

Accessible Word & PDF

This information was obtained from the University of Michigan website:
<http://webaccess.hr.umich.edu/best/pdf.html>

As in the web environment, navigation and orientation are key tasks a screen reader user must perform in order to read a Microsoft Word or Adobe PDF document. Not only must content be apparent to the screen reader, the user must have some way of getting to the relevant information in the document without reading the document front to back. If you follow a few basic steps when generating your Word document, producing an accessible PDF file—as long as you use the correct plug-ins—is straightforward. The cornerstone of creating an accessible PDF file is to make sure that the originating document is structured properly. We will look at MS Word, as it is the most commonly used word processing package on campus. You can also view information about creating PDFs from the [InDesign Accessibility Overview](#), the [Indesign Accessibility Video](#) and the [WebAIM article on OpenOffice](#).

Acrobat Professional or other specialized software is required to repair the accessibility of existing PDF files. View the WebAIM article, “[Acrobat X and Accessibility](#).”

Create structured MS Word documents

The following links will show you how to perform the tasks necessary for creating a structured word document. The objective for each of these tasks is to ensure that when the PDF is created from Word, the accessibility information is transferred to the PDF document.

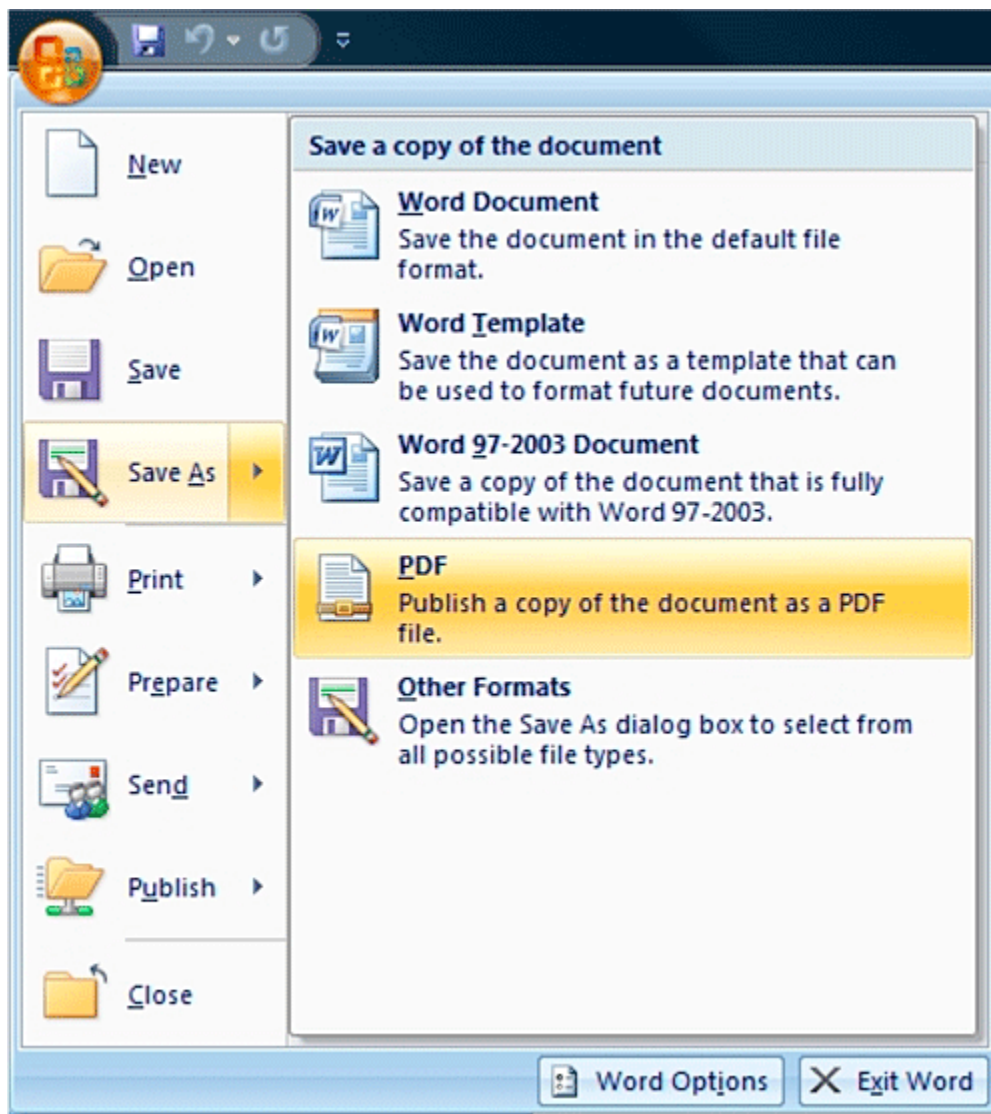
- [Using heading styles for headings](#)
- [Using the table-of-contents utility](#)
- [Providing alternative text for images](#)
- [Using the table utility to create tables](#)
- [Using styles for formatting text](#)

