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Centre for Learning and Development

Accessibility

Accessibility - Guide for Microsoft Word and PDFs (Mac Version)

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1

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2   CRISCOS IPC 00279B

Using Styles

Style your document

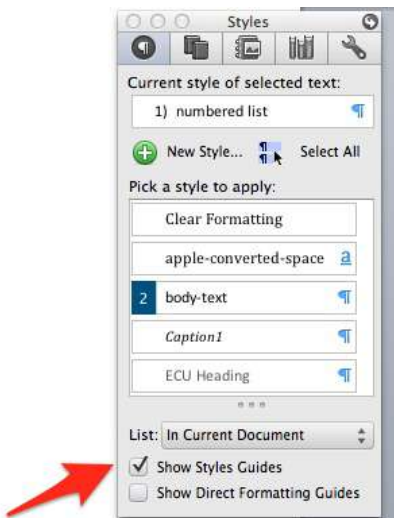Use Styles to format the document for screen reading

- Titles (using the "Title" style)

- Headings

- Bulleted Lists

- Numbered Lists

- Words in italics (using the "Emphasis" style)

- Words in bold (using the "Strong" style)

- Underlined words (using the "Subtle Reference" style)

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3   CRISCOS IPC 00279B

View and check your styles

To view your styles, select **View** from the top menu of your document. Scroll down and select **Styles**. Your styles will show in a separate drop down menu on the right hand side.
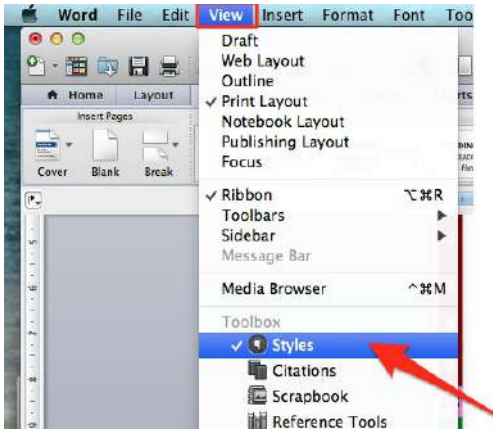
TIP: To check that your styles are consistent in the document, tick the **Show style guides** in the styles menu.
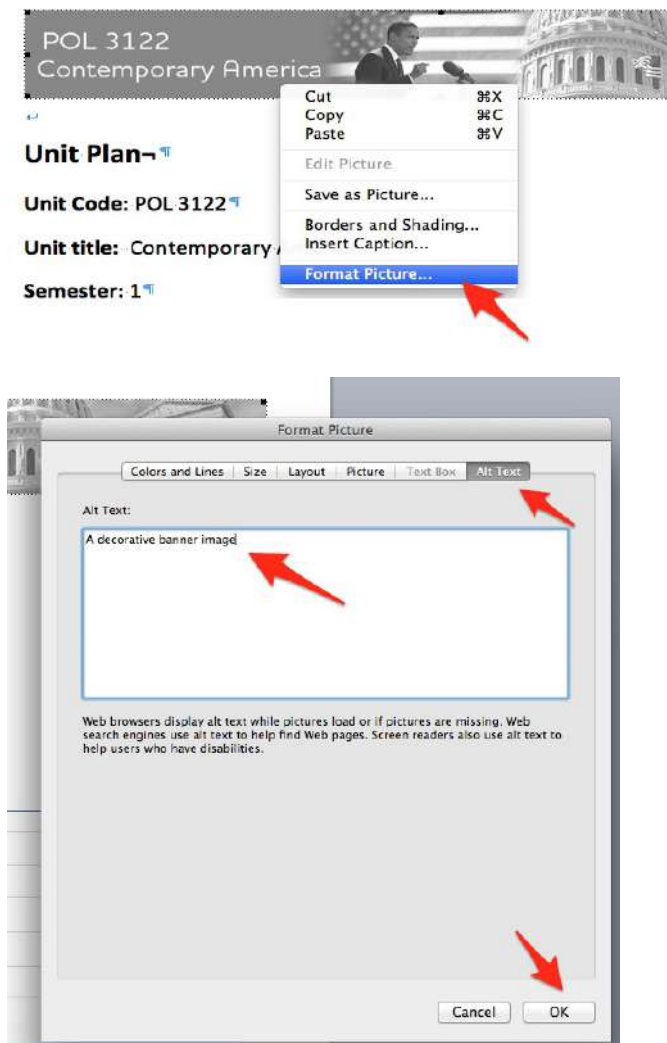

