Center for Faculty Development and Support

Making Documents Accessible in Word 2007 Tutorial

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Create a New Document and Set Up a Document Map

- In this handout, you will see instructions directing you to go to the **tab**, which is category name of many **groups** of functions that are displayed in a horizontal **ribbon**. The **Office** button has the major functions for saving and printing, Word Options, etc.

![Office button and ribbon](image1)

- Go to the **View** tab and select **Document Map** in the **Show / Hide** group. The **Document Map** window will open on your left.

After you applied a **Style** to a heading, sub heading, caption, etc. the heading structure will appear in their hierarchy in this window. This is also a handy function to check if an existing document has a heading structure.
Apply Styles

The “Styles” is a structural identity that you apply to your content elements that lets you prioritize the content elements as well as enhance the formatting and visual presentation quickly.

- By default, when you input text, it will appear as in Normal Style, the lowest in the heading structure.
- To apply a heading style, highlight your heading, or click once anywhere in your heading, and go to the Home tab and select the appropriate Heading style in the Styles group, such as Heading 1 for title, Heading 2 for the next level, Heading 3 for the sub titles, etc.

You can preview the result in your document as your cursor hovers over a Style. Click to apply the style.

- In the Document Map window, click and collapse the “plus” icon next to your first heading to a “minus” icon to view the hierarchy of your heading structure.
To change a heading back to a normal paragraph style, select your paragraph, or click once in the paragraph, go to the **Home** tab and select **Normal** in the **Styles** group.

Or you can erase all the Styles in your content and start over again by selecting all your content and click on the **Clear Formatting** button in the bottom of the expanded **Styles** group window.

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**Modify Styles**

- To modify the visual effects and formatting of your **Styles**, right click on a specific **Style** in the **Home** tab’s **Styles** group, and select **Modify**. The **Modify Style** window will appear.

- **For basic modifications:** The **Modify Style** window contains the selections for **Properties** and **Formatting**. In the **Formatting** section you can create a new Style based on a previous Style and change. In the **Properties** section you can modify the basic font attributes and alignment attributes.

- **For advance modifications:**
  - Click on the lower left-hand **Format** button in the **Modify Style** window. The option list will appear with formatting options such as paragraph, numbering, tabs, etc.
For example: To modify the **before** and **after** line spacing of headings, select **Paragraph** in the **Formatting** option list.

- In the **Spacing** group of the **Paragraph** window, modify the increments of space **Before** or **After** your **Style** by direct input or clicking on the up and down arrows.
- Click **OK** to preview document and exit the **Paragraph** window. Click **OK** again to confirm modification and exit the **Modify Style** window.

**Use Table for Formatting and Alignment of Text**

Tables can be used to align groups of text without using the Tab key or the Space bar in your keyboard and the result will make text formatting easier to control and the text-to-speech experience friendlier.

- Go to the **Insert** tab and select the **Table** icon and click on the **Insert Table** label below. The **Insert Table** window will appear.
- Enter the numbers of **column** and **row**. Click **OK** when done.
- Enter your groups of information in each cell and in the sequence that they should be read. The text-to-speech software by default will read the information in a table horizontally cell by cell, row by row, therefore do not leave empty cells or rows in your table because they will be read as
empty cells or rows, similar to the empty paragraphs with paragraph returns being read as “blank”.

- To format your information in a table, you can select the entire column or row, click on the column grid or the row grid and drag it horizontally or vertically to resize.

- For formatting purposes, make the table’s grid lines and borders invisible by selecting the entire table, go to the Home tab’s Paragraph group, and select the Border icon and click on the No Border option on the options list. The table will be invisible. Below are two examples of a table being used for text formatting purposes with or without the table grids.
Create Repeated Header Row for a Two-Page Table

- Follow the steps above to create a table.
- Create text labels for your column heads. Highlight this header row.
- Go to the **Layout** tab and click on the **Repeat Header Rows** label that toggles the on/off selections.

![Microsoft Word interface showing Repeat Header Rows option]

- OR, you can **right click** on the selected header row and select the **Table Properties** option. In the **Table Properties** window’s **Row** tab, check the option for **Repeat the Header Row for Top of Each Page** and click **OK**.

