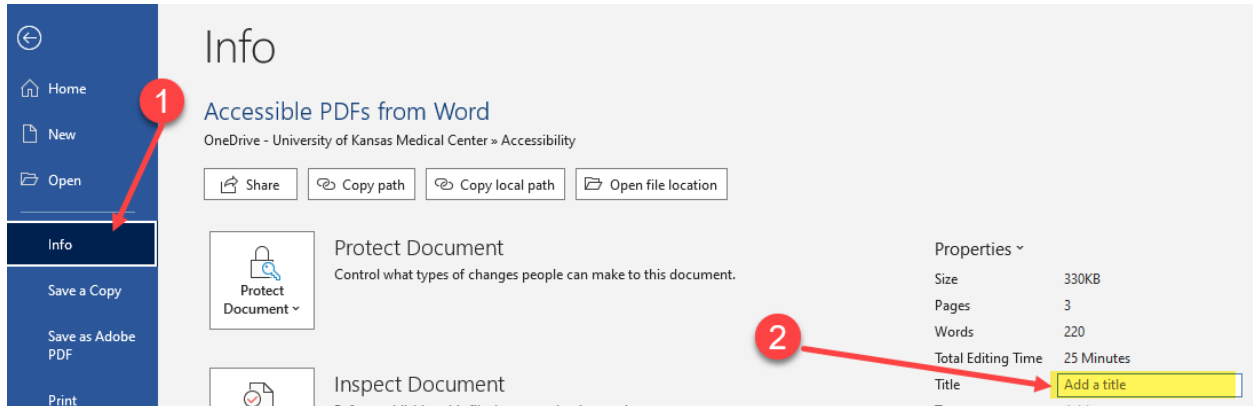


## ACCESSIBLE PDFS FROM WORD

Tips on creating Word documents to facilitate the creation of accessible PDFs.

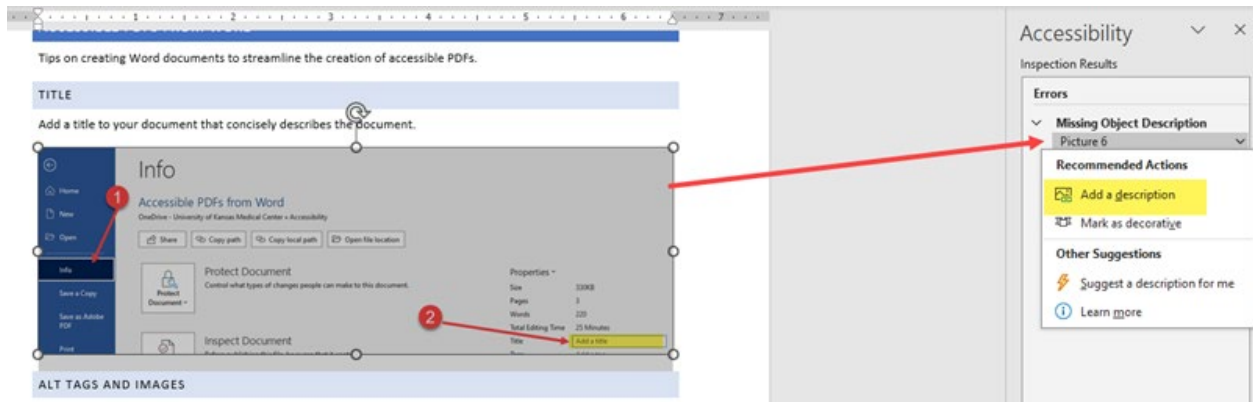
### TITLE

Add a title to your document that concisely describes the document.



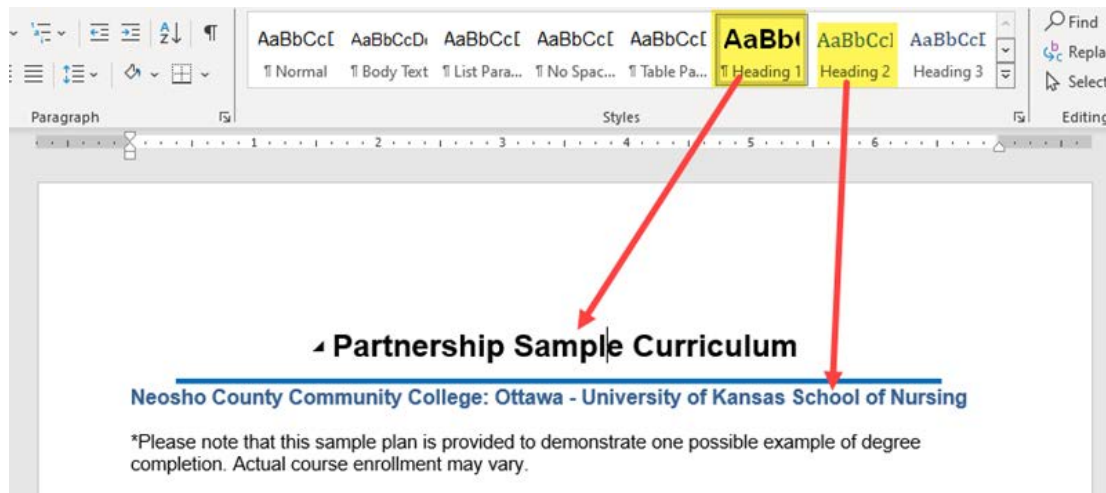
### ALT TAGS AND IMAGES

All images should have alt text added. Alt text should be a description of the image and its context for someone who has a sight impairment. If the image above did not have alt text, the image would appear in the Accessibility checker panel. Clicking on a listed image will prompt you to either add a description or mark the image as decorative (horizontal rules, etc.).