Create Headings

Organise your heading in order of Heading 1, Heading 2 , Heading 3 etc.

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4   CRISCOS IPC 00279B

Images

Provide alt tags in images

1. Select any logos, header images and general images. Right-click on the image and select **Format Picture**. A dialog box will appear.

2. Select the **Alt Text** option. Enter appropriate alternative text to the **Description** field (not the Title field). Select **OK.**

3. If the image does not add to the content i.e. a banner, write "decorative image" in the alt text.

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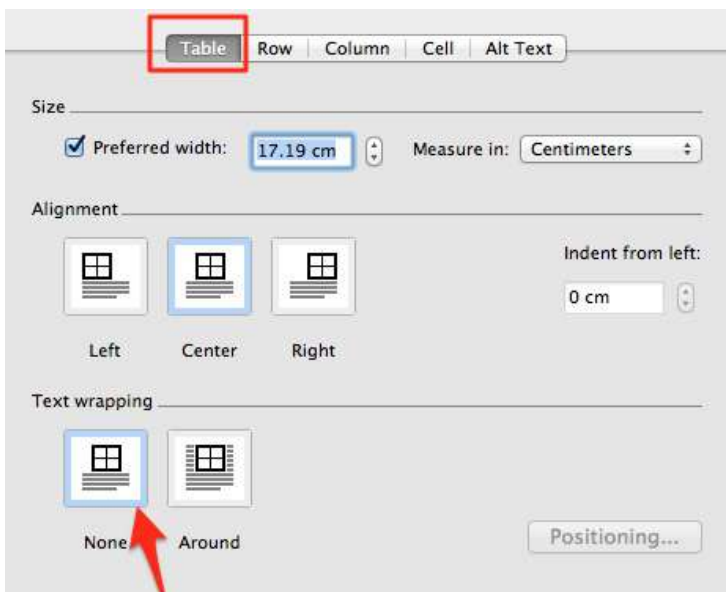
5
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Tables

Create Table Headers across pages

1. Use the **Tables** ribbon to create tables. The first row should be identified as a table header and should be repeated if the table extends over 2 or more pages.

