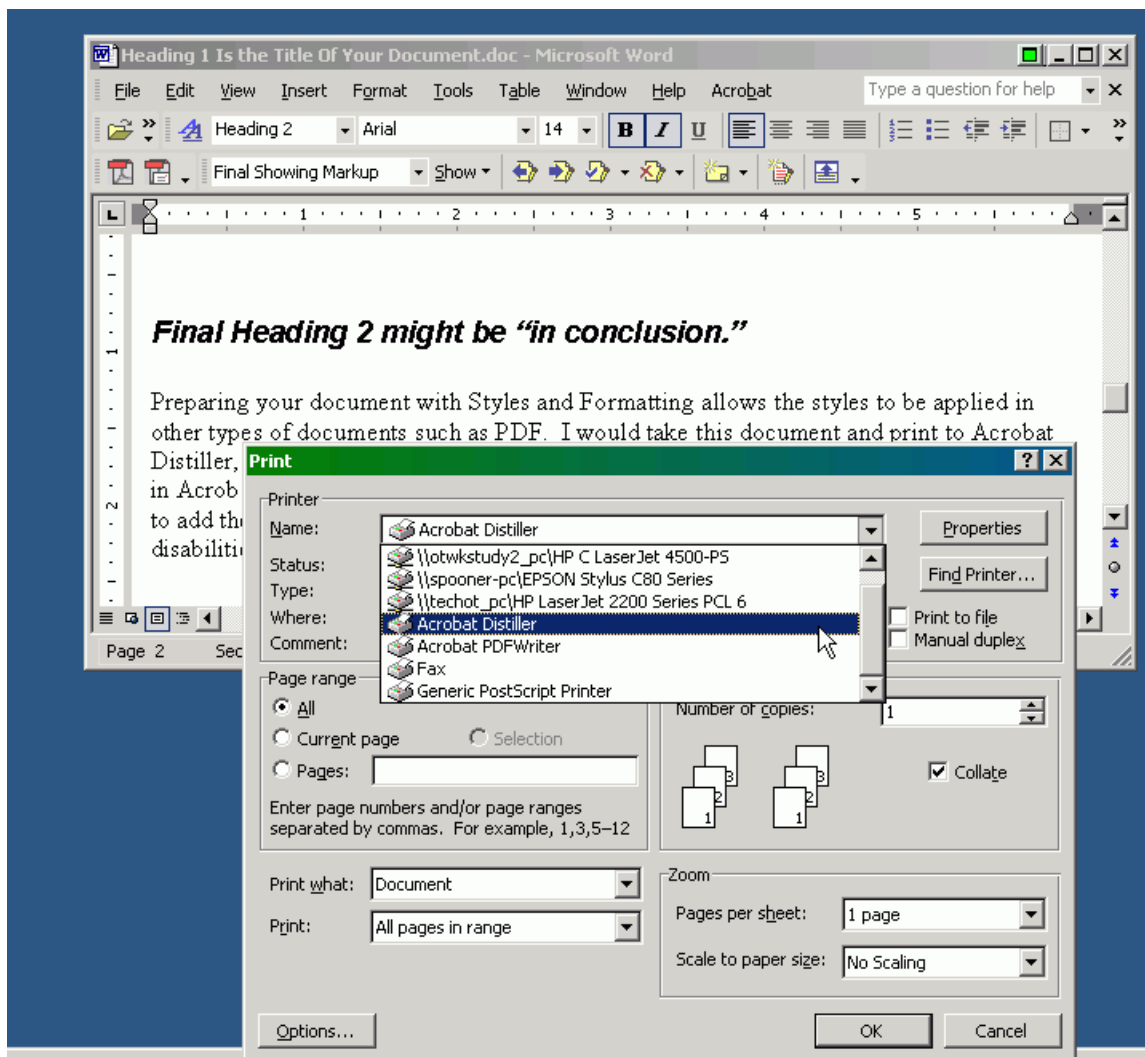
The first part might lead to a quote:

This paragraph might contain a direct quote. Special formatting could be applied by creating a new style. For special formatting options, New Style offers the Format options from the regular Menu bar. Apply any formatting necessary, but maintain paragraph style type to enable conversion to other types of documents such as PDF or HTML.

The second part might have an accompanying picture. After inserting the picture in the document, select the picture and right click on it and select format picture. Alternately, you would select the picture, select Format > Picture on the menu bar. Of the tabbed options here, one is labeled Web. This brings up a text box where the alternative text for the picture is added. Unfortunately, when printed to PDF through either option, the Alt Text is not maintained. Also in this dialog box is the tabbed options labeled Layout – Selecting In-Line with Text will be the default used when converted to PDF.

Final Heading 1 might be “Conclusion.”

Preparing your document with Styles and Formatting allows the styles to be applied in other types of documents such as PDF. To convert this document to PDF you need to have Acrobat installed on the computer. Select Print from the menu bar and print to Acrobat Distiller (Distiller will auto launch Acrobat for you),



or

save as a PDF using the PDF icon interface that is available if you have Acrobat installed on your computer. From there the document can be opened in Acrobat 5.0, and if Make Accessible add-in has been installed, select “Make Accessible” to add the additional tagging that can make the PDF more usable to all people including those with disabilities. This document will be tagged with three “Parts”, made up of paragraphs and figures. Add the Alt text to the figures. Customize your tags by naming the Parts. Follow up with Tools > Accessibility Checker to detect unforeseen problems.