# Microsoft Word 2010

Introduction

Section 508 of the Rehabilitation Act of 1973 state that the federal government's electronic information must be accessible to people with disabilities. In this context, "accessible" means that the document does not rely on a single sense or ability of the user, such as vision or hearing.

This document explains:

- Filling in document properties
- Adding alternate (Alt) text
- Creating hyperlinks for URLs and e-mail addresses
- Creating a tagged PDF
- Using the accessibility checker

Note: Using predetermined text styles in Microsoft Word is essential for accessibility because it gives a document structure. A document will not be accessible if you manually associate attributes to text.

A style: A set of predetermined formatting characteristics (titles, headings, body text, etc.) used to associate attributes (bold, italics, underline, etc.) with text.
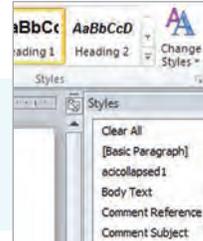
Filling in Document Properties

Populating certain document properties (Author*, Title, Subject, and Tags) and setting the language are required to make an electronic file 508 compliant.

Step 1. Select FILE, then INFO, and select the PROPERTIES drop-down menu on the right side of your screen. Select SHOW DOCUMENT PANEL and fill in the required fields.

Step 2. Select the PROPERTIES drop-down menu, then ADVANCED PROPERTIES, and choose the CUSTOM tab. Name, select Language; Type, select Text; and Value, type in "English." Click on ADD and then OK.

Step 3. Close the DOCUMENT PROPERTIES panel to return to your document.

*Author should always be "NIH," but you may add more information, such as IC, program name and/or laboratory.

Writing Alternate Text

Alt text is a text equivalent of a non-text element. It should convey the meaning of an image or element to the visually impaired. See the "Writing Alternate (Alt) Text" document for help with writing Alt text.

Adding Alternate Text

Find non-text elements in your document and add Alt text to them.

If your document is saved as a .docx file, follow these instructions:

Step 1. Double-click the image. In PICTURE TOOLS FORMAT, click on the arrow in the bottom right corner of the PICTURE STYLES panel. In the Format Picture dialogue box, select ALT TEXT on the left-hand side, and fill in the Title and Description boxes (note: both can be the same); select CLOSE.

Step 2. To make sure the image is In Line with Text, select the image and go to the ARRANGE panel. Select the WRAP TEXT drop-down menu and choose In Line with Text.

If your document is saved as a .doc file, follow these instructions:

Step 1. Double-click the image. In PICTURE TOOLS FORMAT, click on the arrow in the bottom right corner of the SIZE panel. In the Format Picture dialogue box, select the ALT TEXT tab and fill in the Alternative Text box; click OK.

**Step 2.** Follow Step 2 above to make sure the image is In Line with Text.
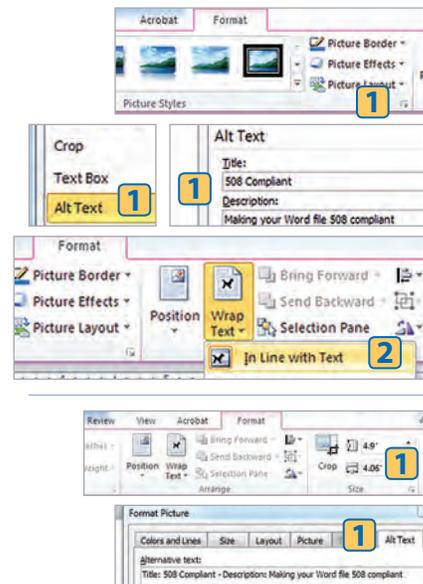
Creating Hyperlinks for URLs and E-mail Addresses

A hyperlink connects users to web pages, documents, or specific parts of a document. The most frequently used hyperlinks are Uniform Resource Locators (URLs). URLs are e-mail addresses and addresses of resources on the web (for example, http://www. google.com or so-and-so@mail.nih.gov). Other types of hyperlinks in electronic documents allow you to move to different parts of the text (text anchor), from page to page (document page), and from one document to another.