2. With the table selected, right click and select **Table Properties,** select **Row** and then select **Repeat as header row at the top of each page**.
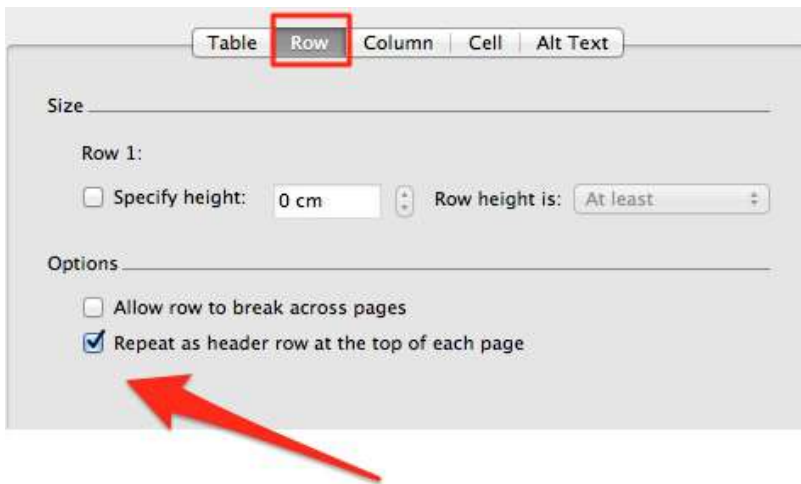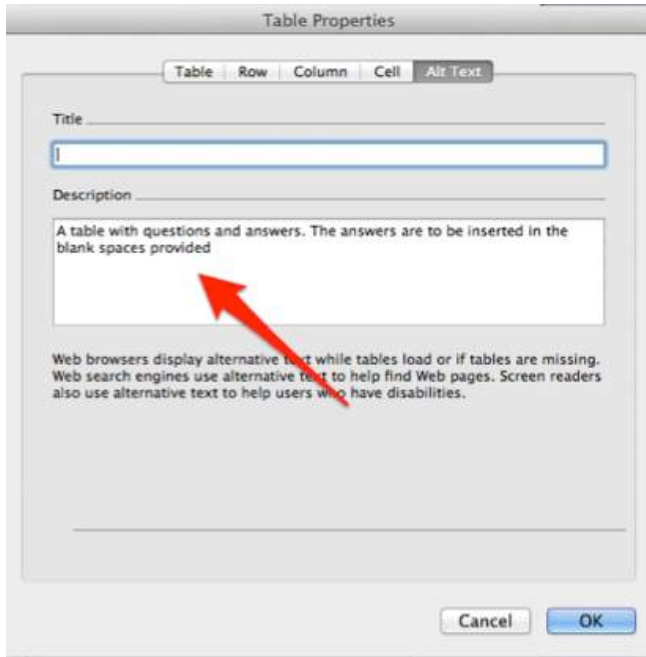

TIP: The table header will not appear on the next page unless the text wrapping is set to none. Select Table from the Table Properties and select **None** for Text Wrapping.

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6   CRISCOS IPC 00279B

Include a Table Description

Right click on the table icon and select **Table Properties** and fill in the alt text in the **Description area** (not the Title area). Describe what the table is about and/or how you expect the user to read the table.

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7   CRISCOS IPC 00279B

Links

Contextualise links

Screen reader users often scan a document for hyperlinks, so it is important to make sure your links make sense (without their surrounding content). Do not use Click here.

Example

A link should say "Readings for the week of February" rather than "Readings for the week of February 14. Click here."

Links for online text only

If your document is only going to be read online you can create text in place of a long hyperlink. If links open in a new window, include a textual indication "opens in new window" after the link

Example

Link to Youth Care Chaplaincy (opens in new window) instead of

http://www.youthcare.org.au/index.php?option=com_content&view=article&id=25&Itemid=32

Links for online and print docs

If the document is to be viewed online but could also possibly be printed, make sure that the hyperlink describes where the link leads.

Example

Find out more at the Youth Care Chaplaincy
http://www.youthcare.org.au/index.php?option=com_content&view=article&id=25&Itemid=32 (opens in new window)

