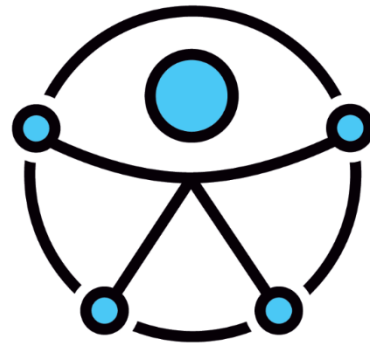


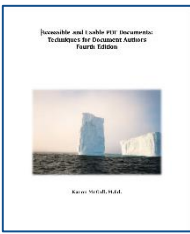
# Accessible Document Design



Microsoft Word to Tagged PDF Documents

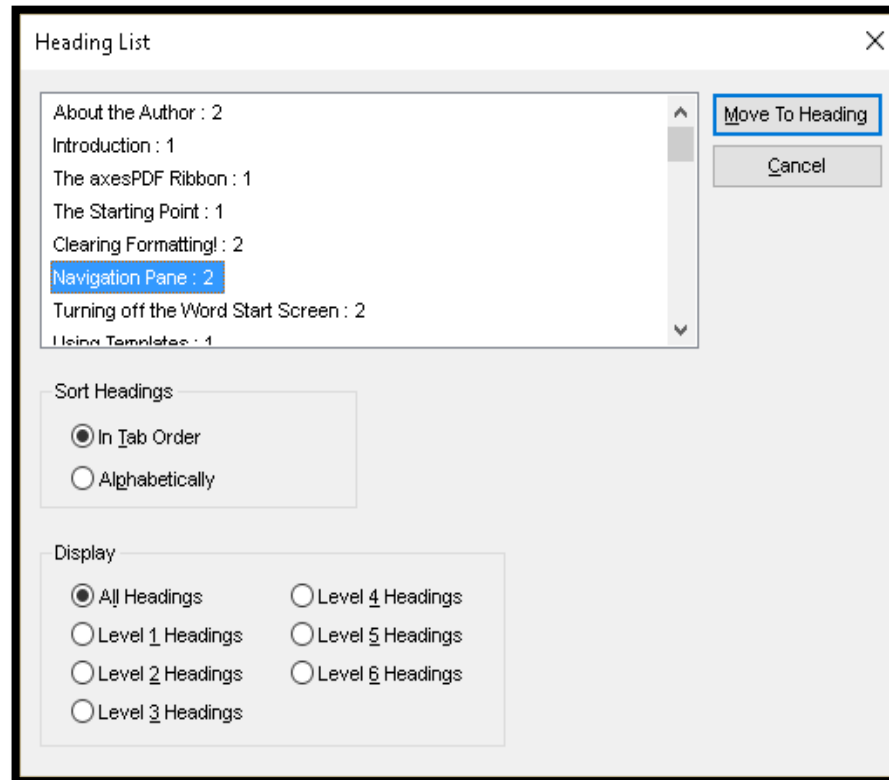
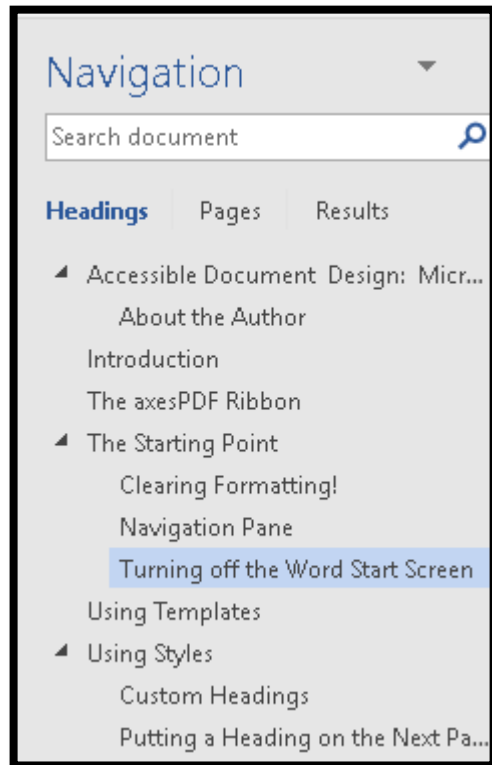
Karen McCall, M.Ed.

Copyright 2017



# Navigation Pane

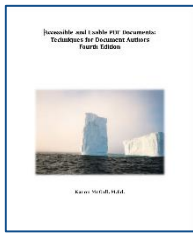
Alt + W, K or View Ribbon, Navigation Pane





# Headings are Navigational Structures

- Must be sequential – H 1 to H2 to H3 NOT H1 to H3.
- Use the Heading Styles in Word.
- Do not use Heading Styles for large pieces of content.
  - Create a Style for a callout.
- Can generate a Table of Contents using Headings.
  - References Ribbon, Table of Contents, Custom/Create or Alt + S, T, C.
- If you don't like the way a Heading looks, create a template and modify it.



# Document without Navigation

## Introduction

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

## Background Information

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

## Chapter One – Style is Everything!

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

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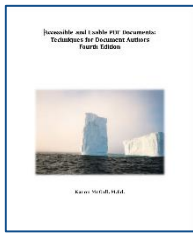
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.



# Table of Contents with Heading/Paragraph

## Table of Contents

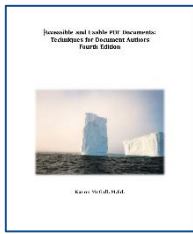
<b>Introduction.....</b>	<b>2</b>
Background.....	2
When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.....	2
History.....	2
<b>Chapter One.....</b>	<b>3</b>



# Table of Contents using Headings

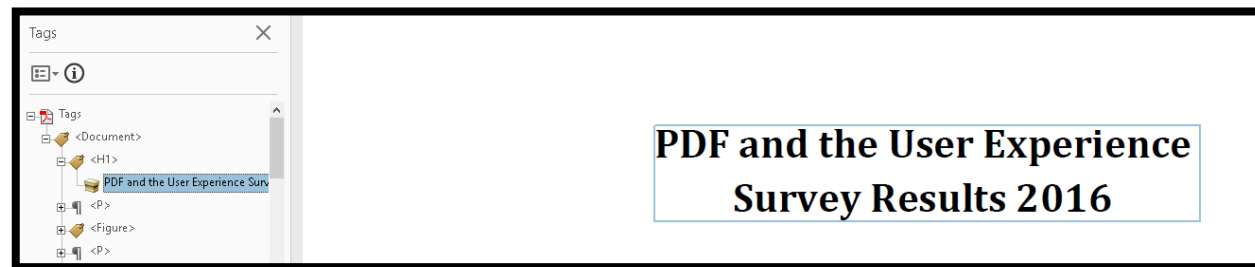
## Contents

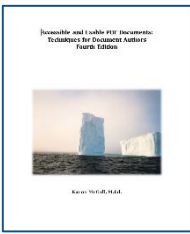
Contact Information.....	4
Introduction.....	4
Word.....	5
Clearing Formatting!.....	5
Navigation Pane.....	7
Templates and Themes.....	9
Themes.....	11
Turning off the Word Start Screen.....	13
Headings and Custom Headings.....	14
Custom Headings.....	16
Putting the Apply Styles Pane on the Quick Access Toolbar.....	19



# Heading Tags in a PDF Document

- Heading Tags can be <H1>, <H2>, <H3>, <H4>, <H5> or <H6>.
- Must be sequential.
- Headings are navigational points.
- PDF/UA states that the first Heading in a document must be <H1>.



