

Creating Accessible Documents

Using Word 2010 and Acrobat Pro 9

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Section 1: Making Accessible PDFs from Scanned Documents

Scan Your Document

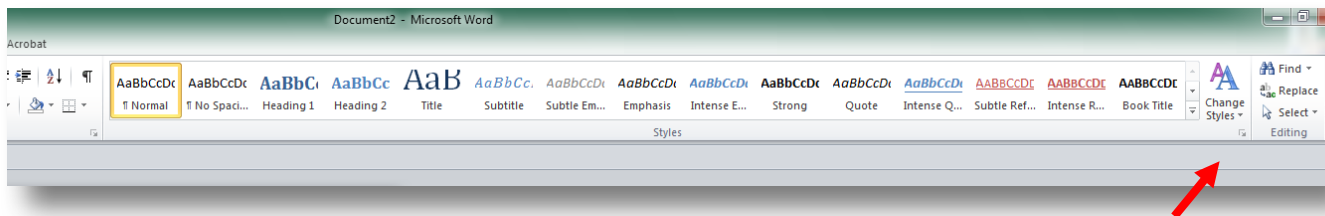
1. Open Adobe Acrobat Professional 9.0.
2. Place hard copy of document in feeder (face up for multiple documents or face down for a one-page document).
3. Select **File > Create PDF > From Scanner > Grayscale** (if no images) or **Color** (if you have images)
4. If scan is complete, select **OK**. If you have more pages to scan, select the second option available **Scan more pages (sheet 2)**.
5. Select **File > Export > Word Document**.
6. Save file on desktop as a word document.
7. Close Adobe Acrobat and open the newly created word document. Here is where you will make the necessary edits.

Section 2: Creating Accessible Microsoft Word Documents

Styles

Use “Heading” styles. A **Heading 1** comes before a **Heading 2** and so forth. Word has dozens of pre-set heading styles. If you don't like the pre-set styles then you can modify them to your own liking. Styles contain character and paragraph formatting to easily produce consistent looking documents.

See section named **Styles** in the home tab. If necessary, select **Styles Window** on the bottom right corner of **Styles** to expand your view.

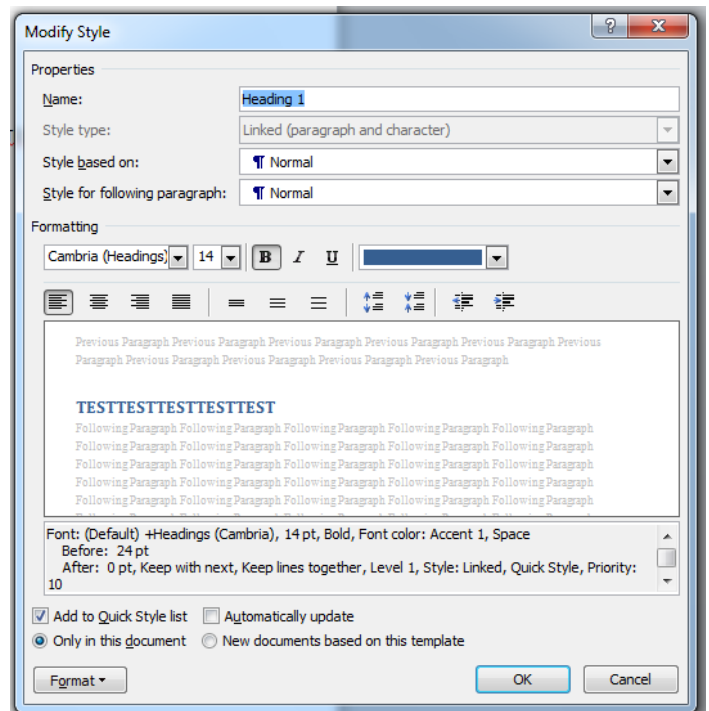


To use Heading styles, highlight the text that will be a header, then select **Heading 1** from the Styles pane or Styles Window.

To modify an existing style:

1. From the **Style pane** or **Styles Window**, move the mouse pointer over the style that you want to modify.
2. Right click the style you want to modify.
3. Select **Modify**.
4. Make desired changes (e.g., font, font size, etc.).
5. Press the **OK** button.
6. Select the text you want to add a style to.
7. Click on the appropriate style.

