

Microsoft Word 2013

MISA AODA Web Accessibility Toolkit



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About PDF Accessibility

Making PDFs accessible benefits many users, not just individuals with disabilities. For example, the underlying document structure that allows a screen reader to properly read a PDF aloud also makes it possible for a mobile device to correctly reflow and display the document on a small screen.

The original source document should be created and edited with accessibility in mind. Adding structure to the document by using styles rather than character formats for items such as headings and lists help to do this. Adding alternate text descriptions to graphics and using tables only when necessary (and not for formatting reasons) also help.

Part One: Preparing Accessible PDF Documents Using Microsoft Word 2013

Step 1: Format Your Report in Word 2013

Clear, Useful Content

- Where possible avoid government jargon and use plain language that the average reader will understand (Grade 3-6 level is ideal but it is **important to know your audience and write to their level of understanding**).
- Keep your sentences and paragraphs short and succinct – use bulleted lists to set off key points or lists.
- Always provide meaningful content that is focused on your customers' needs.
- Consistency is key. Refer to your organization's Brand Guidelines or Writing Style Sheet.

Set up Microsoft Word

1. Turn on Paragraph Marks (Home Ribbon > )
2. Navigation Pane (View → Check off Navigation Pane)
3. Ruler (View → Check off Ruler)
4. Check for Accessibility (optional)

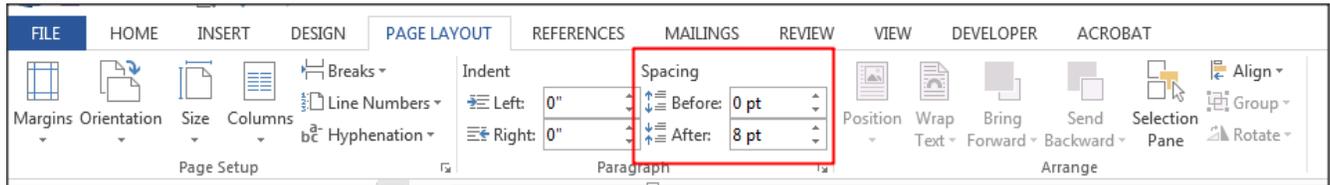
General Text Recommendations

- Use Quick Styles in the Home ribbon to change styles.
- Text should be at least 12 point.
- Multiple spaces are read as "blanks." Do not use more than 3 in a row.
- Don't create your own custom styles (different fonts, font styles, colours, etc.) or draw lines to break up content. Format lines as part of the paragraph style.
- Don't use text boxes.
- Don't underline text or use contrasting text colour.
- Don't use multiple spacing or multiple tabs to align text in rows or columns.
- Use "space before" and "space after" style properties to create space between paragraphs. (Avoid using Enter to create space).

Helpful tools you should know

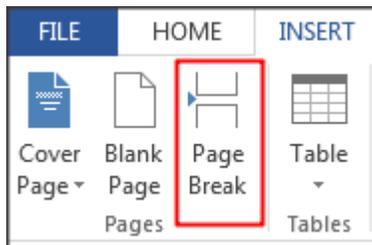
Insert spacing before and after a paragraph (instead of pressing “Enter” several times”)

Increase spacing before and after the paragraph.



Insert a page break

Instead of pressing “Enter” to go to start typing on the next page, insert a page break.

