



Creating an Accessible Word Document for the Web

Posting Microsoft Word documents on the web is an easy task. However, documents posted to the web in their native .doc format are not accessible to students with disabilities. You can convert Word documents into an accessible PDF (portable document format) using Adobe Acrobat Professional.

A PDF document is a graphical file that is an exact image of the document originally created by another application (e.g., Word) and then converted by Adobe Acrobat into PDF format. PDF files can be viewed using Adobe Reader, which is a free viewer program that provides access to the PDF document. A PDF document provides the most flexibility to insure accessibility is maintained in the document.

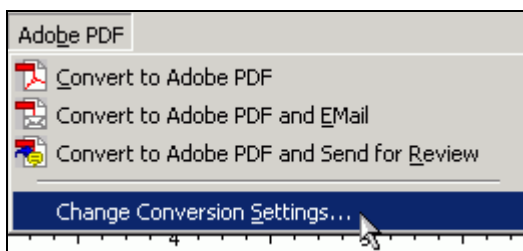
With the use of assistive technology programs, (i.e. JAWS) the visually impaired user can access the accessible PDF files. Accessible PDF documents can be created using Acrobat Professional in conjunction with Word. Before a document can be translated to a PDF format, it is necessary to check the conversion settings of the Adobe PDF Maker within Word. A PDF document is compatible with Windows and Macintosh computers, which means that the document can be read on-screen and printed from nearly any computer.

You can create a PDF and then post the document into your Blackboard course or on your web site for your students to access for printing, reading or downloading onto their computers. This tutorial shows you how to do exactly this and will also show you how to upload the file into Blackboard.

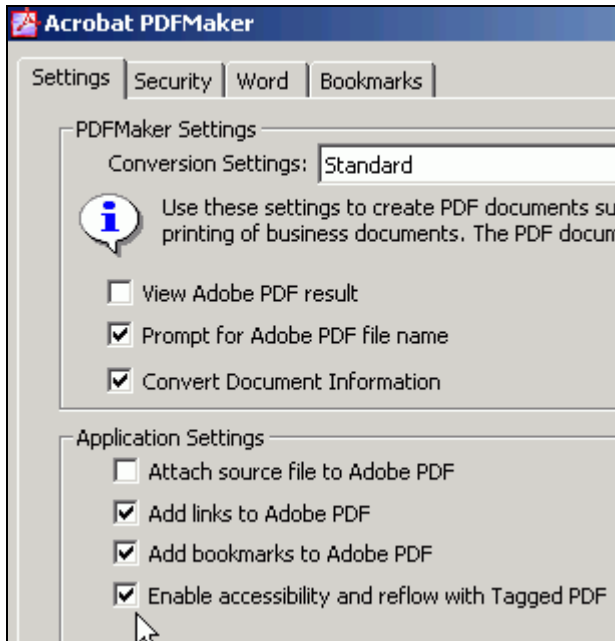
Changing PDF conversion settings in Word

Before a document can be translated to a PDF format from Word, it is necessary to check the conversion setting of the Acrobat PDFMaker within Word. These conversion settings create a "tagged" PDF structure. A "tagged" PDF file is a document structure that results in improved access to the information by assistive computer technology (i.e. JAWS).

1. Open a document in the Microsoft Word.
2. Choose Adobe PDF from the menu bar, and select Change Conversion Settings.



3. The Acrobat PDFMaker conversion settings window will open. Uncheck "View Adobe PDF result," then check "Enable accessibility and reflow with Tagged PDF". Click OK.



You are now ready to begin converting a Word document into a PDF file.

Converting a Word document into a PDF

- If your Word document contains solely text, complete steps 1 through 4 only.
- If your document has an image, open it in Word and complete steps 5 through 9.
- If your document contains a table, open it in Word and complete steps 10 through 14.

1. Open your document in Word (if it is not already open).

COURSE DESCRIPTION:

History 14 covers the heritage and development of California from its beginnings to the present day with emphasis on the political, economic, social, and multicultural forces that shaped the modern state. Analysis of historical issues and current problems, including experiences and interactions of the diverse groups in California history.

SEMESTER: Fall 2003 Course No. 20948 Section: 093

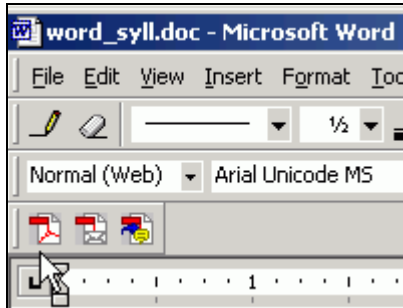
DAY & TIME: TUESDAYS 7:00 p.m. to 9:50 p.m. Room 2205

OFFICE HOURS: Wednesday: 6 to 7 p.m. Room 2124.