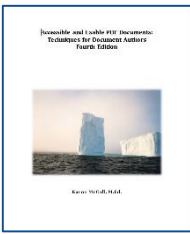


# Table of Contents in a PDF Document

The screenshot displays a PDF viewer interface. On the left, a 'Tags' sidebar is open, showing a hierarchical tree of document elements. The root is '<Figure>', followed by '<P>', '<H2>', and '<TOC>'. Under the '<TOC>' tag, there are several '<TOCI>' tags, with the first one highlighted in blue. On the right, the 'Contents' page is visible, showing a table of contents with the following entries:

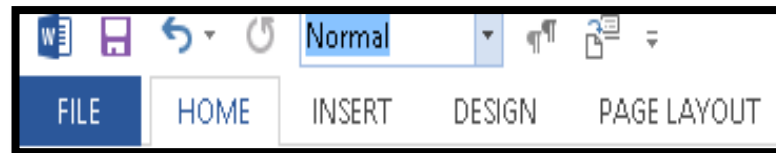
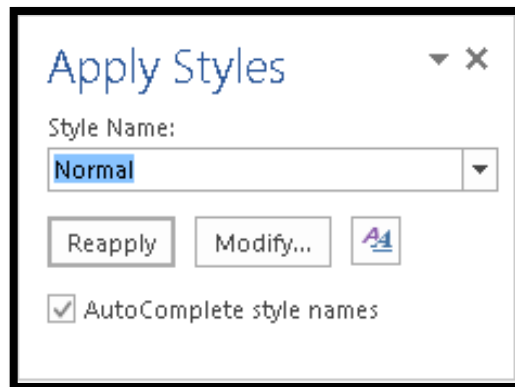
<b>From the Author</b> .....	<b>4</b>
Dedication.....	4
<b>Introduction</b> .....	<b>20</b>





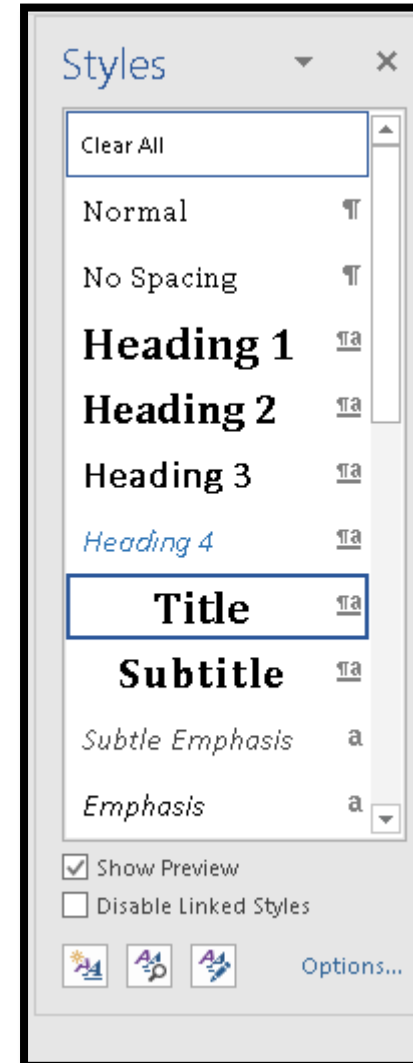
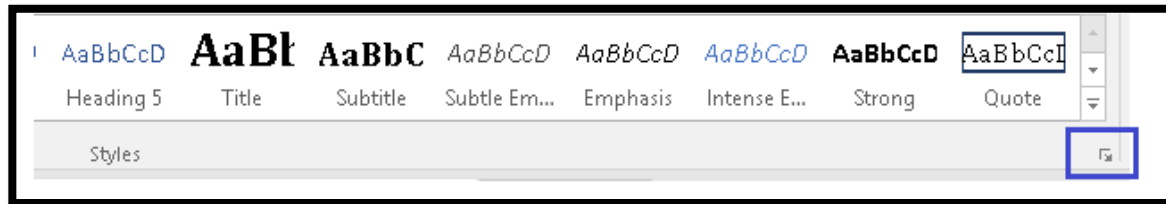
# Viewing and Applying Styles

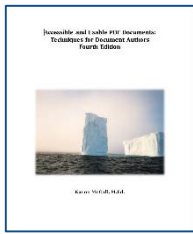
- Ctrl + Shift + S for the Apply Styles Pane.
  - Recommend that you put it on the Quick Access Toolbar.
- Alt + H, F, Y for the Styles Pane .
  - Faster than targeting the small icon in the Styles Group of the Home Ribbon.





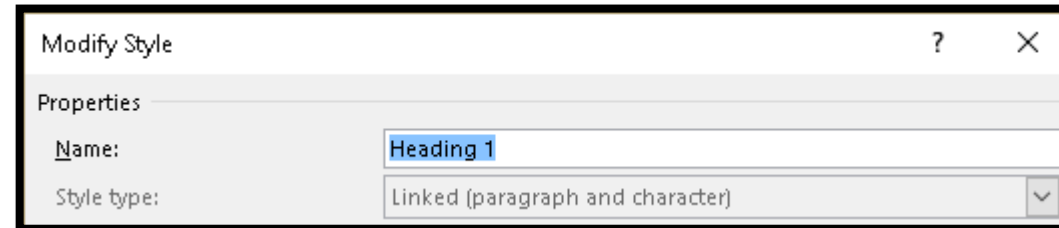
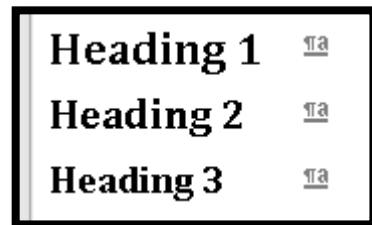
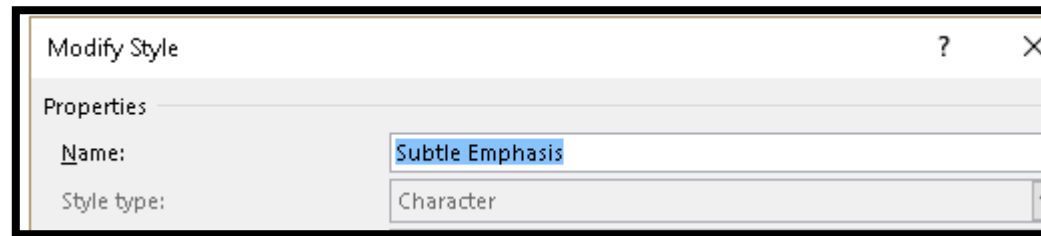
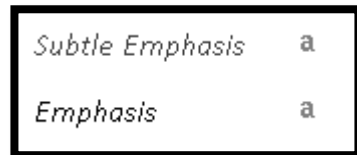
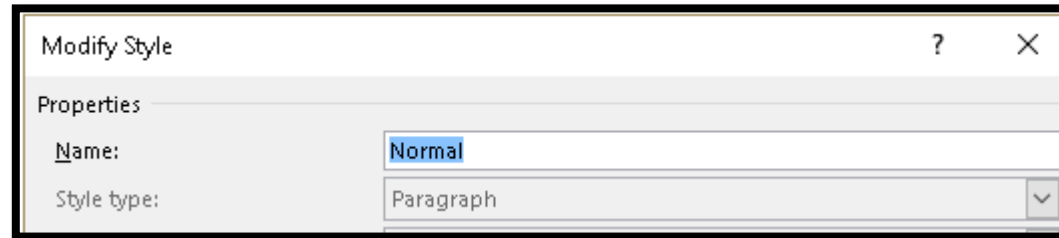
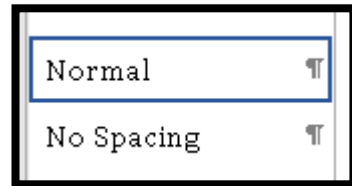
# Styles Pane