Any text where that style was used previously will be modified to match the selections you made.



Numbered or Bulleted Lists

1. Select the items to which you want to apply numbering or bullets.
2. Find the section named **Paragraph** in the home tab.
3. Click the numbering or bullets style that you prefer.

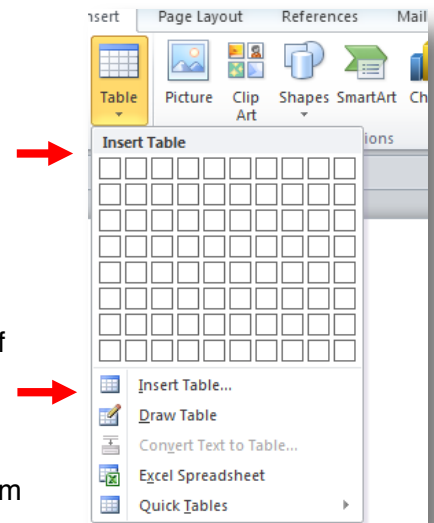


Tables

Tables should be used to present columns and rows of data. Use borders around tables to separate them from the rest of the document.

To add a table:

1. Select **Insert** tab.
2. Select **Table**.
3. You can either move your mouse pointer over the desired number of columns and rows, or you can select **Insert Table**, input the desired number of columns and rows, and select **OK**.

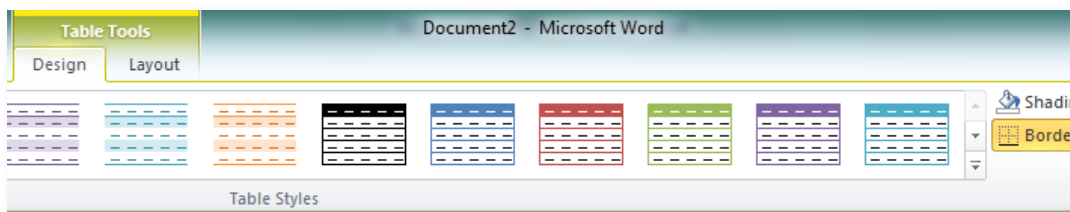


A Heading row should be added to tables to distinguish the heading text from the data area of the table. Heading rows are also important if the table spans more than one page.

Fruit	Sales 2006	Sales 2007
Apples	14 bushels	12 bushels
Pears	15 bushels	16 bushels
Peaches	10 crates	15 crates

To add a heading row:

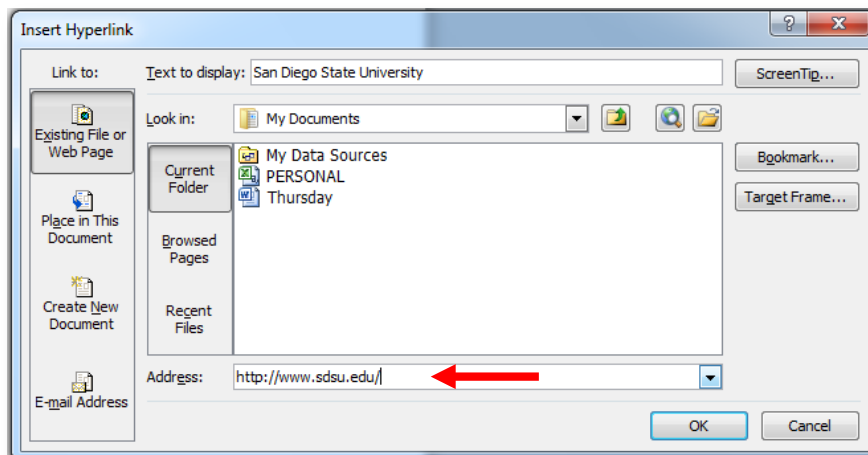
1. Select a desired table style from the **Table Styles** menu.



Hyperlinks

Hyperlinks can link to pages on the Web, other documents, or other areas of the same document. Hyperlinks should describe the purpose or target of the link. Avoid the use of words such as "More" or "Click Here".