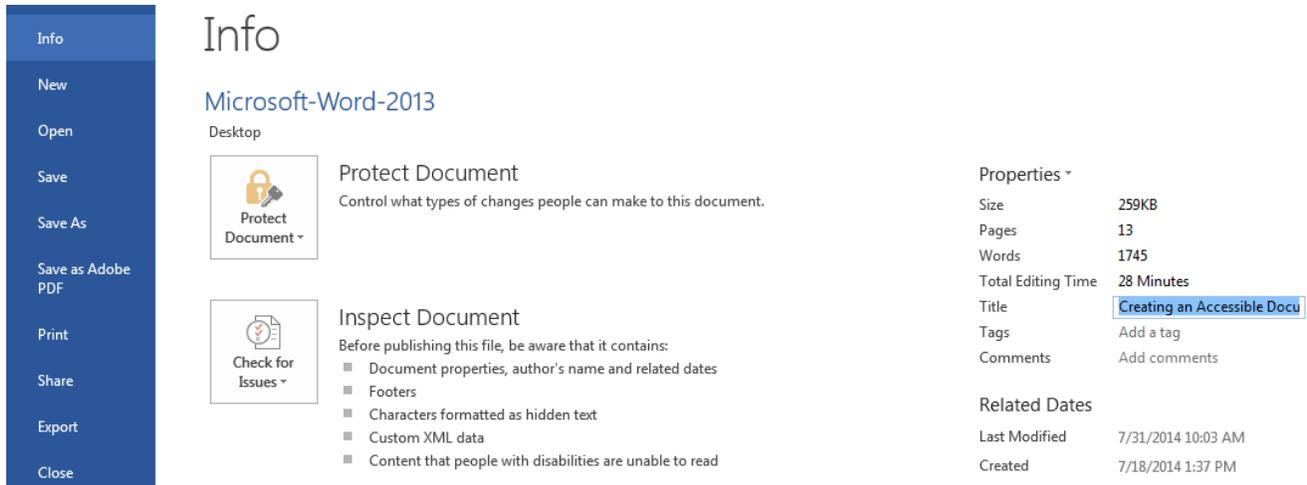


Document Properties

Descriptive details can be added to the document properties including Language, Author, Title, Subject, Status, Comments.

How To Add Document Properties:

1. Open the **File** tab > **Info**> **Properties** (right side of screen)

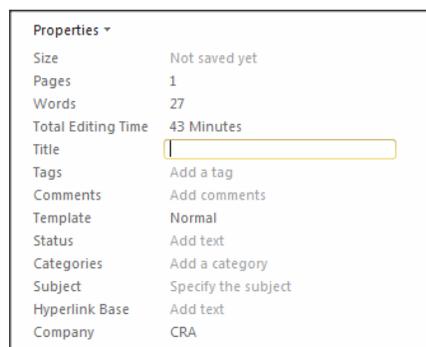


The screenshot shows the Microsoft Word 2013 interface. On the left is a blue ribbon with the 'Info' tab selected. The main area is titled 'Info' and shows 'Microsoft-Word-2013' on the 'Desktop' tab. There are two main sections: 'Protect Document' and 'Inspect Document'. The 'Protect Document' section has a lock icon and the text 'Control what types of changes people can make to this document.' The 'Inspect Document' section has a checkmark icon and the text 'Before publishing this file, be aware that it contains:' followed by a list of items: Document properties, author's name and related dates; Footers; Characters formatted as hidden text; Custom XML data; and Content that people with disabilities are unable to read. On the right side, there is a 'Properties' drop-down menu with a list of document statistics: Size (259KB), Pages (13), Words (1745), Total Editing Time (28 Minutes), Title (Creating an Accessible Docu), Tags (Add a tag), and Comments (Add comments). Below this is a 'Related Dates' section with 'Last Modified' (7/31/2014 10:03 AM) and 'Created' (7/18/2014 1:37 PM).

2. Select either **Show Document Panel** or **Advanced Properties** from the Properties drop-down menu.
3. Add appropriate descriptive details to the document:

Required:

- **Title:** The title of the document.
- **Tags:** enhance search by providing two or three keywords about the document. Separate your keywords with commas.



The screenshot shows the 'Properties' drop-down menu. It lists various document properties and their current values or actions: Size (Not saved yet), Pages (1), Words (27), Total Editing Time (43 Minutes), Title (with an empty text input field), Tags (Add a tag), Comments (Add comments), Template (Normal), Status (Add text), Categories (Add a category), Subject (Specify the subject), Hyperlink Base (Add text), and Company (CRA).

Headings

All documents are required to have headings. Headings organize your content for individuals who use assistive devices such as screen readers and help readers to quickly skim and scan your content.

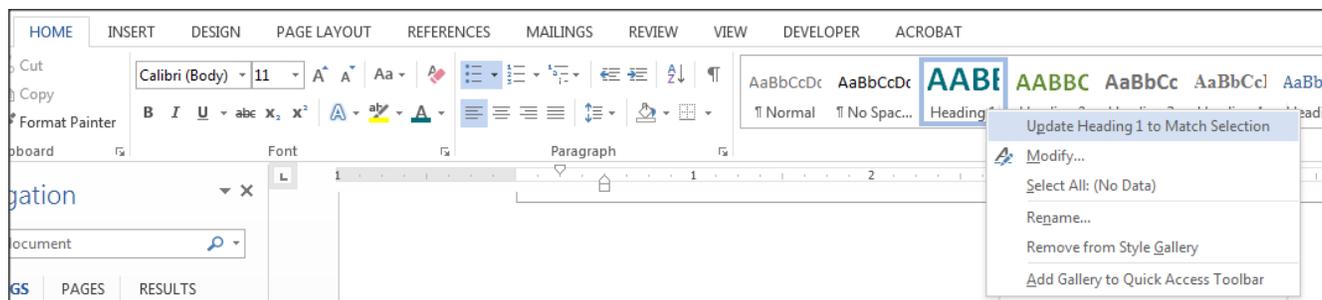
- Headings provide a Table of Contents for users of adaptive technologies (i.e. screen readers) so they can ‘jump’ to a section they are interested in.
- Use headings (h1, h2) to convey document structure. Divide large blocks of information into more manageable groups or chunks (where natural and appropriate).
- Every content page must include:
 - Heading 1 <h1> at the top of the page.
 - Heading 1 is used only once per page. Subsequent headings must follow the logical/sequential order:
 - Heading 2 <h2> always follows a Heading 1 <h1>
 - Heading 3 <h3> always follows a Heading 2 <h2>