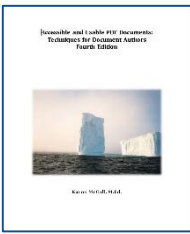




# Types of Styles

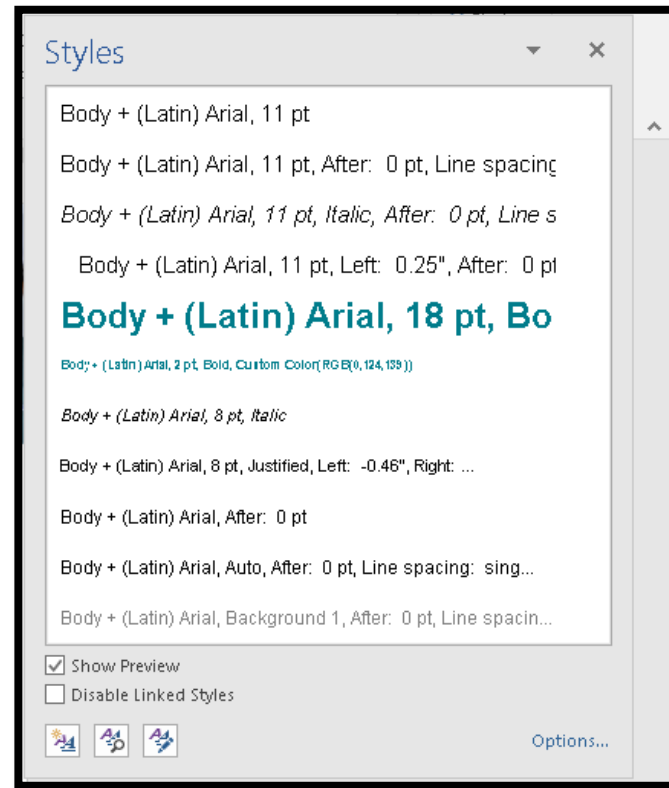
Paragraph, Character and Linked (Paragraph and Character).

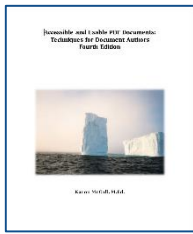




# Consequences of no Styles

Dog's breakfast of “stuff” that you or someone else has to sort through.





# Styles and Style Sets

Styles let someone immediately customize a document for their needs.

**Introduction**

Video provides a powerful way to help you prove your point. You can paste in the embed code for the video you want to add. You can use the keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

**Background**

For example, you can add a matching cover page, header, and footer. You can choose the elements you want from the different galleries. They are all coordinated. When you click Design and choose a new theme, all the graphics change to match your new theme.

**Historical Context**

When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style.

**Introduction**

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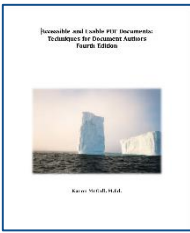
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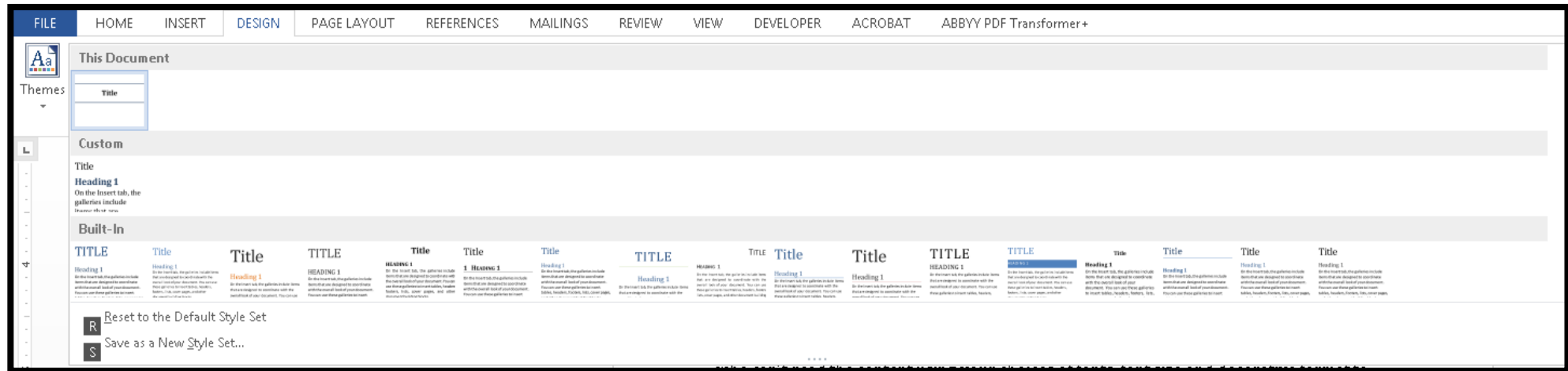
**Historical Context**

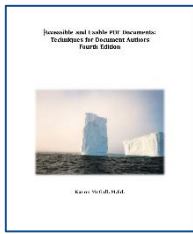
When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style. When you apply styles, your headings change to match the style.



# Style Sets

Someone can determine the font and font size they want to use for documents.





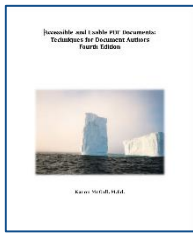
# Direct Formatting

- Direct formatting includes using Bold, Italic and Underline button.
  - Tells Word that no matter what else happens in the document do not change the font attributes.

## Background

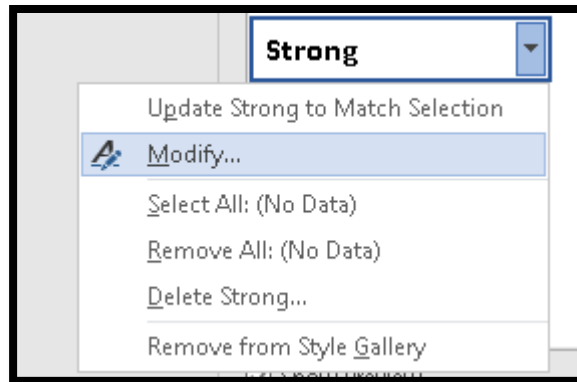
For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme.

*Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a powerful way to help you prove your point.*



# Bold, Italic and Underline

- Use the Strong and Emphasis Styles.
- Create an Underline Style.
- Modify existing Styles to meet your needs.

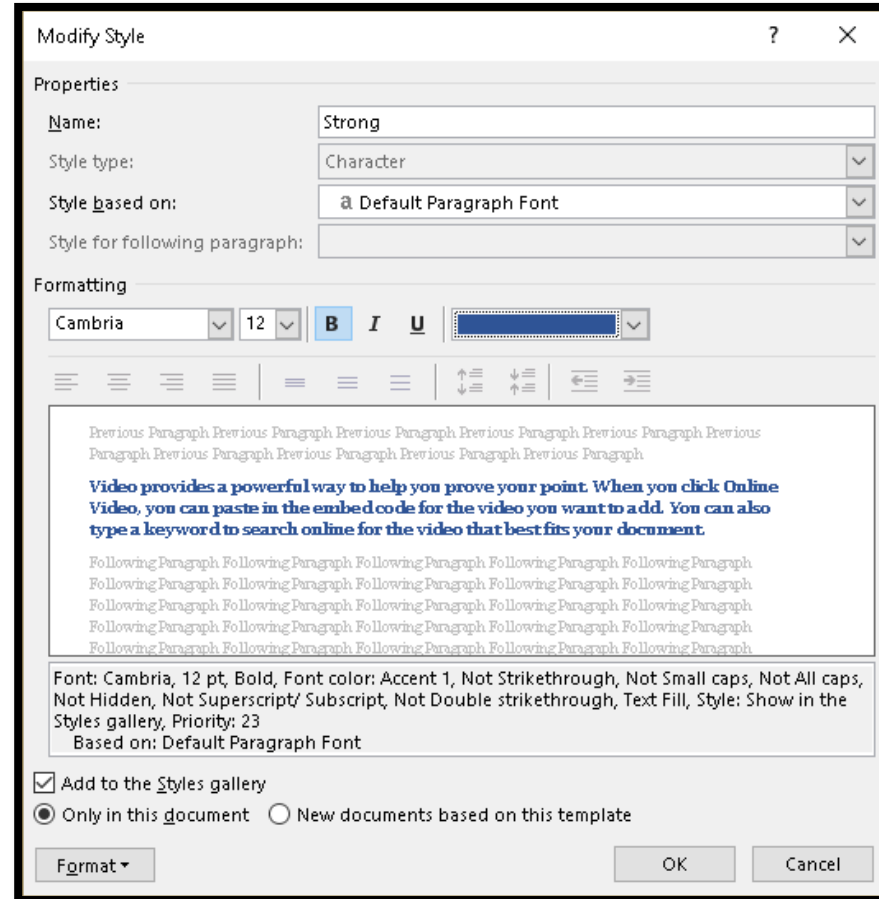


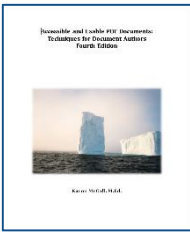
Video provides a **powerful way to help you prove your point**. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.