1. Type the text that will be used for the Hyperlink such as "San Diego State University".
2. Highlight the text and from the **Insert** tab and select **Hyperlink**.
3. In the Address field, type the URL (including "http://") and press the **OK** button. After selecting **OK**, you will recognize that the highlighted text has been changed to a hyperlink which is universally recognized with blue text and an underline.



Pictures

Place the cursor where you want a picture to appear. From the **Insert** tab, select **Picture**. Select the source of the picture (which may be from a file on the computer or flash drive) and select **Insert**.

To add alternative text to pictures:

1. Right click on the image.
2. Select **Format Picture**.
3. Select the **Alt Text** tab.
4. Type the alternative text in the title field. For the image to the right, the title would be "Statue of Liberty".
5. Click the **Close** button.



Section 3: Converting an Accessible Word Document to an Accessible PDF

Save Word Document as PDF

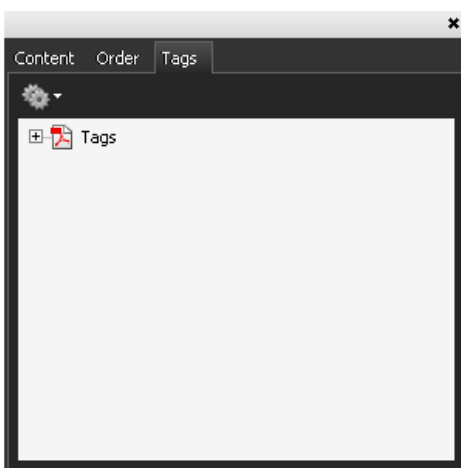
1. Select **File** on the top-left side of the screen, move cursor over **Save as Adobe PDF**.
2. When the **Save Adobe PDF File As** dialog box appears, type in a filename.
3. Click **Save**.

Set Document Properties

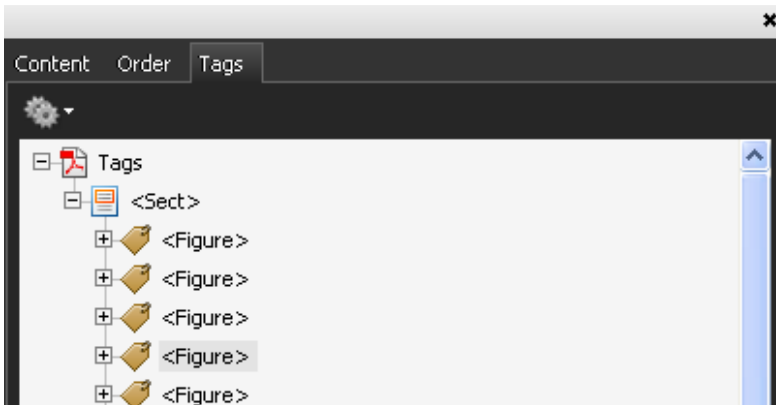
1. Open the PDF file in Adobe Acrobat Professional 9.0.
2. Select **File** and then **Properties**.
3. Click on the **Description** tab and make certain that the **Title** and **Author** areas are filled out with the proper information. The title is taken from the first heading of your Microsoft Word document. If you wish to have a different title, erase the title and provide a different one.
4. Click on the **Advanced** tab in the Document Properties dialog box and in the section labeled **Language**, select **English** (or whichever the language you prefer). If you don't select the appropriate language for the document, the screen reader will have difficulty reading the document correctly.
5. Click **OK** to save your settings and close the Document Properties dialog box.