How To Add Headings:

1. Highlight the text in the document that requires a heading style.
2. Select the **Home** tab in the top menu.
3. Select the required heading style in the Styles section of the menu.
 - **Heading 1** will apply the Heading 1 style to the selected text in the document. There should only be one Heading 1 per page.
 - **Heading 2** will apply the Heading 2 style; and so on up to Heading 6.

How to Modify Headings:

1. Change the font as you normally would using the “Font” tools in the Home Ribbon
2. Select the text
3. Right click on the heading you would like to update in the Styles section of the Home Ribbon
4. Select Update Heading # to match selection



What headings do you have in your document?

Use the navigation pane by choosing the “View” tab and check “Navigation Pane.”

Images, Pictures, Logos, and Graphs

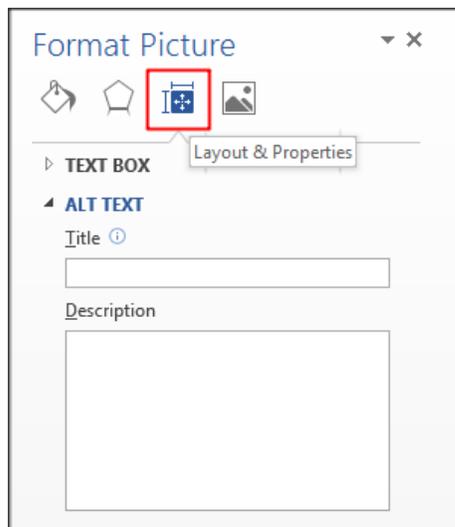
- Use an Alt Description that is less than 75 characters in length, and include enough information for a visually-impaired reader to easily understand what the image is showing.
- Alt Descriptive text is read by screen readers to describe graphics and images for people who are blind or have low vision.
- Do not use “image of”, “picture of” as most screen readers will already state this.

Good Alt Description: *Teacher talking to a student in a classroom.*

Poor Alt Description: *Picture of female teacher talking to a teenage male student with a yellow t-shirt and jeans.*

How to Add Alt Descriptions to Images:

1. Right-click on the image to be formatted. Choose **Format Picture**.
2. Choose Layout and Properties
3. Expand the Alt Text area
4. Add the appropriate Alt Description for the image. You do not need to add a Title.



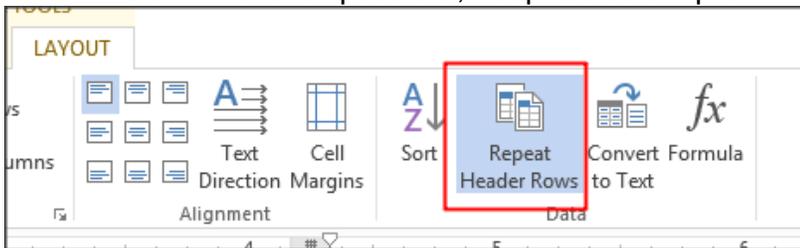
Tables

Use tables conservatively and primarily to represent tabular data – avoid using tables if there is a simpler way to represent the information (text).

- Don't use tables to format or layout content on a page, such as to position columns.
- Keep tables simple by avoiding merged cells and dividing complex data sets into smaller tables, where possible.

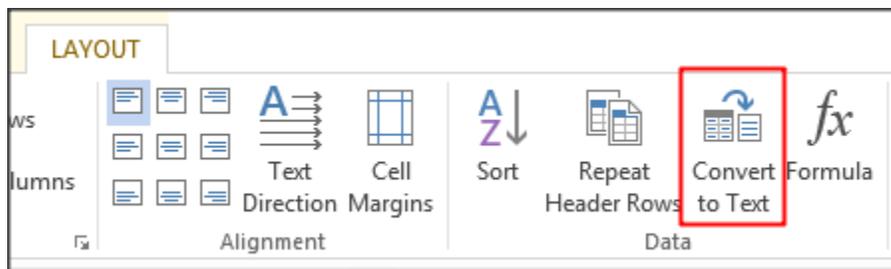
Table cells should be marked as table headers when they serve as labels to help interpret other cells in the table. Ensure your table header cell labels should be concise and clear.