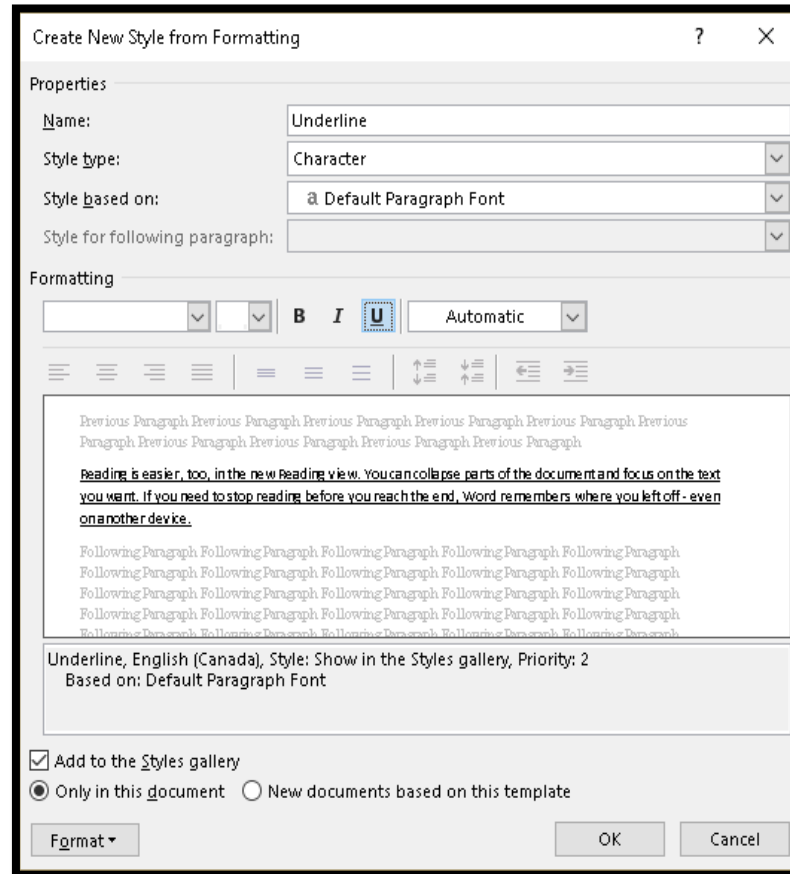
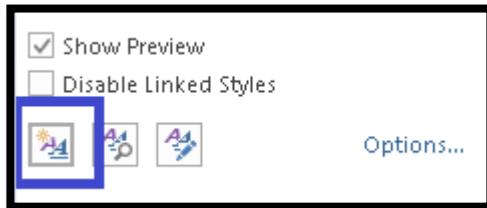
# Modify Style Dialog

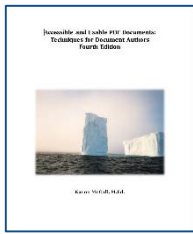




# Create a New Style

New Style button is found in the Styles Pane at the bottom left.





# Paragraph Tags in a PDF Document

- The contents of one paragraph need to be in one <P> Tag.
  - You cannot have several paragraphs in a single <P> Tag.
  - You cannot have each line of a paragraph in individual <P> Tags.

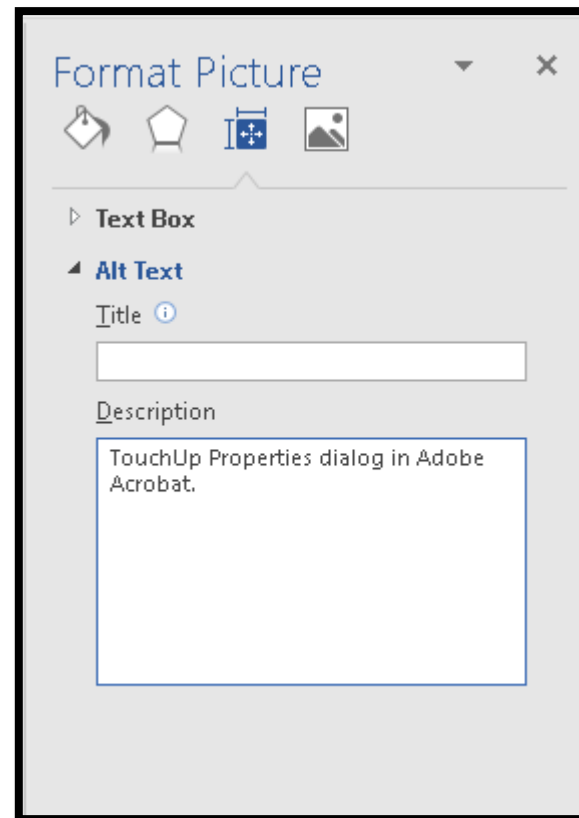
The screenshot shows a PDF editor's left-hand pane with a tree view. The selected item is a paragraph tag (<P>). The main area displays the text: "The survey was distributed using Survey Monkey which had previously not been accessible to those of us with disabilities. As of the time of this survey, Survey Monkey was accessible and every attempt to ensure optimal accessibility was made." The entire text is highlighted with a blue selection box.

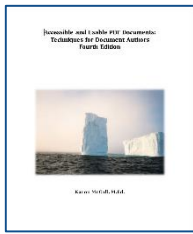
The screenshot shows the same PDF editor. The selected item in the tree view is a paragraph tag (<P>). The main area displays the same text as the previous screenshot. However, only the portion "to those of us with disabilities. As of the time of this survey, Survey Monkey was accessible" is highlighted with a blue selection box, demonstrating that a single paragraph tag can contain multiple lines of text.



# Alt Text for Images

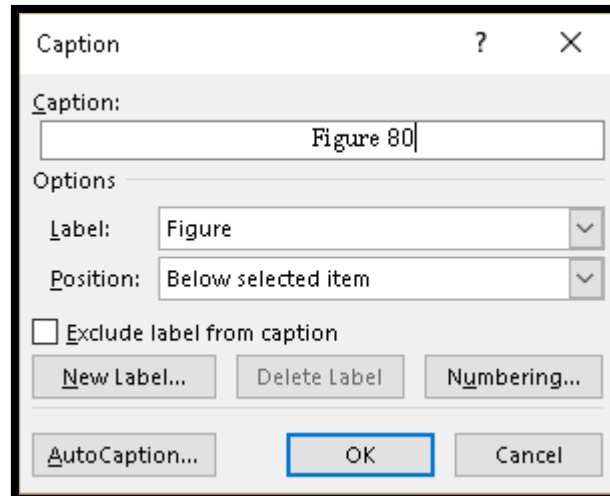
- Found in the Format Picture Pane.