Check Tags

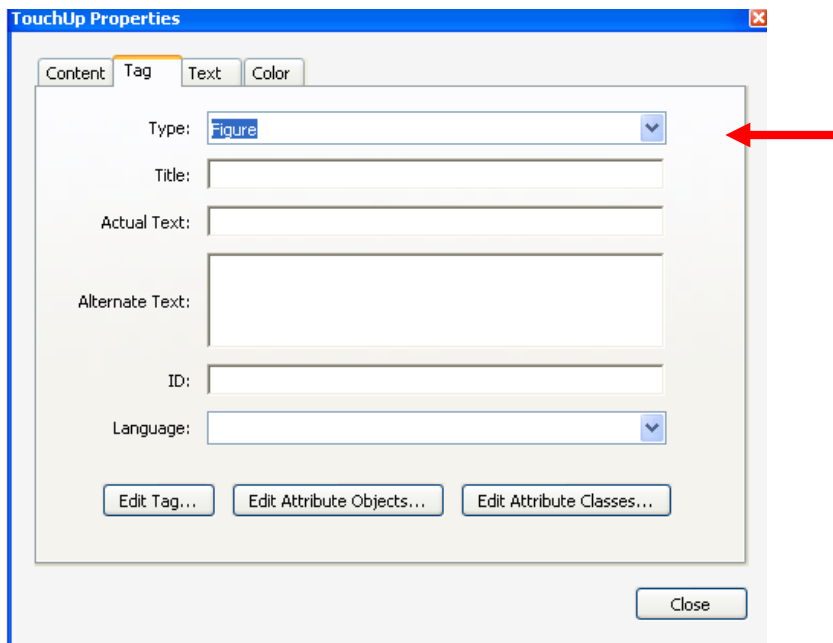
1. Select **View > Navigation Panels > Tags**. In order to view the tags, click on the “+” button. If there is another “+” sign, there are more items you can reveal.



2. From the **Options** menu , select **Highlight Content**. Now, when you select a tag from the list the element will be highlighted in the document.

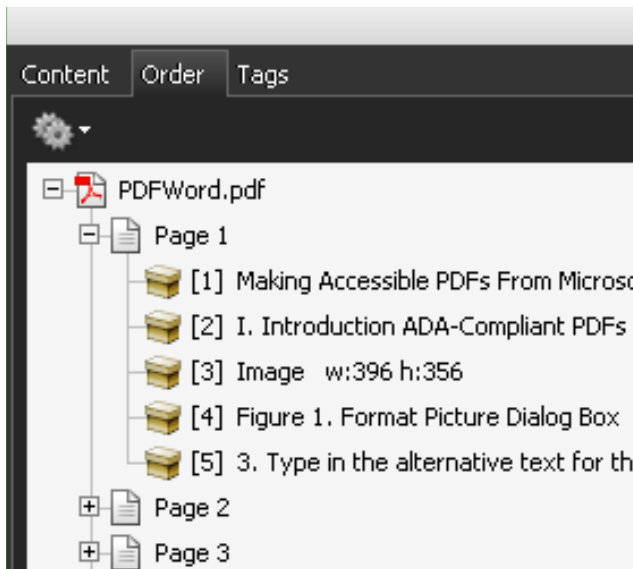


3. To make sure an element has an appropriate tag, right click the tag and then click **Properties**.
4. The TouchUp Properties window will open. Select the **Tag** tab and verify that the Tab Type is appropriate. Choose the appropriate type if needed. If the tag is an image, make sure it has Alternative Text and then click **Close**.



Check Object Ordering

1. To ensure screen readers handle the elements in the right order, click the **Order** tab.



2. Move the tags by clicking on the yellowish-beige colored boxes and dragging them into place.
3. Tags can be removed by right-clicking the item and selecting **Cut**.

Use the Screen Reader

1. With speakers turned on, select **View > Read Out Loud > Activate Read Out Loud**.
2. Re-select **View > Read Out Loud > Read to End of Document** and listen to the document being read. An accessible document should read in a logical order. If alternative text tags have been added properly on the images, the computer voice should also read the content of those tags.

Create an Accessibility Report

1. Create an accessibility report by selecting **Advanced > Accessibility > Full Check**.
2. When the Accessibility Full Check dialog box appears, confirm there is a checkmark where it says **Create Accessibility Report**. Retain the other default settings in this dialog box.
3. Click on the **Start Checking** button and the Accessibility Full Check will begin.
4. After the Accessibility Full Check has completed its analysis, Adobe Acrobat will provide you with a full accessibility summary and tips on how to fix any problems that might have been found. This summary report will appear in the window to the right of the PDF document where Adobe Help generally resides. If accessibility problems have been detected and flagged, fix them according to the instructions provided in Adobe Acrobat.
5. Continue running the Accessibility Full Check until there are no longer any accessibility problems detected. In certain circumstances, you may wish to make the fixes in the original Microsoft Word document and then convert it to PDF once more. This will ensure that your Microsoft Word document is compliant in case you ever return to it in the future to make edits or changes.
6. Save the PDF once more by selecting **File** and then **Save**.