Links to a downloadable PDF

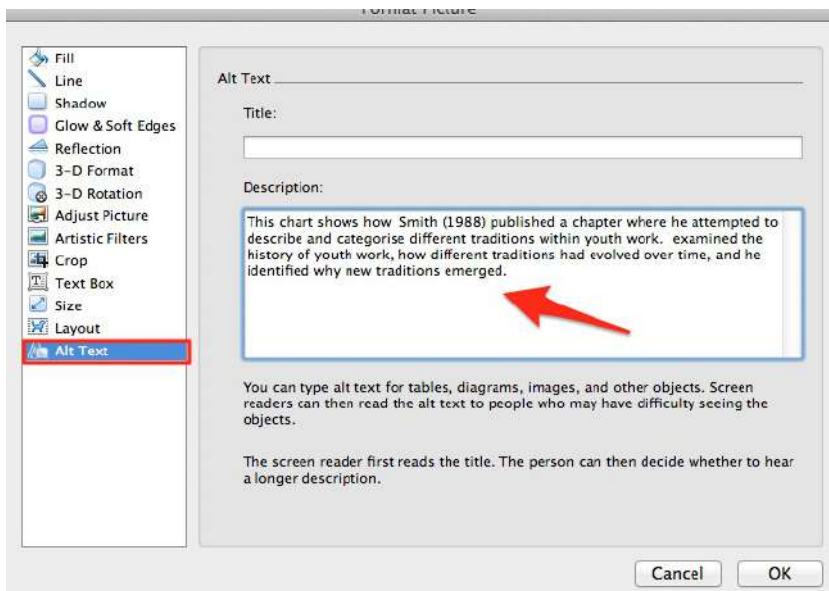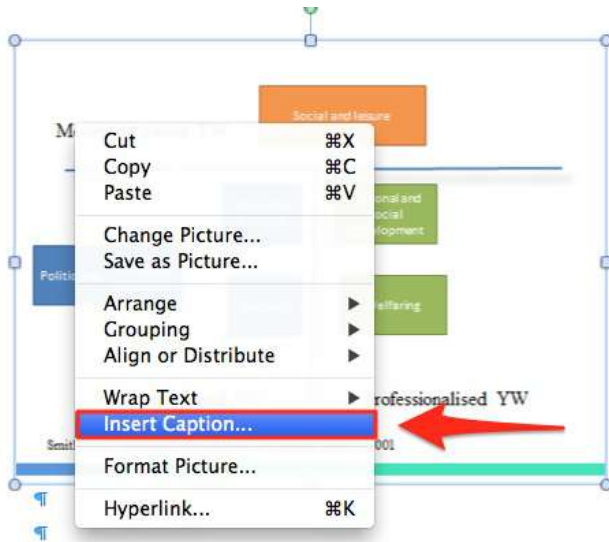If you link to a PDF to be downloaded indicate the size of the file.

Example

Download from http://www.mentoring.org/downloads/mentoring_418.pdf (315 kb) (opens in new window)

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8   CRISCOS IPC 00279B
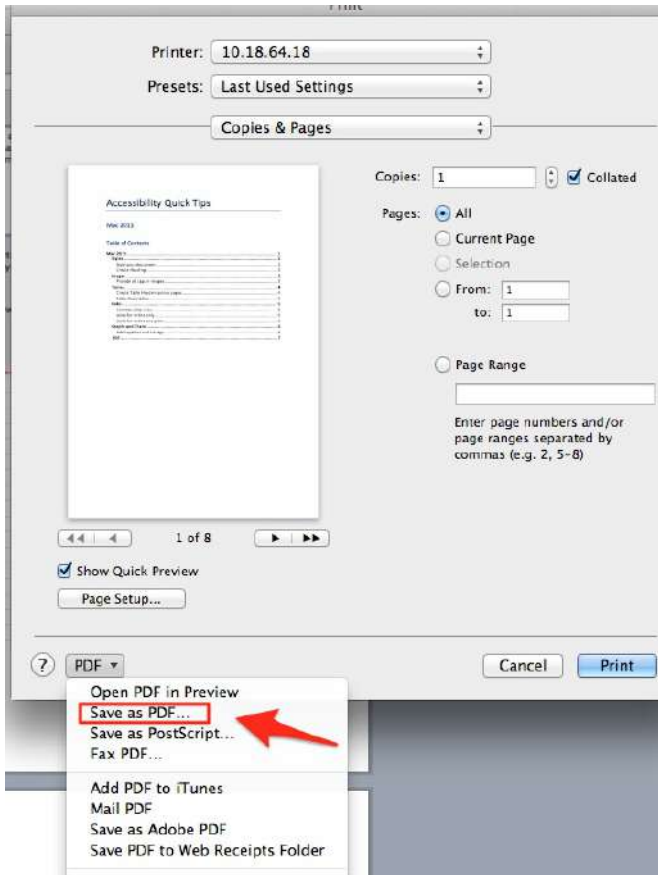
Graphs and Charts

Add captions and alt tags

Add a short caption preceding the graphic or chart. Right Click on the graphic and select **Insert caption**.