# Captions for Images, Tables and Equations

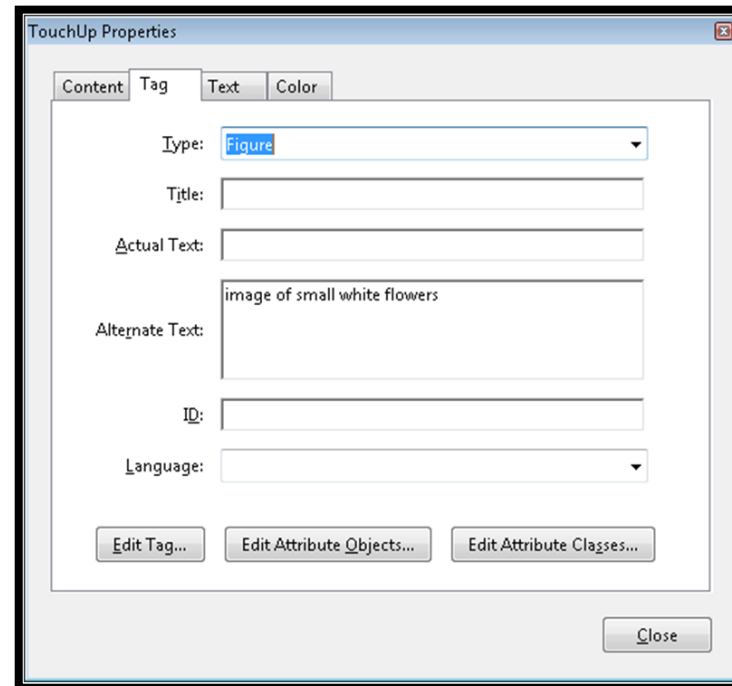
Select the image, table or equation and press AppKey or right mouse button, the N for Caption. Caption dialog opens.





# Alt Text in a Tagged PDF Document

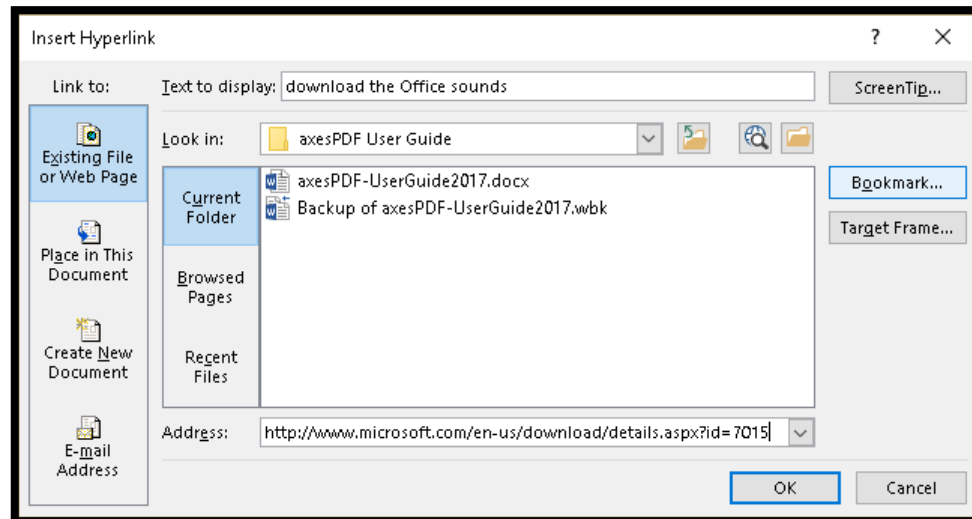
<Figure> Tag Properties will show the Alt Text. Right click on <Figure> Tag and choose Properties to add or edit Alt Text in PDF.





# Contextual Links

- Select text in a Word document and then press Ctrl + K to open the Create Hyperlink dialog.
- Either type or copy and paste the web address.





# Long vs Contextual Links

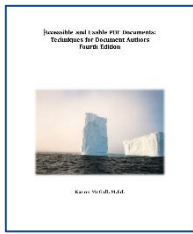
Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video <http://viralcast.rocks/videos/wcag-2-0-theme-song-web-content-accessibility-guidelines-disability> you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Video provides a powerful way to help you prove your point. When you click Online Video, you can [paste in the embed code for the video](#) you want to add. You can also type a keyword to search online for the video that best fits your document.

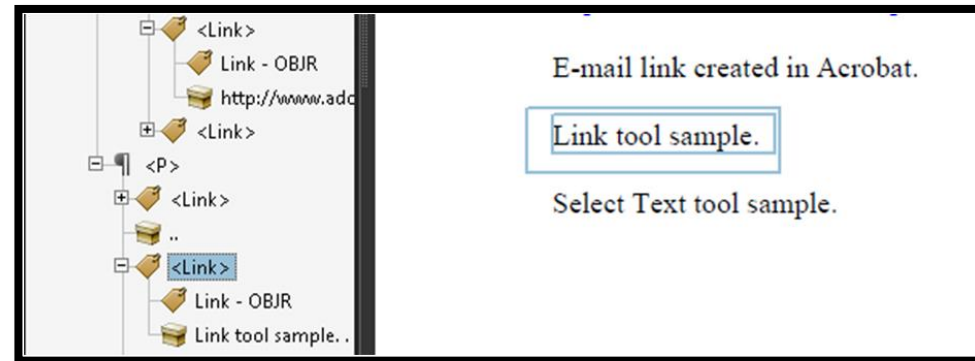
To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.





# Links in a PDF Document

- Links must have “Link-ObjR” and be in a <Link> Tag.
- If they are not, they can be remediated using the Edit PDF tools in Acrobat Pro.



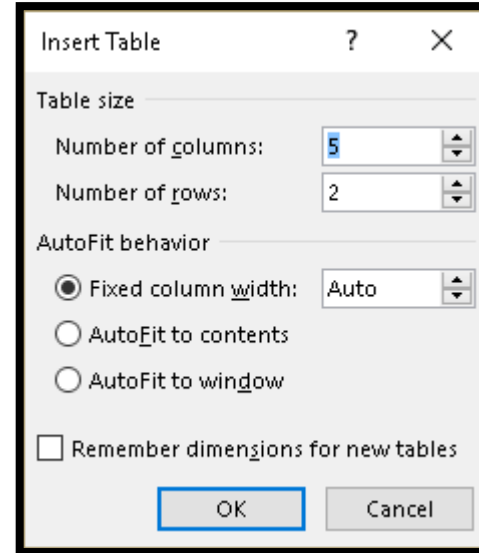
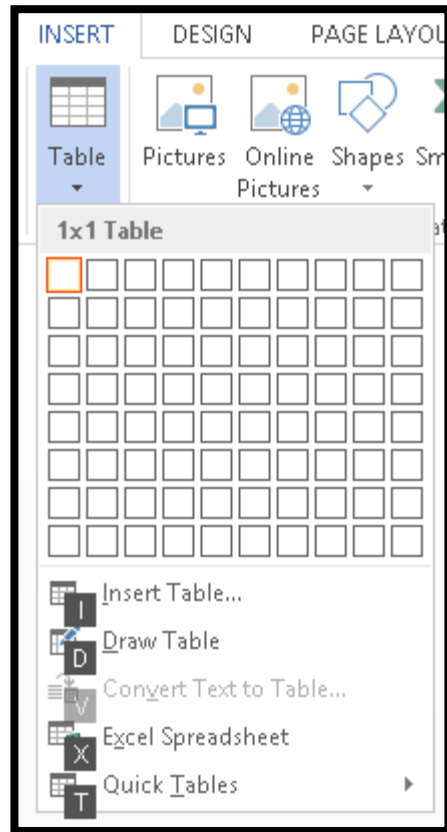


# Optimizing Tables for Accessibility

- Insert a table using the Insert Ribbon and either the Table Gallery or the Insert Table dialog (Alt + N, T
  - NEVER draw a table!
- Never use a table for design layout!).
- Repeat the Header Row.
- Do not allow rows to break across pages.
- If you need space adjust the Cell Margins do not use Enter key.
- Add a Caption above the table.
- Alt Text for a table is to provide any information about the oddities of a table. If it is a uniform table, then this is what I usually put.