Publish the PDF from Word

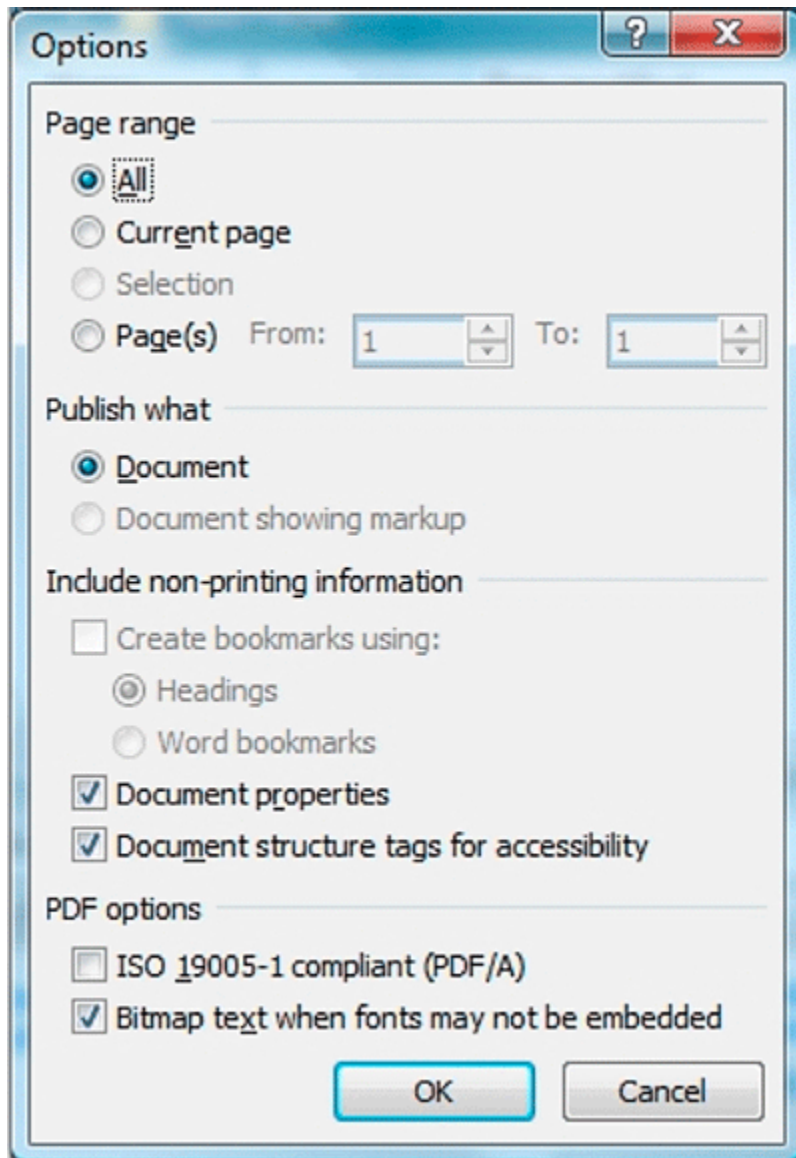
To publish a PDF from a Word document, you will want to use one of two add-ons. If you have installed Acrobat Pro after installing Microsoft office, you will automatically have access to the PDF Maker add-on. If you do not have Acrobat Pro installed, you can install and use the free [Microsoft Office PDF add-in](#).