Provide an alternative presentation of the graphic. Right click on the graphic/object and select **Format picture** and select **Alternative Text.** Describe what the graphic is about.

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9   CRISCOS IPC 00279B

Save from Word to PDF

1. Select File and Print

2. In the print menu select **Save as PDF**

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10   CRISCOS IPC 00279B

Making a PDF accessible

In a Mac 2011 Word doc, the saved PDF will preserve the text but will not be "tagged" into levels. You will need to tag the document in order to make it accessible.

Set the document language

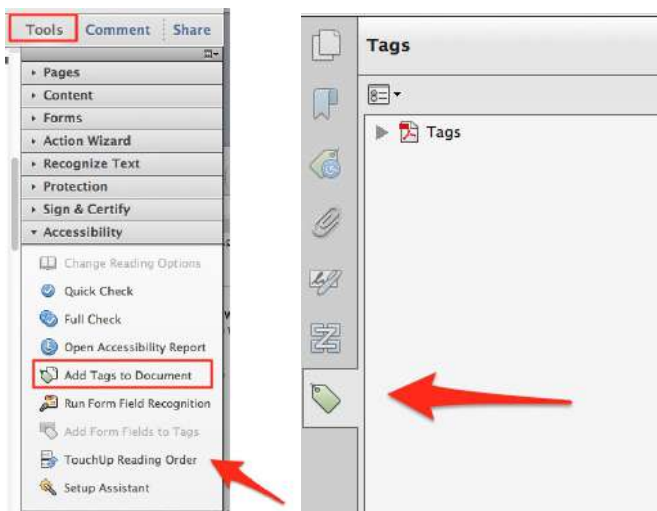1. Open the document properties > **File** > **Properties** > **Advanced** > English
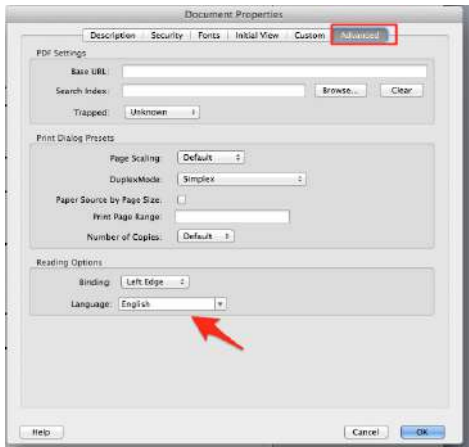
Tag the document

A corresponding tag should identify the different components of the document:

1. Select **Tools** > **Accessibility** >**Add tags to document**. Select the tags option on the right. Notice at this stage there are no tags

2. To start tagging each area select **Tools > Accessibility > Touch Up Reading Order**. You should see a pop-up window along with series of gray boxes for tagging.
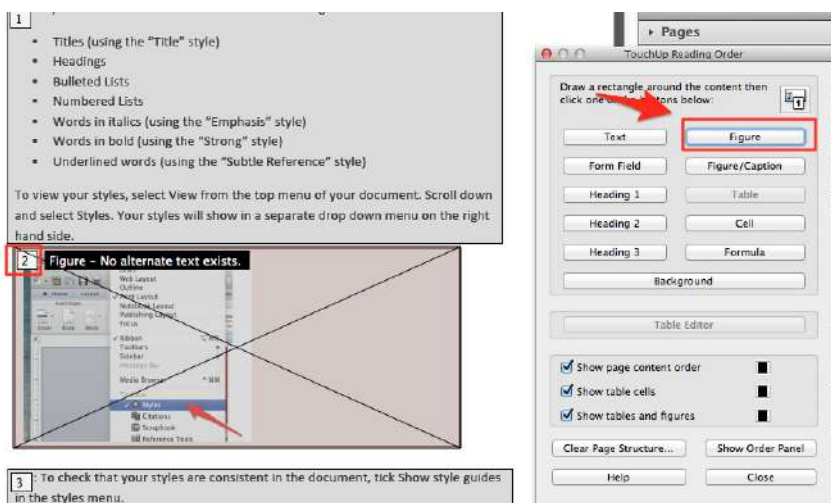
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11   CRISCOS IPC 00279B