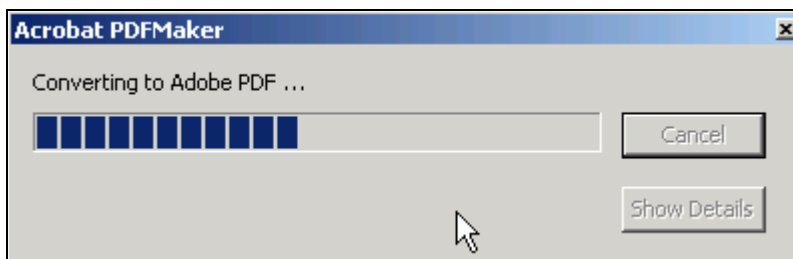
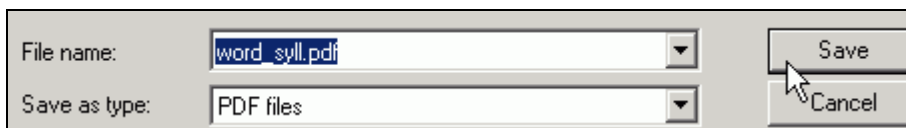
Other arrangements are possible if you ask.

Messages and assignments may be left in my **Mail box (Box 238, Bldg. 100)** as long as it is date-stamped by the receptionist.

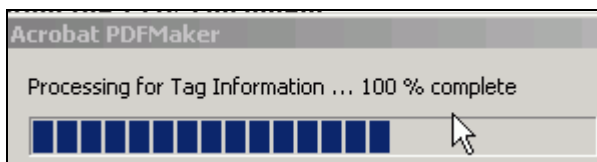
2. Click the Convert to Adobe PDF button on the Word toolbar. Alternatively, you can click Adobe PDF on the menu, and select Convert to Adobe PDF.



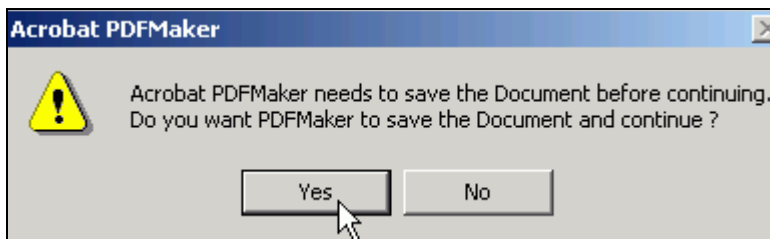
3. If you are asked to save the file, click Yes. Saving the PDF file will begin the convert to PDF process. After clicking Save, the Converting to Adobe PDF screen appears.



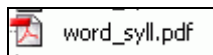
Acrobat will most likely show the processing for tag information when processing a text document, whether or not any images exist in the document. Tag information is the description information that you use (usually not more than 2-3 sentences) to describe the content of an image. It's exactly the same information that you would enter if you were adding "alt-tag" information for an image in Dreamweaver. The tag information is read aloud to the visually impaired individual by the assistive technology applications.



If the following dialog screen should appear after the tag processing is complete, click Yes.



4. The conversion process is finished. Your file is ready to be loaded into Blackboard.




Word documents containing images

5. If your Word document contains an image, you'll need to add an alt tag to the image *prior to* converting the document to a PDF.

The tag content needs to be relatively simple and should not require extensive description of the image. This means that you should not use more than 2-3 sentences to describe the image. Each sentence should end with a period at the end to signal to the assistive technology software that there is a pause in the reading of the text.

If a longer description of the image is necessary to fully explain tag content, consider inserting a more detailed description of the image within the text document that precedes or follows the image. The image used in this tutorial only requires a simple tag description of "Las Positas College Logo."

