

Accessible Documents

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Microsoft Office Word

- What you should do:
 - use built-in styles and formatting for all text elements (headings, bulleted and numbered lists, language, paragraph spacing)
 - place images inline (group complex images)
 - add alternate text to images and non-text elements
 - create proper tables (try to keep them simple) with designated column headings
 - use built-in features to create navigational aids (hyperlinks, table of contents, cross-references, footnotes, indexes)
 - create proper columns
 - create proper headers/footers for repeating headers and footers
 - set document properties



- Avoid using:

- non-system fonts
- complex tables (row headers, nested tables, merged/split cells)
- hyphenation (just turn it off!)
- multiple spacing, tabs, carriage returns, line breaks, page breaks
- tabs, dashes, spaces, line breaks to create the appearance of columns or tables
- tables to create structure (when is a table not a table)
- pictures as bullet characters
- floating images
- bullets or numbers in front of a paragraph to give emphasis to your text (when is a list not a list)
- MS Word to create forms or complex documents (newsletters, posters, reports, books, presentations)



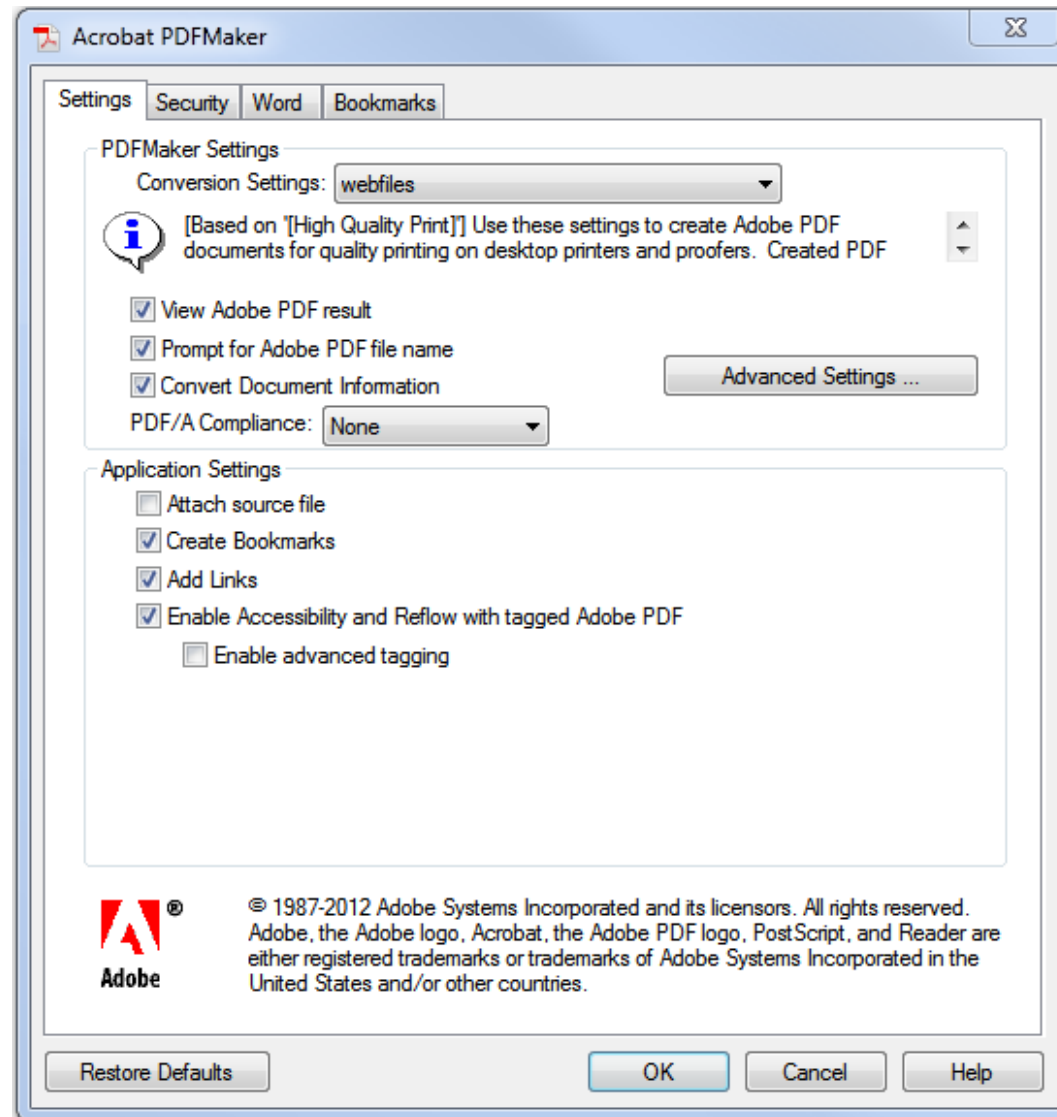
Conversion to PDF

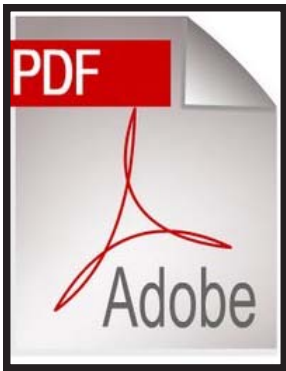
- Check the following options to define export settings:
 - View Adobe PDF result
 - Prompt for Adobe PDF file name
 - Convert Document Information
 - Create Bookmarks
 - Add Links
 - Enable Accessibility and Reflow with tagged Adobe PDF

Note: If you are using Word 2010, “.docx” documents to export to PDF, images, drop caps, and other objects will appear at the bottom of the tag tree and content panel in the PDF. To avoid remediation in the PDF save “.docx” documents as “.doc” documents before exporting to PDF.



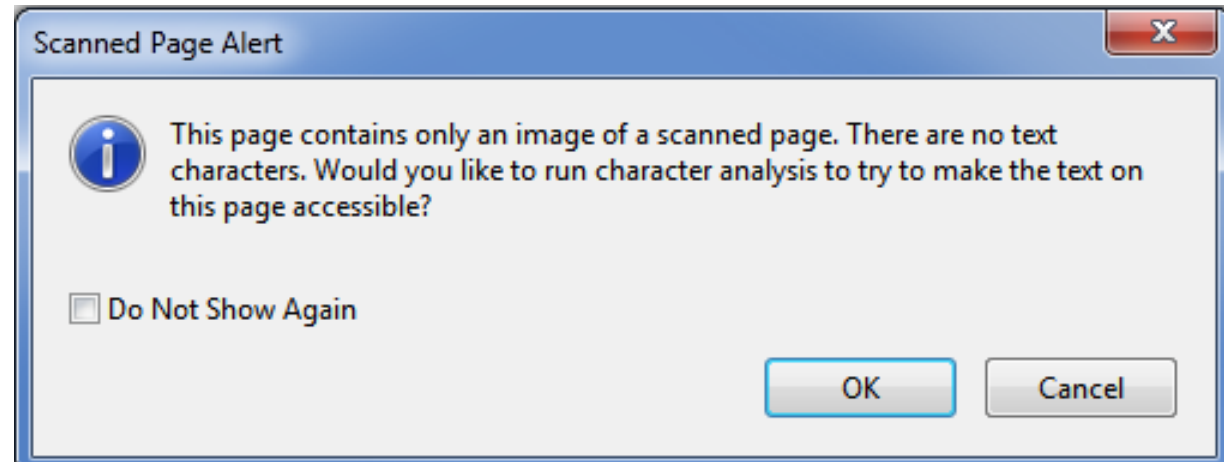
Screen Capture of Acrobat PDF Maker Export settings

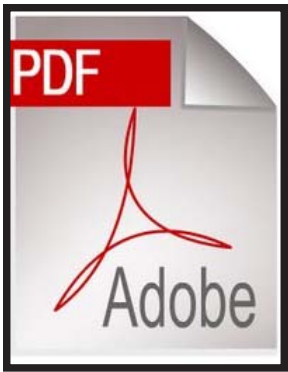




Adobe Acrobat Portable Document Format (PDF)