### HEADINGS

Headings used in a document should be used hierarchically, with the <h1> representing the most important idea on the page, and sub-sections organized with <h2> level headings and so on, down to and <h6>. Nesting headings in order is important.



## FORMATTING TABLES

Basic steps that need to be followed is to simplify the tables as much as possible (remove any merged cells and strive for a one-to-one logical correspondence of the table heading to the table data). The image below is a non-compliant example:

Course	Course Name	Cr. Hr.
<b>Freshman Fall</b>		
BIOL 257	Human Anatomy & Physiology	3
BIOL 258	Human Anatomy & Physiology Lab	2
ENGL 101	Composition I	3
MATH 113	College Algebra	3
PSYC 155	General Psychology	3
		<b>14</b>
<b>Sophomore Fall</b>		
BIOL 271	Microbiology	3
BIOL 272	Microbiology Lab	2
COMM 213	Interpersonal Communication	3
SOC 100	Introduction to Sociology	3
		<b>14</b>

Headings don't correspond to data

No heading or label to indicate this is the total.

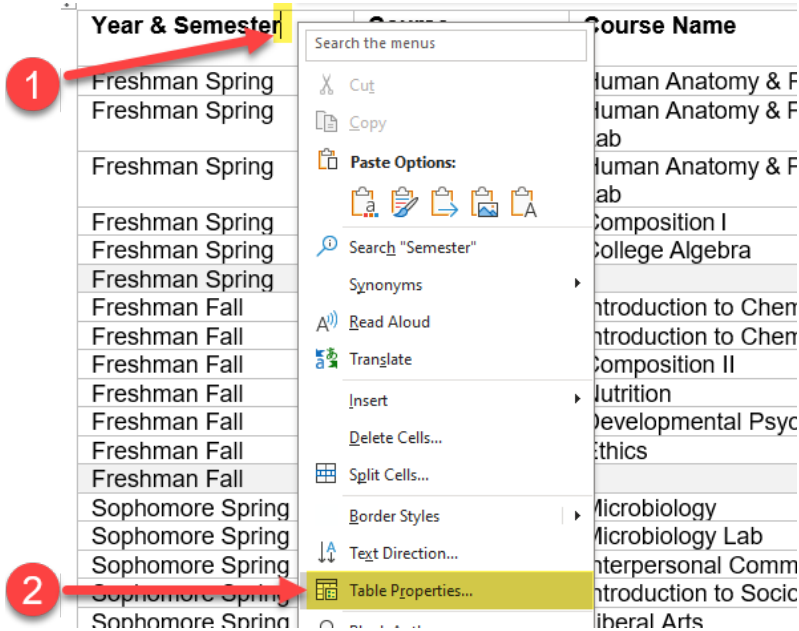
The headings below correspond to all the data in the column that the heading is applied to:

Year & Semester	Course	Course Name	Credit Hours	Total Hours
Freshman Spring	BIOL 257	Human Anatomy & Physiology	3	
Freshman Spring	BIOL 258	Human Anatomy & Physiology Lab	2	
Freshman Spring	ENGL 101	Human Anatomy & Physiology Lab	2	
Freshman Spring	MATH 113	Composition I	3	
Freshman Spring	PSYC 155	College Algebra	3	
Freshman Spring				<b>14</b>
Freshman Fall	CHEM 105	Introduction to Chemistry	3	
Freshman Fall	CHEM 106	Introduction to Chemistry Lab	2	
Freshman Fall	ENGL 289	Composition II	3	
Freshman Fall	FCS 203	Nutrition	3	

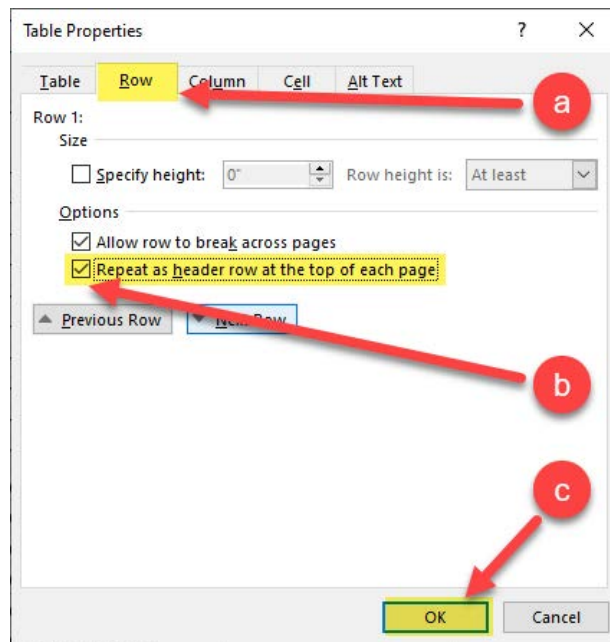
Be sure headings are descriptive of the data in the column or row.