HISTORY 14



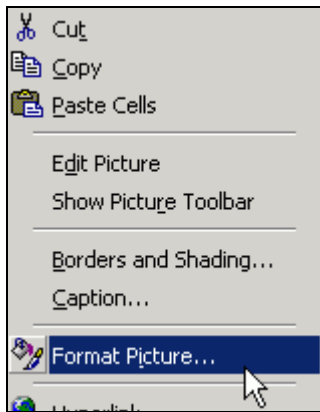
HISTORY & AMERICAN CULTURES OF CALIFORNIA

COURSE DESCRIPTION:
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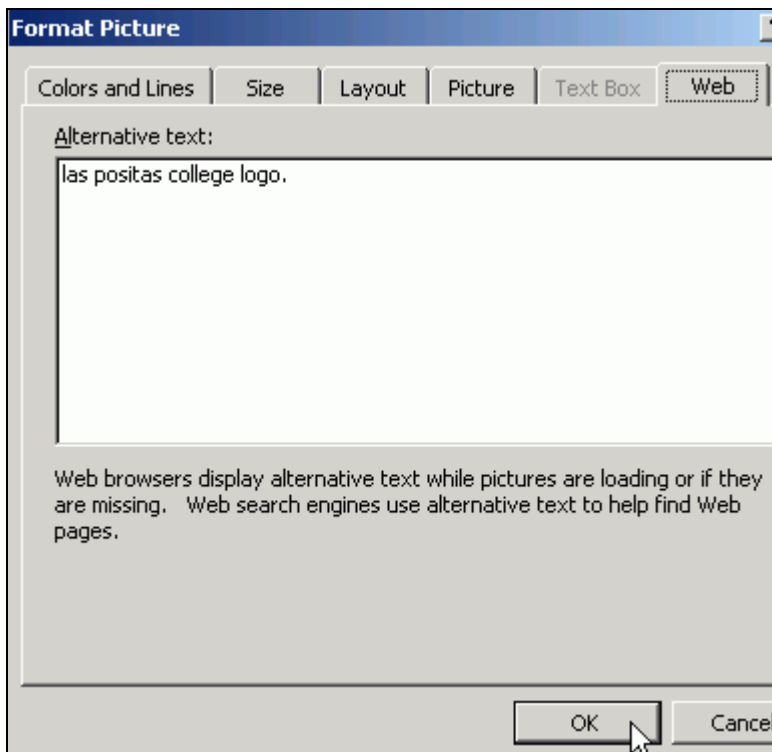
SEMESTER: Fall 2003 Course No. 20948 Section: 093

DAY & TIME: TUESDAYS 7:00 p.m. to 9:50 p.m. Room 2205

6. In Word, right-click on the image, and select Format Picture from the drop-down menu.



7. Click the Web tab, and type your simple tag information in the Alternative text box. When finished, click OK.



8. Do the same for any other images you might have in your document.

9. When finished, convert your file to a PDF by clicking the Convert to Adobe PDF button on the Word toolbar. Save your file. (Refer to steps 1 through 4 for more details). Your file is ready to be uploaded into Blackboard.

Word documents containing tables

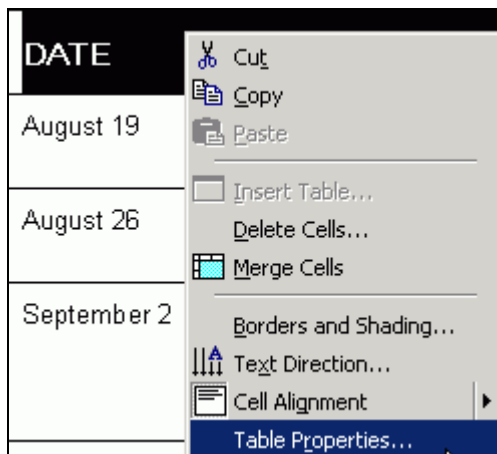
10. If your Word document contains a table, you'll need to tag the table **prior to** converting the document to a PDF. To create a Word table for a PDF document, it is necessary to use the Table formatting option in Word.

Do not use "spaces" or "tabs" to visually format content in a Word table as this will create the incorrect content in the root tagged PDF document.

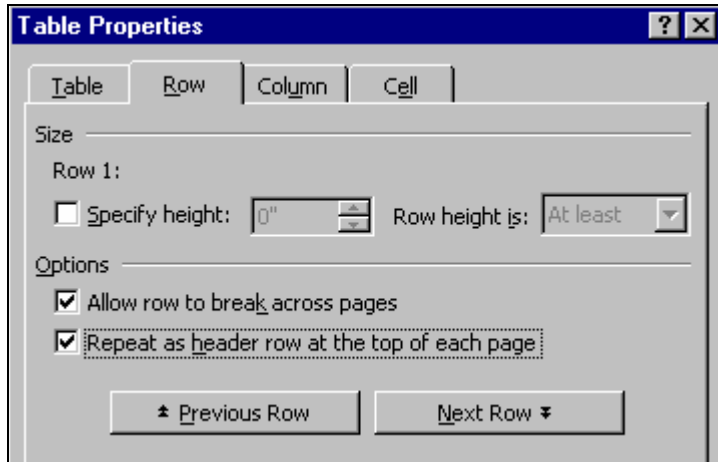
The Word table below is an excerpt of a class schedule and reading assignments. You will have to type in a header for each column in the first row of the table. The headers for this example are Date, Topic, and Read.

DATE	TOPIC	READ
August 19	Introduction to Course – The California Dream/Geography	Rawls, Chapter 1; Davis, Introduction
August 26	The Original Californians (Films)	Rawls, Chapter 2; Davis, Chapter 1, half of the book <i>The Ohlone Way</i>
September 2	Spanish Exploration/Mission Period (Film) Mission Controversy Discussion Begins	Rawls, Chapters 3-4; Davis, Chapter 2, finish <i>The Ohlone Way</i>
OHLONE WAY PAPER DUE September 2, 2003		

11. After typing in the header, you need to identify the row as a table header in Word by highlighting the row and right-clicking on it. Select Table Properties from the menu.



12. In the Table Properties box, click the Row tab, then check the box labeled "Repeat as header at the top of each page". Click OK.



13. Do the same for any other tables you might have in your document.

14. When finished, convert your file to a PDF by clicking the Convert to Adobe PDF button on the Word toolbar. Save your file. (Refer to steps 1 through 4 for more details). Your file is ready to be uploaded into Blackboard.

If you need to modify your Word document, do it in Word, and then convert to PDF again.