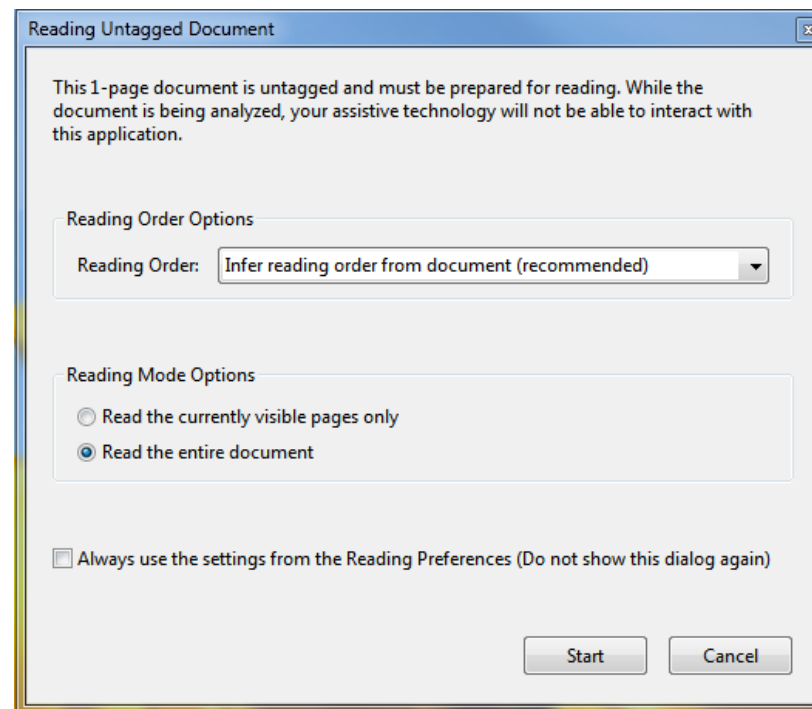
- Scanned Document, text is image file
 - Acrobat Professional will display a warning and provide the option to make this document accessible

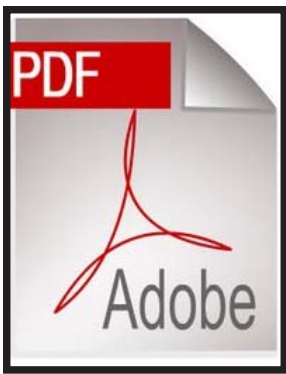




• Untagged PDF

- Acrobat Professional will display a warning and provide the option to make this document accessible

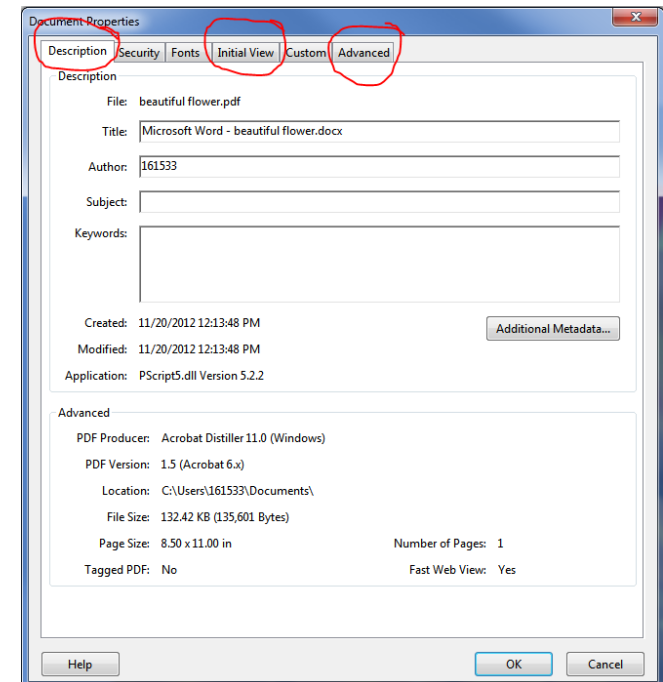


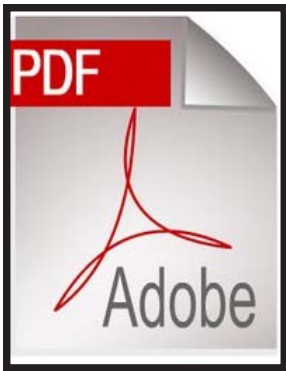


• Nice PDF (from a well formatted source)