1. Go to menu item: **Insert**
 2. In the **Tables** section, select the **Tables** icon
 3. Select the number of rows and columns you would like your table to have.
 4. Select the table and a **Table Tools** menu item should appear.
 5. Go to menu item: **Table Tools > Design**
 6. In the **Table Style Options** section, select the **Header Row** check box
- Note: Whenever possible, keep tables simple with just 1 row of headings.*

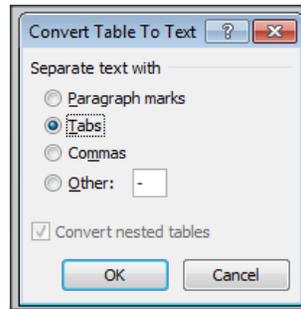


OTHER HELPFUL TOOLS:

The convert to text tool can be used if you use a table for layout purposes. Create a table, insert your content, select your table and choose Convert to Text.



Choose tabs to keep the formatting of your table.



Descriptive Links

Every hyperlink in a Word document needs to be accessible for all readers. Using proper Link text with all hyperlinks helps achieve accessibility.

Link text is the actual wording you see and click to view or open a link.

- Visit the [eSolutionsGroup Limited website](#)
- More information is contained in the [eSolutionsGroup: Association Suite Flyer](#).

Do not use words such as “click here” or “for more information” as your link text.

How To Add A Hyperlink To A Document:

1. Highlight the text in the Word document that represents the link.
2. Open the **Insert Hyperlink** box:
 - Click on the **Insert** tab. Select **Hyperlink**; or
 - Right Click on the highlighted text. Select **Hyperlink**.
3. Select an Existing File or Web Page.
 - Add the full URL of the website page you wish to link to in the Address: bar.
4. Click on OK to apply the changes.

Lists

Lists can be used throughout your document and used to define the order of the document.

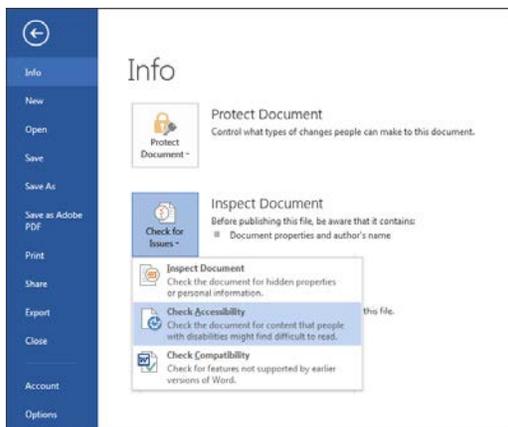
- Long lists do not need to be broken up with headings.
- There should be more than one item in your list
- Do not press “enter” between each line of the list to space out the document. Instead, use paragraph spacing.

Step 2: Perform an Accessibility Check in Word 2013

You can perform a **preliminary accessibility check within Microsoft Word 2013** to see how accessible your document is.

** This check does not guarantee compliance with AODA standards, but can be used as a starting point in ensuring your document is on its way to becoming accessible.

1. Within the *File* tab > *Info*> *Check for Issues* > *Check Accessibility*.
2. A panel on the right side of your screen will appear, highlighting any Errors, Warnings, and Tips regarding the content of your page.
3. Fix the listed errors, and check accessibility again until you receive a message that there are no accessibility issues in your document.



Ignore me!

The following errors can be ignored:

Hyperlink text is meaningful – just make sure you haven't used words such as "click here" and "for more information" as your links.

Missing Alt Text – Table – only skip this rule when it applies to a table. Adobe Acrobat Pro does not keep the table summary tag when converted from Microsoft Word 2013. We will need to manually add in a summary to all our tables in Adobe Acrobat Pro.

Object Not in Line – best practice would remove any objects from staying in line and clicking on "Format > Wrap Text > In Line with Text", however, if you really want to keep the image, feel free to ignore this area and make sure the reading order is correct in Adobe Acrobat Pro.

Step 3: Save Word 2013 Document as a PDF

Once you have created your Word 2013 document (with accessibility in mind), it can be converted to a PDF file. The "Save file as PDF" option does not guarantee accessibility of the PDF, and all content within the document **should still be manually reviewed** to make sure it is accessible.

1. Click on the Acrobat Tab
2. Choose "Create PDF"
3. Follow the dialogue boxes to save your PDF