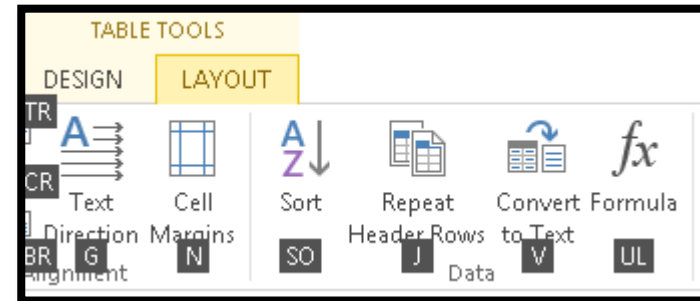
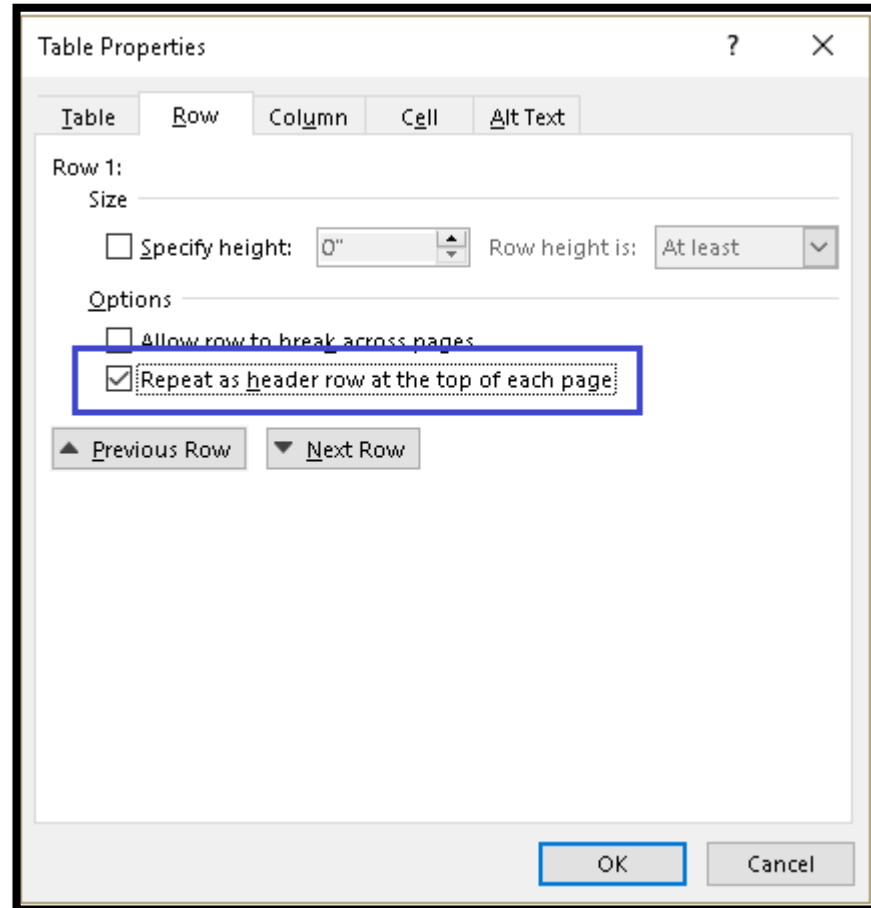


# Insert Table – Insert Ribbon





# Row Tab – Table Properties Dialog





# Header Row Repeat in a Word Document

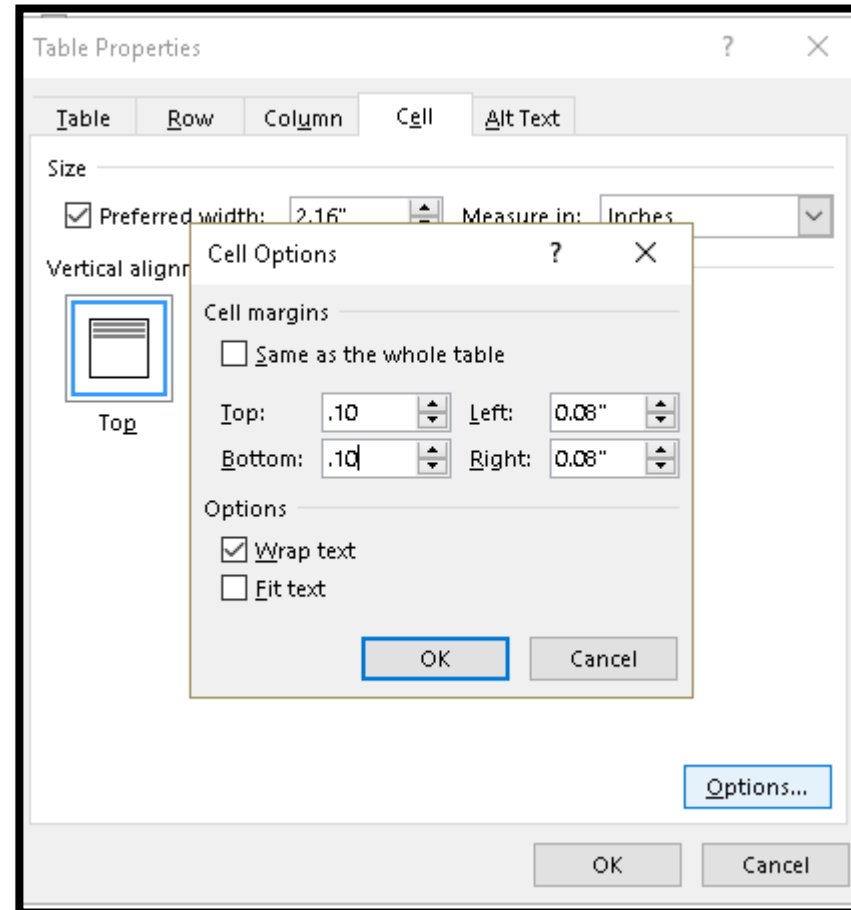
Table 1 Summary of sales for first two quarters.

Salesperson	First Half of 2009		Second Half of 2009	
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Karen	1500	2250	2500	2750
Barnaby	2000	2500	2750	2750
Olivia	2000	2750	2000	2500
Fred	2000	2550	2570	2750

Salesperson	First Half of 2009		Second Half of 2009	
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Oscar	2600	3550	2550	2570
Aimee	2400	3750	2000	2550
Lynda	2500	3650	2250	2750