3. Click on the number 1 in your document and on the Reading Order panel select heading 1. This will tag heading 1. Click on no 2 and on the Reading Order panel select Heading 2. If the area is just text, select text in the reading order and so on… Continue with this process until all areas of the document have been tagged. If there are areas that are not selected or numbered you will need to select them yourself and tag them.
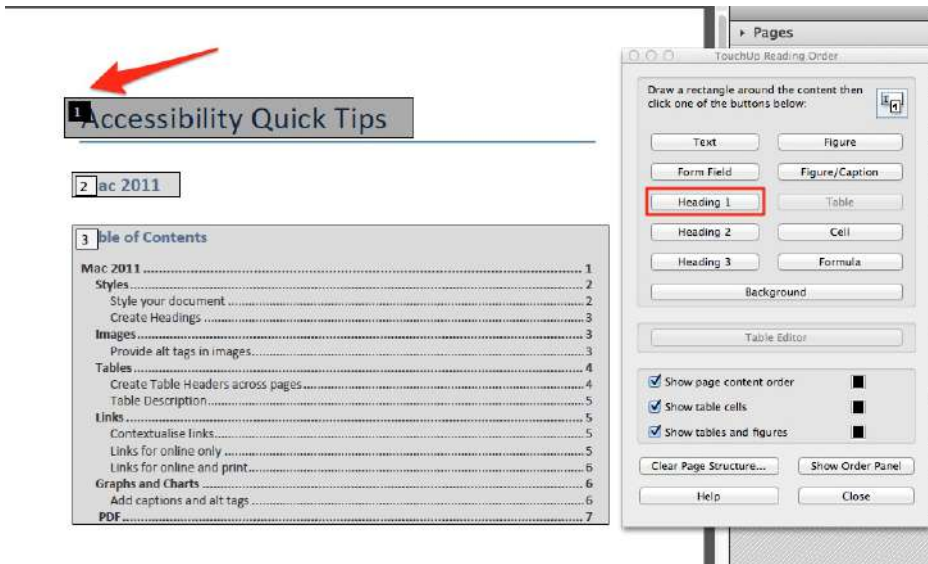

Add alt tags to images

There are two things you need to do to tag an image in a PDF:

1. Select the image or select the number in the image and tag it as a figure or figure with caption in the reading order panel.

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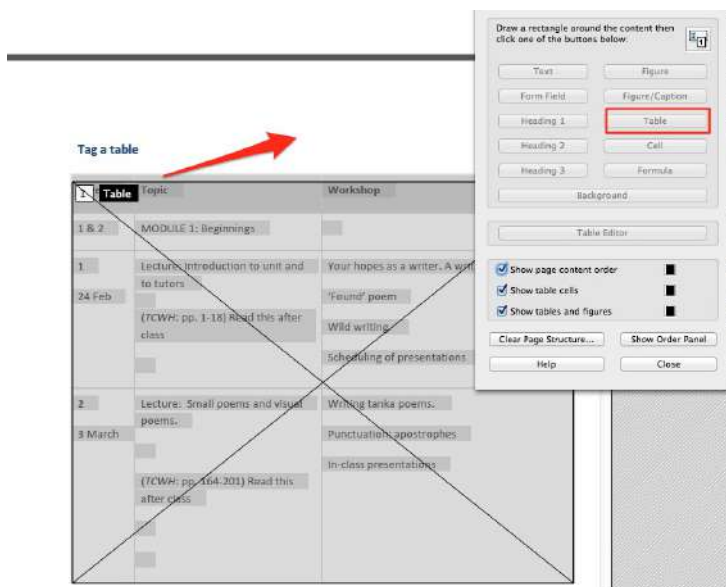
12