![Table Properties window with Repeat Header Row for Top of Each Page option highlighted]

Insert Image

- Go to the **Insert** tab’s **Illustrations** group. If you have your **own source** of images then select **Picture**, otherwise select **Clip Art** to use the resources in the **Microsoft Clip Art Gallery**.
- If you selected **Pictures**, you can browse for your image file and click **Insert**.
• If you selected Clip Art, the Clip Art window will open on your right. Input a search key word in the Search for field. You can also select a Media file type (photos, clip art, etc.) in the Results should be drop down combo list.

• Click on the down arrow next to your selected image and select Insert. Image will be inserted. To resize the image, click and drag one of the corner anchor points diagonally up or down. If you want to keep the aspect ration press the Shift key while resizing.

Add Alternative Text

Alt Text, short for Alternative Text, is the text equivalent information for your images. Since text-to-speech software can only access text, this information is crucial for users listening to your content to understand the purposes and descriptions of your images.

• Right Click on the image and select Size or Size and Position in the options list (depending on your product ID of Word you may need to select Format Picture after right click.)
Select the **Alt Text** tab in the **Size** window.

- Input your succinct description in the **Alternative text** area. Click **Close** when done. Your **Alt text** will be embedded in the image and will not be visible in the Word document.

### Insert Hyperlinks and Create Link Titles

Text-to-speech software, like some other software, is able to pull all the hyperlinks to an index table. It will enhance readability if the list of hyperlinks in this table is informative on their destinations and not a list of long URLs or “click here”.

- Input the name of the destination, i.e. name of your web site “SJSU Home Page”. This name becomes the **anchor** (launch pad) for your hyperlink.

- Highlight and right click on your anchor. Select **Hyperlink** in the pop up option list. (Or you can select the **Insert** tab and click on **Hyperlink** in the **Links** group.) The **Insert Hyperlink** window will appear.

- In the **Insert Hyperlink** window, by default the hyperlink function for **Existing File or Web Page** button is selected in the left column. The anchor that you just created appears in the **Text to display** field on top.

- Enter the URL of your destination (or copy and paste the URL from your browser that displayed the SJSU Home Page) in the **Address** field at the bottom of the window.

- Click **OK** when done.

  Note: Your anchors will inherit the Hyperlink Style and by default will be in blue and underlined.
• You should also enter the URL in parenthesis after the anchor in case you need to disseminate the content in print form however you do not have to make the URL a hyperlink.

Minimize Paragraph Returns

Every paragraph requires a paragraph return ¶ at the end for formatting purposes. When users with text-to-speech software try to read the content line by line, every extra paragraph return symbol for an empty paragraph will be read as “blank”. This could be quite annoying. You should delete these extra returns.

• Reveal these paragraph return symbols by going to the Home tab’s Paragraph group and click on the ¶ paragraph symbol that toggles the hide or show formatting symbols function in your content.

• Go to the Home tab’s Editing group that is on the right end, and select Replace. The Find and Replace window will appear. We need to find the double paragraph returns and replace them with a single paragraph return.

• ^p stands for paragraph returns. Input “^p^p” in the Find what field and input “^p” in the Replace with field. “^p” represents the paragraph symbol.
• Click the Replace All button to make the changes. All the extra paragraph returns will be eliminated.
**Convert to Adobe PDF**

By implementing the previous steps in Word, your document should be quite accessible for dissemination purpose. However many authors also choose to disseminate their documents as an Adobe PDF (portable document format) instead of the Word DOC format. Why? PDF documents can retain the visual format and fonts for users just as the elements appeared on the author’s monitor. When users read the PDF document in the Adobe’s Reader, they can use the zoom, bookmarks, go to page, etc. features to enhance reading without having to find the right version of Word or to install special fonts. In addition, users can use the Read Out Loud feature in the Reader to listen to the text being read.

- After you install Adobe Acrobat 9, you will see the Acrobat tab.
- Go to the Acrobat tab and select the Preference button.
- Make sure you have selected the Enable Accessibility and Reading with tagged Adobe PDF feature.

- Click OK when done. Select the Create PDF button to name, create, and save your PDF document.
- Your PDF document will appear in Acrobat Professional after the conversion is created.
• Click on the bookmarks icon on the left to see your headings. You can random access your content by clicking on these heading bookmarks.
• You can go to the View menu and select Read Out Loud to activate the text-to-speech function and have your text and images being read.