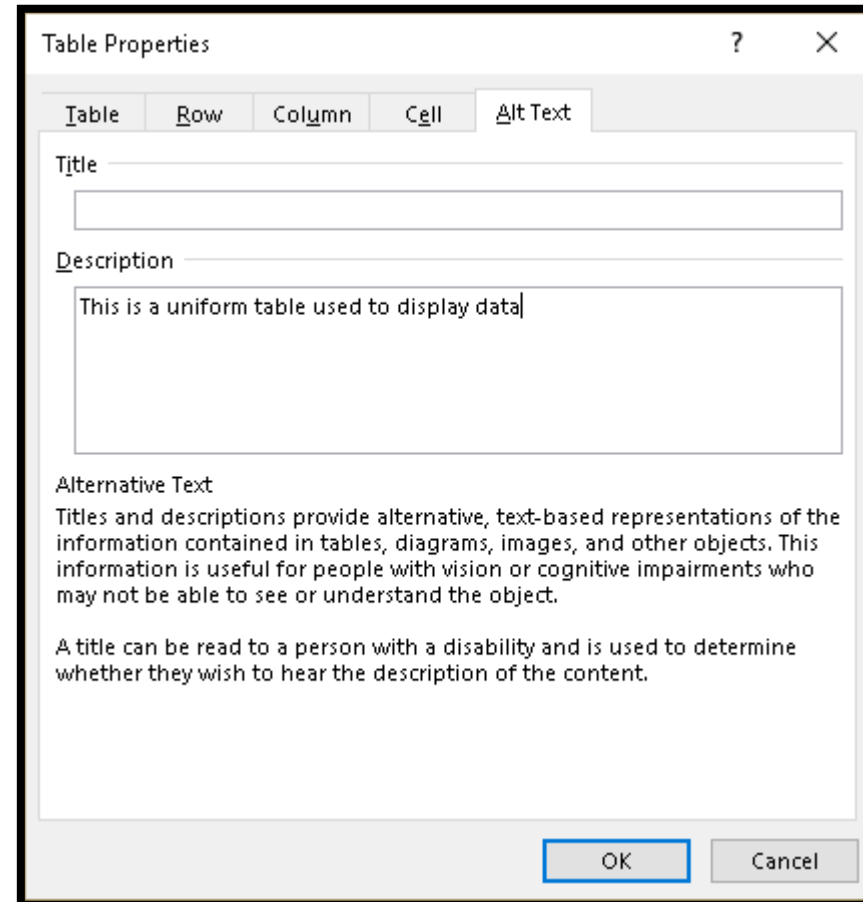


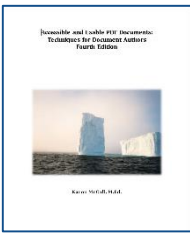
# Cell Tab – Table Properties Dialog





# Alt Text Tab – Table Properties Dialog





# Tags Tree – Table in PDF Document

Tags

- <Document>
  - <H1>
  - <Caption>
  - <Table>
    - <THead>
      - <TR>
        - <TH>
        - <TH>
        - <TH>
        - <TH>
    - <TBody>
      - <TR>
        - <TH>
        - <TD>
        - <TD>
        - <TD>
      - <TR>
      - <TR>

Tags

- <Document>
  - <H1>
  - <Caption>
  - <Table>
    - <THead>
      - <TR>
        - <TH>
        - <TH>
        - <TH>
        - <TH>
    - <TBody>
      - <TR>
        - <TH>
        - <TD>
        - <TD>
        - <TD>
      - <TR>
      - <TR>

## Sample Table

Table 1 Always make sure your table has a caption!

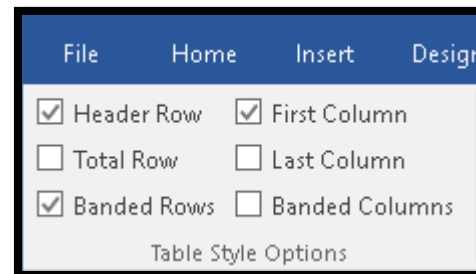
Column Header 1	Column Header 2	Column Header 4	Column Header 5
Row Header 1	Table data	Table data	Table data
Row Header 2	Table data	Table data	Table data
Row Header 3	Table data	Table data	Table data

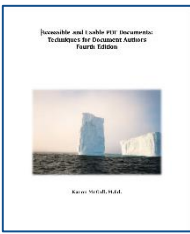




# Changes in Tables for Word 2016

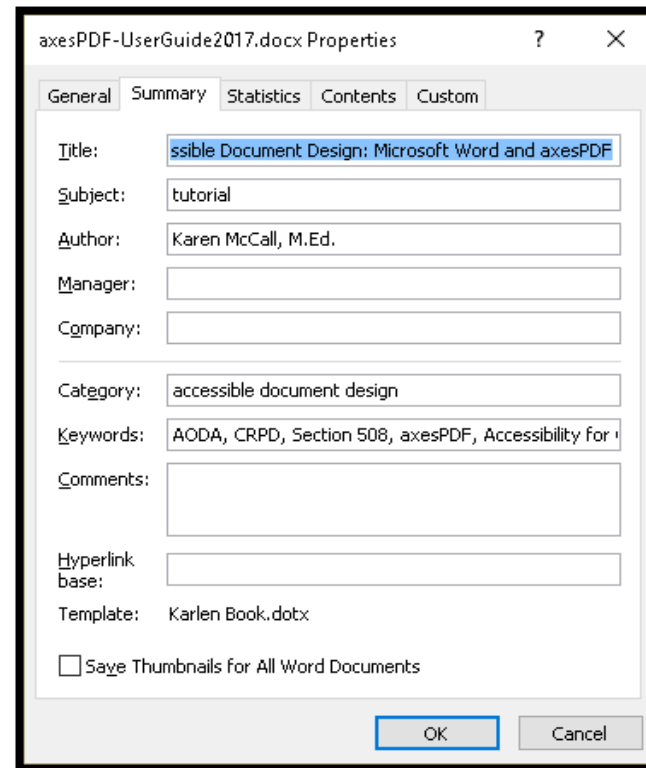
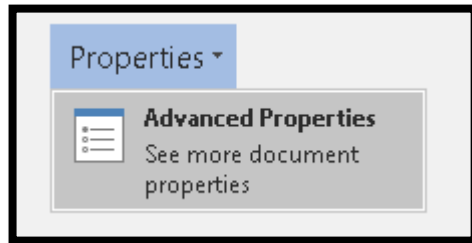
- DO NOT DO THIS!
- Word now uses the Table Tools, Design Ribbon to determine <TH> or Table Header Tags in a PDF document.
- By unchecking the Header Row and First Column check boxes, you can now use a table for design layout.
  - This has serious consequences for those of us using adaptive technology and has been a BAD PRACTICE for documents and HTML for years!

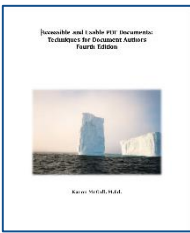




# Document Properties

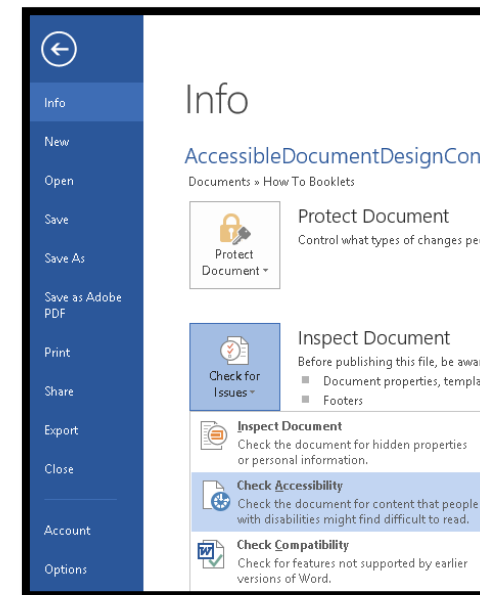
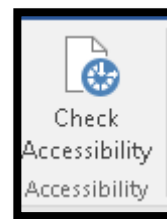
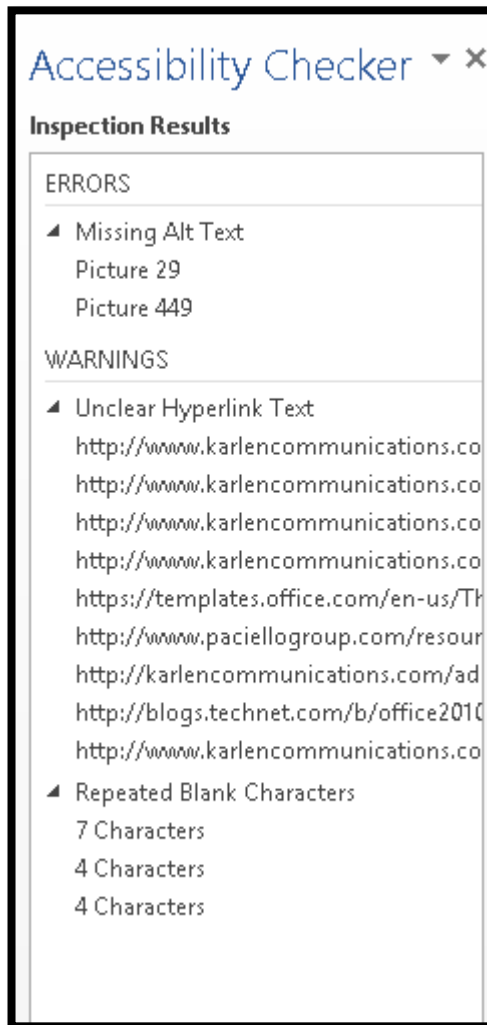
- Alt + F, letter I, Q, S for File/Backstage area, Info tab, Document Properties and choose the advanced Properties.