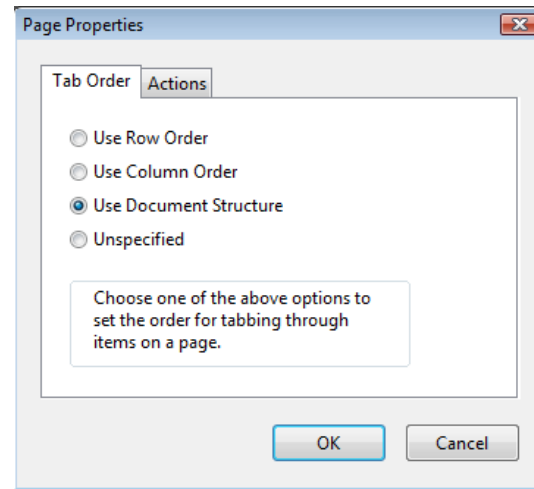
- Every PDF will require a few steps to ensure accessibility
- Maintain this order to avoid additional work:

1. Check document properties
 - a. Description Tab (Title, Author, Subject and Keywords)
 - b. Initial View Tab (Show=Document Title)
 - c. Advanced Tab (Language)

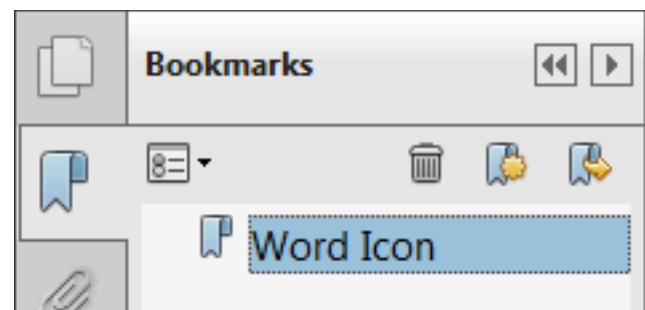


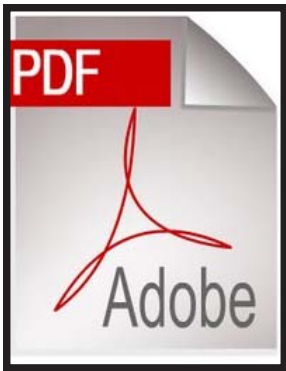


2. Set Tab Order

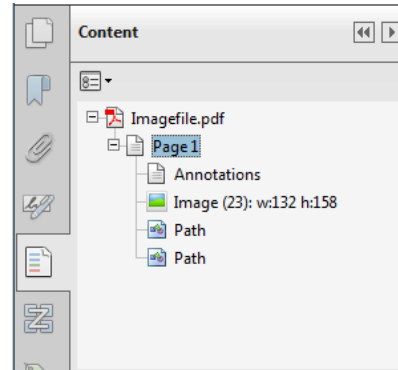


3. Check or add bookmarks



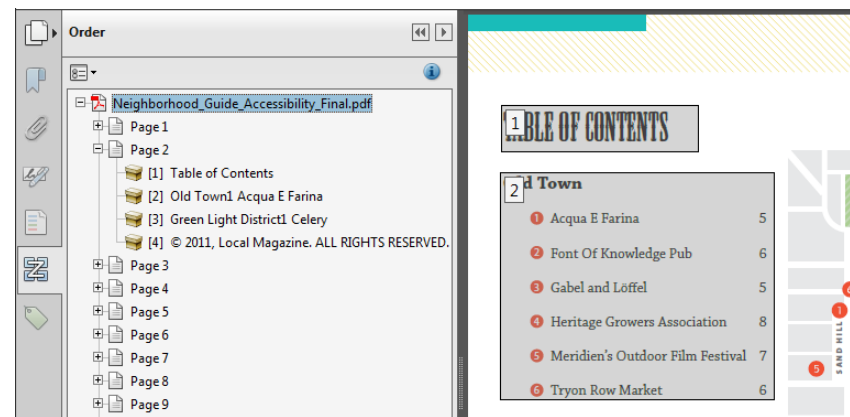


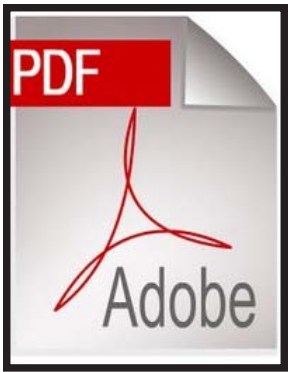
4. In the Content panel fix reading order, join text threads, delete empty containers



5. The Reading Order Panel

- a. Use this panel only for checking Reading Order and setting table structure





6. Check tags
7. Run accessibility checker
8. Fix/clear any errors
9. Run accessibility checker again
10. Save and close file.