Using the Microsoft Office PDF add-in

To convert a Word document to PDF using the Microsoft add-in, click on the Office Button, hover over **Save As** and select **PDF**.

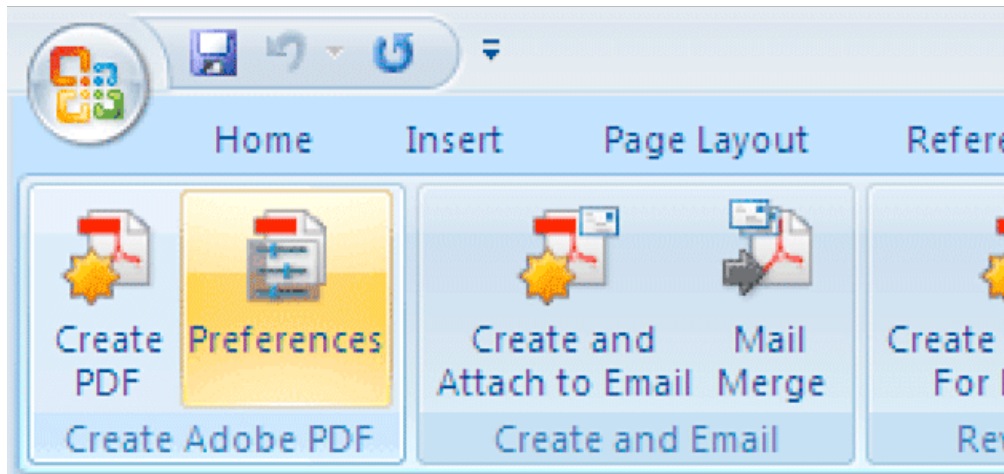


Before saving the file to PDF, select **Options** and make sure that “Document structure tags for accessibility” is checked.