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2. Right click on **Figure – no alternative text area** (black area)and select **Edit alt tag**. In the alt tag box fill in a description of the image.
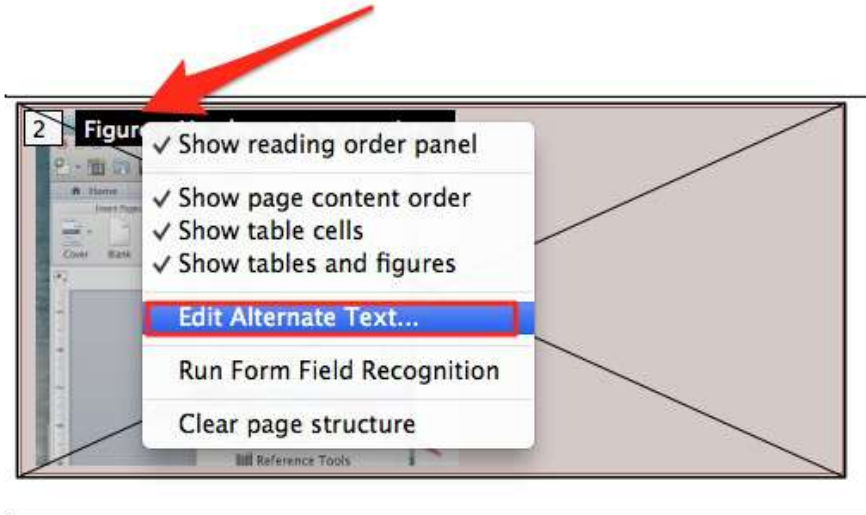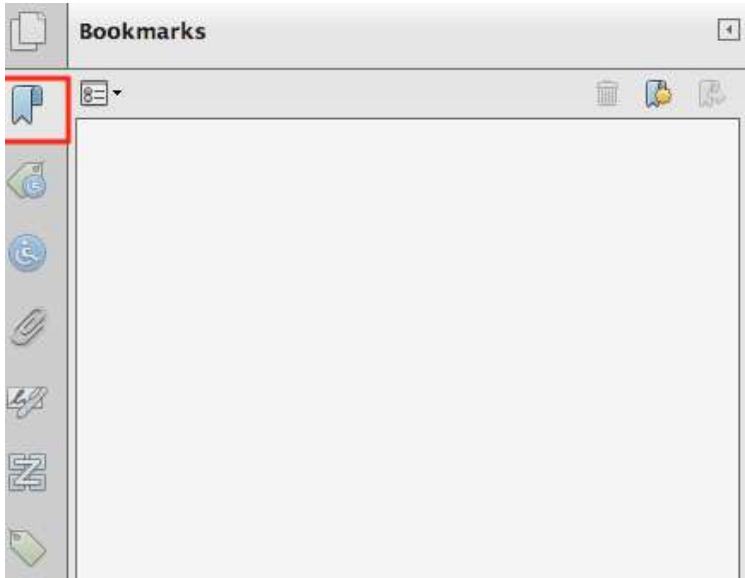

Tag a table

When users read a PDF, it is important that tables are tagged as such:

1. Select the table and then click on **table** in the Reading Order Panel. This will tag the table.

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13   CRISCOS IPC 00279B
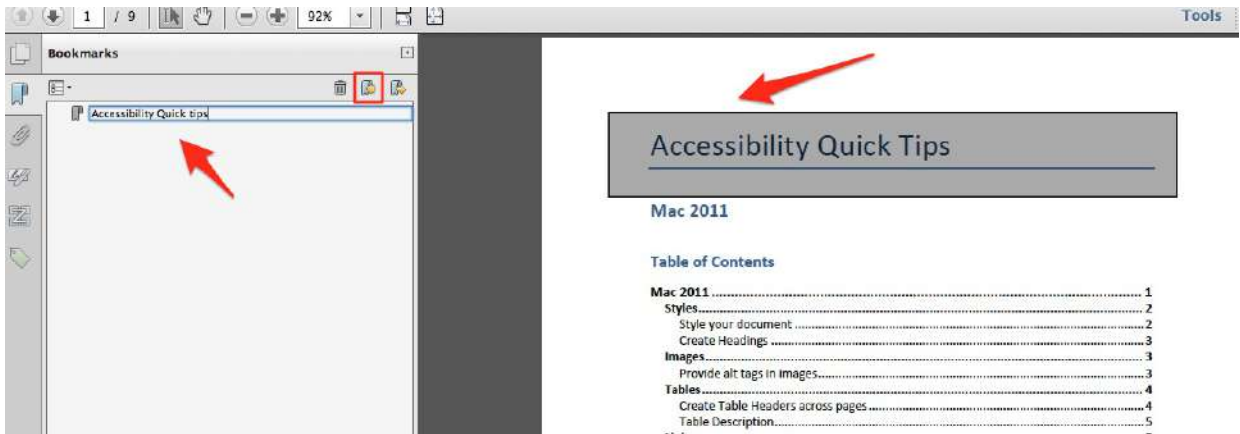
Create bookmarks

1. Select **Bookmarks** from the left menu.

2. Select the text you want to bookmark and click on the new bookmark icon. Insert text in bookmark text box. Continue to do this throughout the document (similar to a page of contents).

3. **Save** the document

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14   CRISCOS IPC 00279B
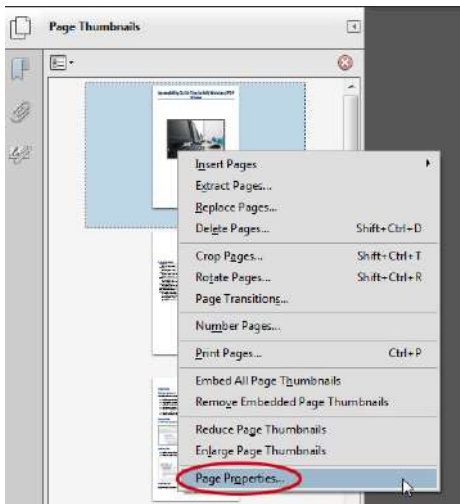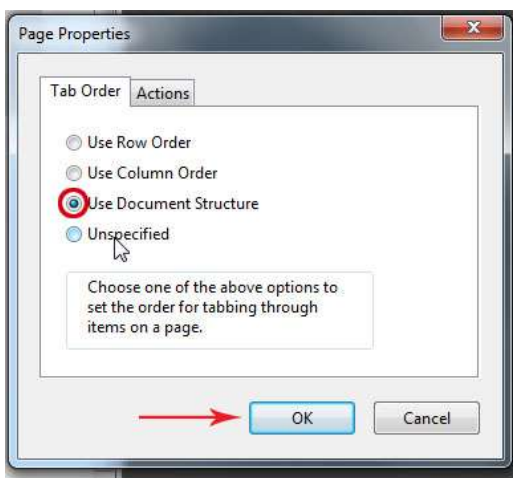
Add tab Order

1. Go to the top left side of you screen and click on the **Page Thumbnails** button that will open a tab displaying all the pages of your document.
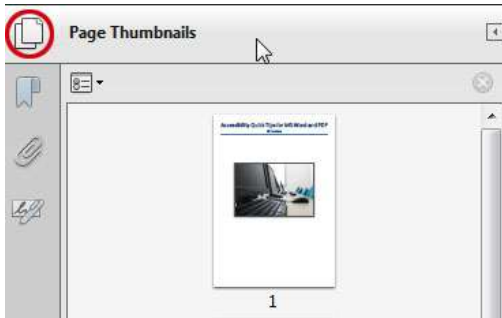
2. Right click on the first page and select **Page Properties**. This will open a new window.

3. Select 'Use Document Structure' and click on **Ok**. Repeat the steps with the remaining pages.

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15   CRISCOS IPC 00279B

Run a final check

To make sure the document is accessible run the Accessibility Checker.

1. Go to Tools > Accessibility > Run a full check and select Start checking.

2. Make the changes indicated in the report.

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16

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