If a hyperlink is not automatically generated, follow these instructions:

Step 1. Select the text or object, then INSERT and HYPERLINK.

**Step 2.** In the Insert Hyperlink dialogue box, fill in the Address field and select OK.
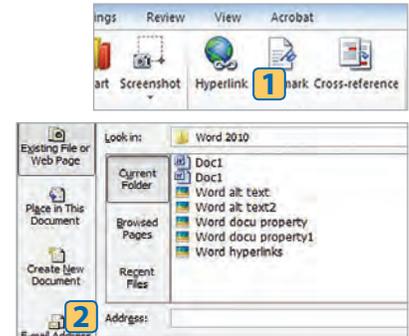
Creating a Tagged PDF

You can create a tagged PDF from a Word document. Tags are essential for PDF accessibility. They contain Alt text for non-text elements in the PDF document and establish the order in which text is read aloud by a screen reader.

*If you have Adobe Acrobat X Pro, use the following instructions:*

Step 1. Select ACROBAT, then PREFERENCES. In the Acrobat PDFMaker dialogue box, go to the CONVERSION SETTINGS drop-down menu and select High-Quality Print. In the Application Settings section, check the boxes next to Add Links and Enable Accessibility and Reflow with Tagged Adobe PDF; click OK.
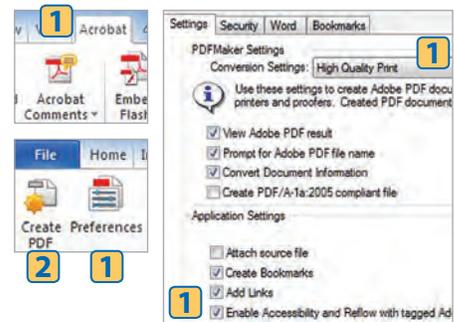
Step 2. To create a PDF, select ACROBAT, then CREATE PDF.

If you do not have Adobe Acrobat X Pro, use the following instructions:

Step 1. Select FILE, then SAVE & SEND. Under FILE TYPES, select CREATE PDF/ XPS DOCUMENT, and then click the CREATE PDF/XPS button.

Step 2. In the Publish as PDF or XPS dialogue box, select OPTIONS. Check the boxes next to Document Properties and Document Structure Tags for Accessibility, and click OK. Click PUBLISH to create the PDF.
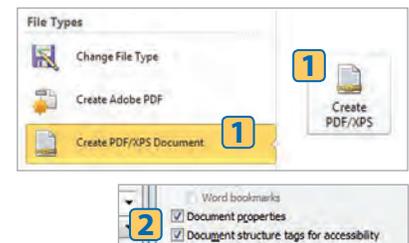
Note: Using the "Print to PDF" function in software applications will not create a tagged PDF.

Using the Accessibility Checker

The Accessibility Checker alerts you to certain accessibility issues in your file that might keep someone with a disability from accessing your content.

Step 1. Select FILE, then INFO. Under PREPARE FOR SHARING, click the CHECK FOR ISSUES drop-down menu, and select Check Accessibility.

Step 2. You are returned to your file, where the ACCESSIBILITY CHECKER pane is open, showing the inspection results. Click on a specific issue for Additional Information and steps for fixing or revising the content.
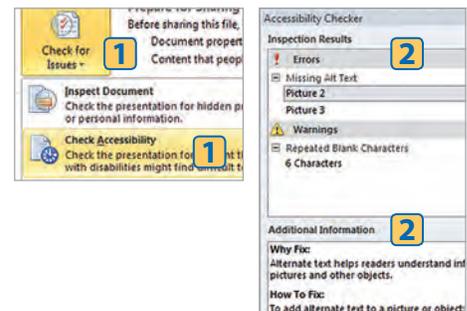
Note: You can only use the Accessibility Checker on documents saved in the 2010 format (.docx).