FOR LARGE TABLES THAT MAY SPAN MULTIPLE PAGES, YOU CAN EASILY REPEAT THE TABLE HEADER ROW OF A TABLE.

1. Put the cursor somewhere in the table header row
2. Right mouse > Table Properties

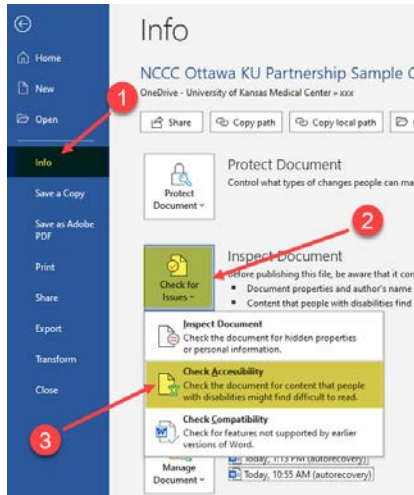


3. A new screen will open:
  - a. Click on the Row tab
  - b. Check the "Repeat as header row at the top of each page"
  - c. Click "OK"

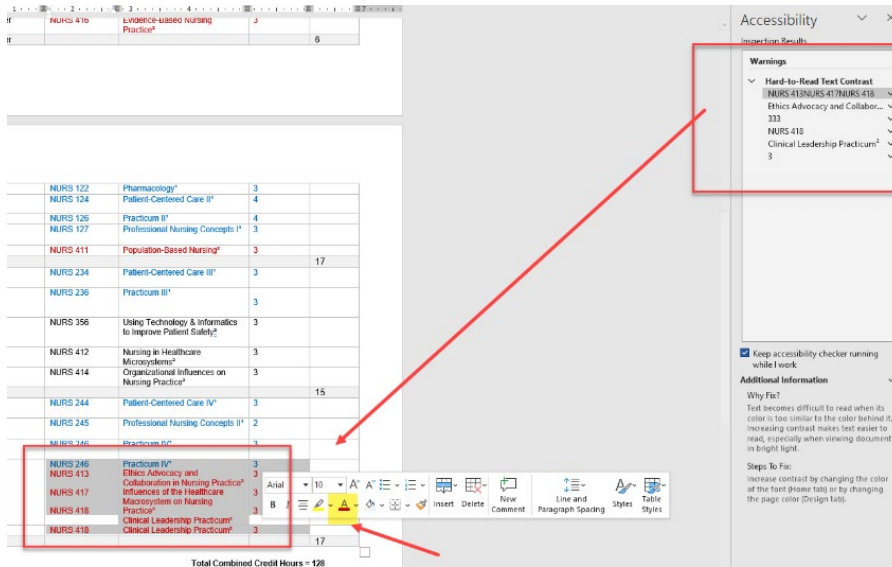


## ACCESSIBILITY CHECKER TOOL

In Word, you can go to File > Info > Check for Issues > Check Accessibility:



This opens a window showing issues to fix. For example, the screenshot below shows a warning that suggests that the red chosen for the text be darker to improve the contrast. To fix, I selected the text and assigned it a darker red.

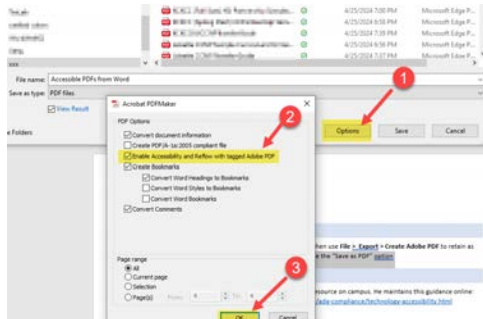


It is also important when using color that the information conveyed with color is provided through another visual means to ensure users who cannot see color can still perceive the information.

## CREATING THE PDF

When generating the PDF, you can use **File > Export > Create Adobe PDF** or **Save as Adobe PDF File** method to retain as much of the compliant markup work as possible. When using either method:

1. Click the **Options** button
2. Be sure **Enable Accessibility and Reflow with Tagged Adobe PDF** is checked.
3. Click OK
4. Continue with generating the PDF by clicking Save.



## ADDITIONAL ASSISTANCE

Tyler Swett, Technology Accessibility Specialist, is a great resource on campus. He maintains this guidance online: <https://www.kumc.edu/office-of-integrity-and-compliance/ada-compliance/technology-accessibility.html>