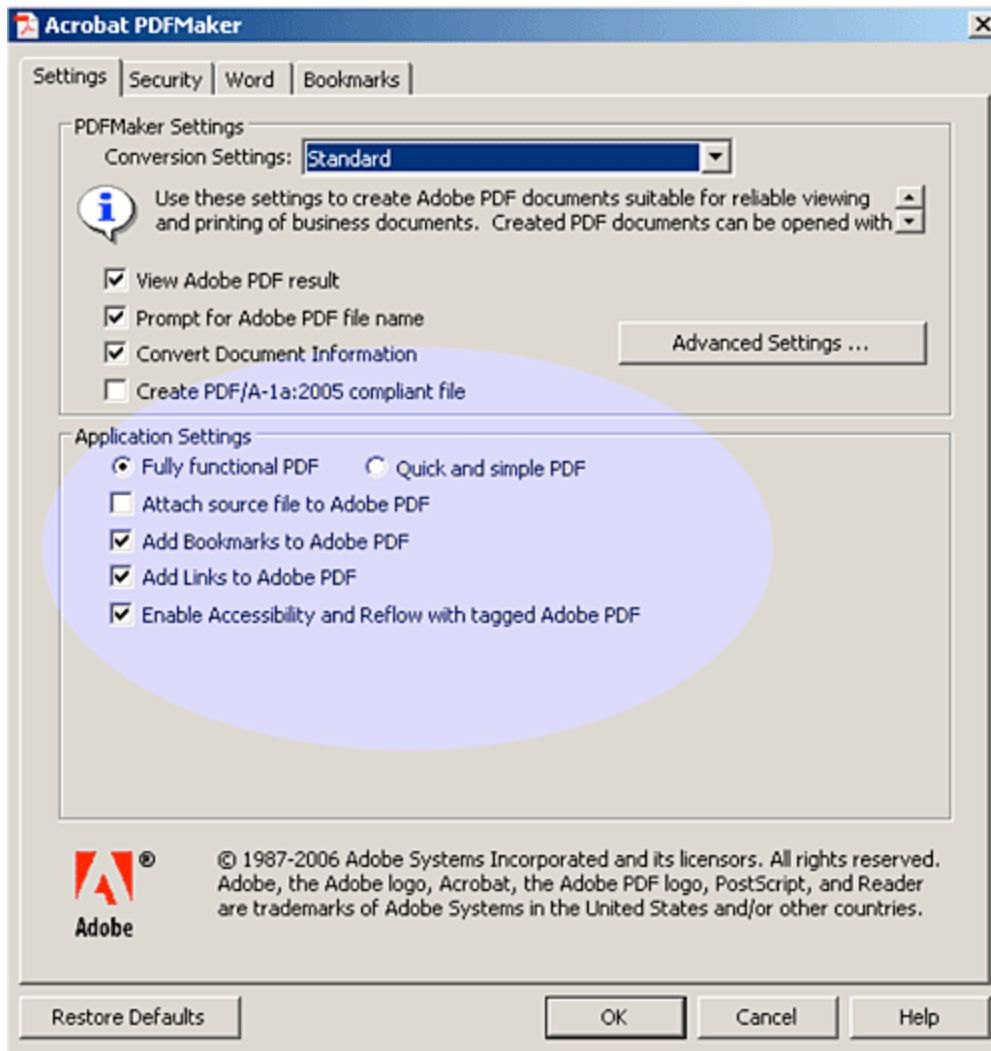
Using the Adobe PDF maker add-on

Make sure accessibility features are enabled in the Adobe add-on preferences. Click the Create Adobe PDF Preferences button.



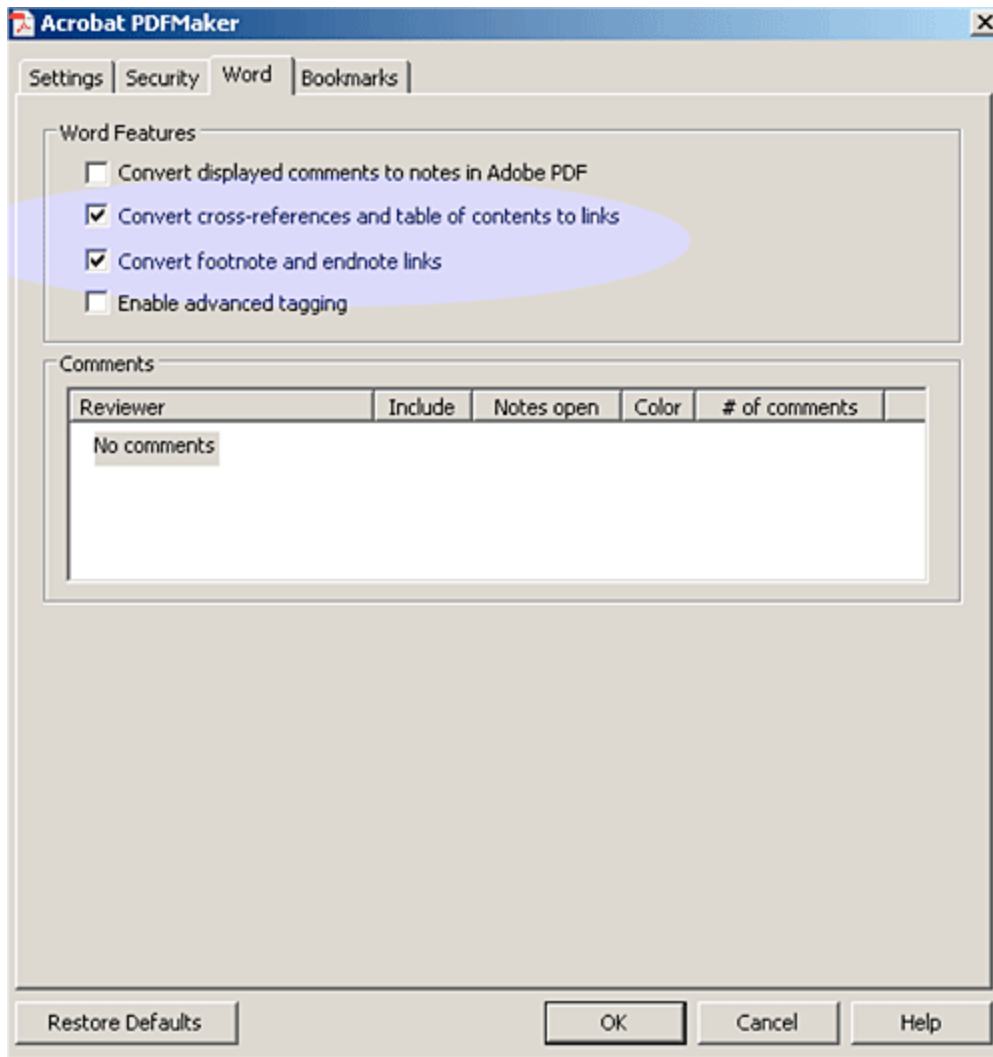
In the resultant pop-up window, make sure that the “Fully functional PDF” radio button is checked. The following checkboxes should be checked as well:

- Add bookmarks to Adobe PDF
- Add links to Adobe PDF
- Enable accessibility and reflow with tagged Adobe PDF



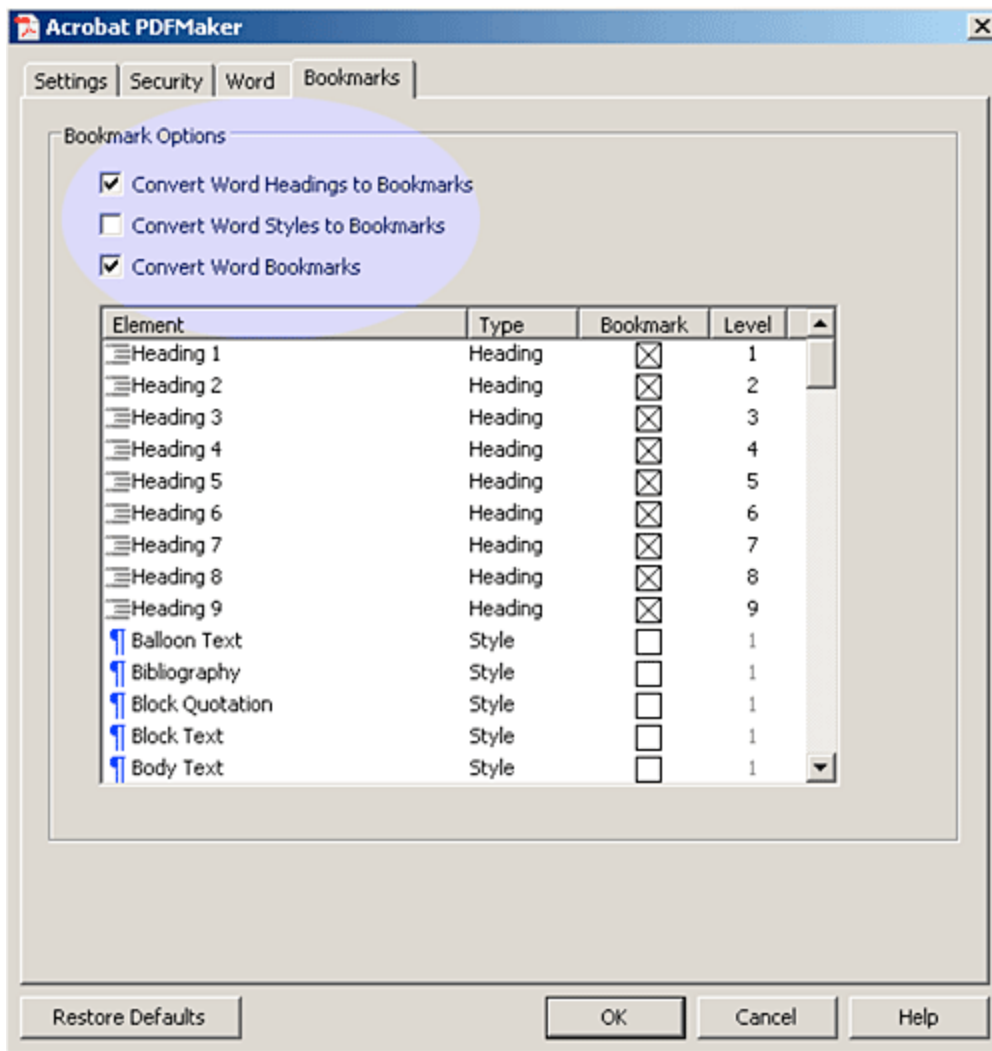
Click the Word tab. Make sure the following checkboxes are checked:

- Convert cross-references and table of contents to links
- Convert footnote and endnote links

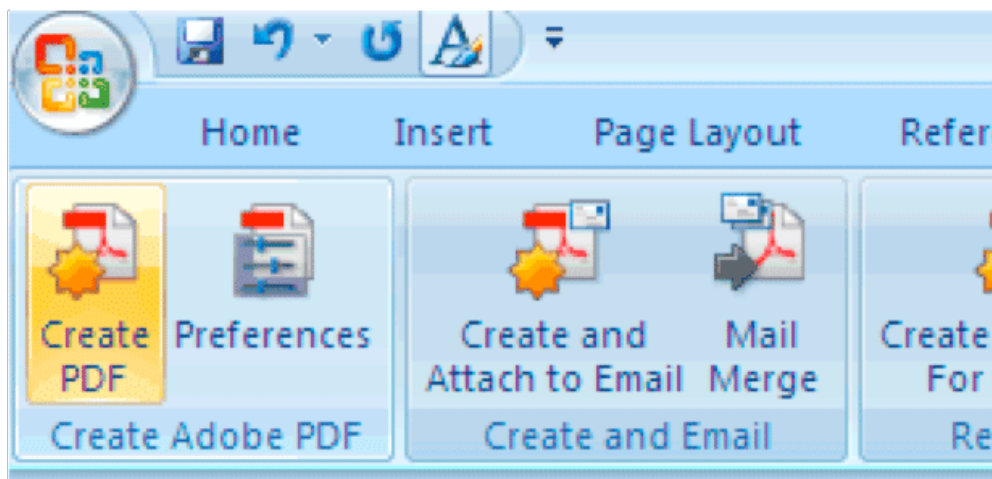


Click the Bookmarks Tab. Make sure the following checkboxes are checked:

- Convert Word Headings to Bookmarks
- convert Word Bookmarks



Click OK to exit the preferences pane and then click on the Create PDF button.



Checking PDF Accessibility

Adobe Reader performs a perfunctory accessibility check on a PDF document, telling you whether or not it is a tagged PDF, which means using Adobe Reader, select the menu pick: **Document > Accessibility Quick Check**. A pop-up window will alert you to any accessibility issues with the PDF. A more comprehensive accessibility check will require [Adobe Acrobat Pro](#) or [testing with a screen reader](#).

YouTube Auto captioning

<http://webaccess.hr.umich.edu/best/caption.html#utube>