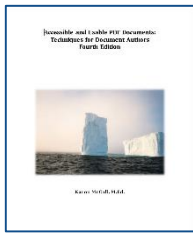




# Accessibility Checker

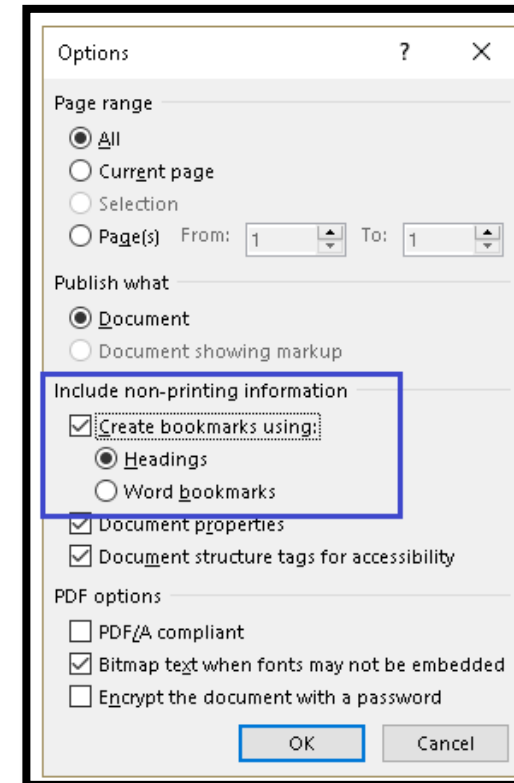
Located in two places now: File/Backstage area, Info tab (Alt + F, letter I, letter I then Down Arrow) and Review Ribbon (Alt + R, A, number 1).





# Bookmarks in PDF Documents

- Press F12 to open the Save As dialog.
- Files of Type is PDF.
- Press Alt + letter O to open the Options dialog.
- Check the Bookmarks based on Headings option.
- Tab to OK and press Enter.



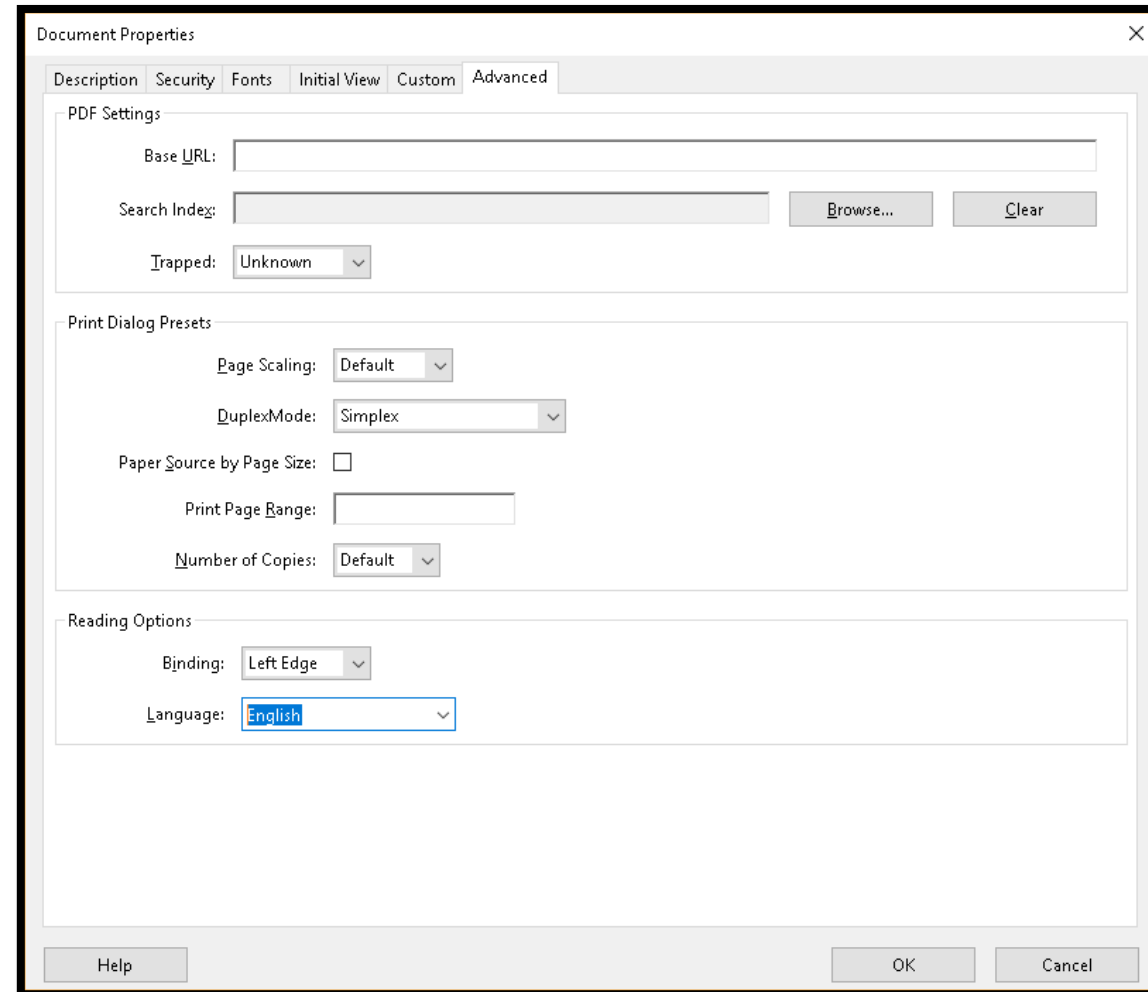


# Document Language

- By default, if you create a document in Word, the language for the document is going to be the one your computer uses.
- Mine is English-CA for Canadian English.
- For PDF documents, you want just plain English.
  - If you use a localized language setting, it will force someone using screen reading or Text-to-Speech to listen to the document with an accents/pronunciations they are not used to listening to.
- It creates an accessibility barrier.
- Ctrl + D in Adobe Acrobat, Advanced tab and change the language to English, French or Spanish, a plain vanilla language.

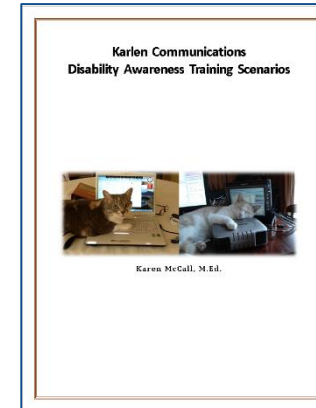


# Document Properties in Acrobat



# Contact Karen!

Books, resources and contact information!





# Styles in Word: A Primer for Accessible Document Design

Styles in Word is a primer for anyone starting in the field of accessible document design or accessible document remediation.

The book can be purchased using a credit card through the PubCom.com digital bookstore, <http://www.pubcom.com/books/> or by invoice/PO directly by e-mailing/calling <http://karlencommunications.com/contact.htm>.

It is tagged PDF with option to print entire book or pages, sections, chapters.

Styles in Word:  
A Primer for Accessible Document Design



Karen McCall, M.Ed.





# Accessible Usable PDF Documents

The fourth edition of Accessible and Usable PDF Documents: Techniques for Document Authors is available!

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Karen McCall, M.Ed.



# Contact!

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