

Microsoft Word 2003



Introduction

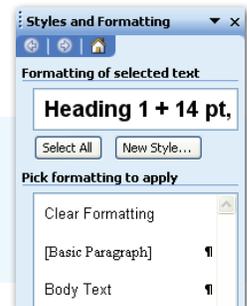
The Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973 state that the government's electronic information must be accessible to people with disabilities. In this context, "accessible" means that the document does not rely on a single sense or ability of the user,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

This document explains:

- Filling in document properties
- Adding Alternate (Alt) text
- Making web and e-mail address hyperlinks
- Creating a tagged PDF

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

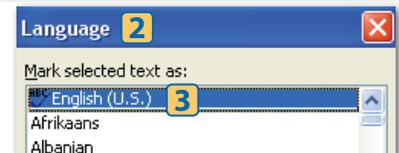
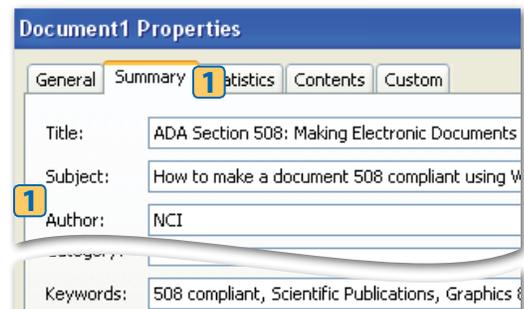
Populating certain document properties (Title, Subject, Author*, and Keywords) and setting the language are required to make an electronic file 508 compliant.

Step 1. Choose FILE > PROPERTIES > Click on the SUMMARY tab and fill in the required fields

Step 2. To select a language, choose TOOLS > LANGUAGE > SET LANGUAGE

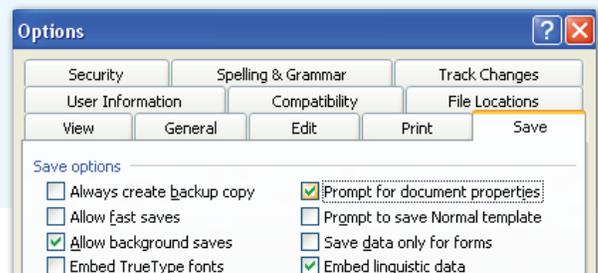
Step 3. Choose the language (English [U.S.]) in the "Mark selected text as:" section > Select OK

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



Note: You can have Microsoft Word 2003 prompt you to fill in document properties every time you create a new document and save it.

Choose TOOLS > OPTIONS > Click on the SAVE tab and check the box next to "Prompt for document properties"



Writing Alt Text

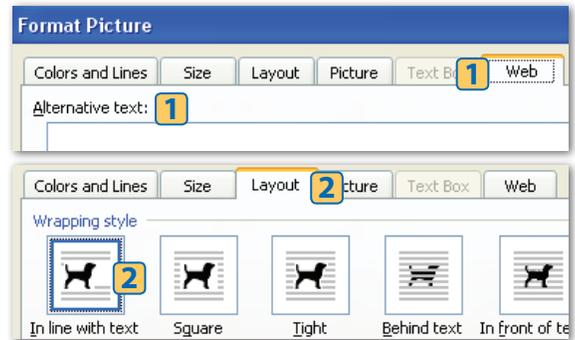
Alt text is a text equivalent of a non-text element. It should convey the meaning of an image or element to the visually impaired. See the SPGM handout "Writing Alternate (Alt) Text" for help with writing Alt text.

Adding Alt Text

Find non-text elements and add Alt text to them.

Step 1. Select the image > Choose FORMAT > PICTURE > WEB tab > Fill in the Alternative Text box > Select OK

Step 2. To make sure the image is “In Line with Text,” choose FORMAT > PICTURE > Select the LAYOUT tab > Choose the “In Line with Text” option as the wrapping style > Select OK

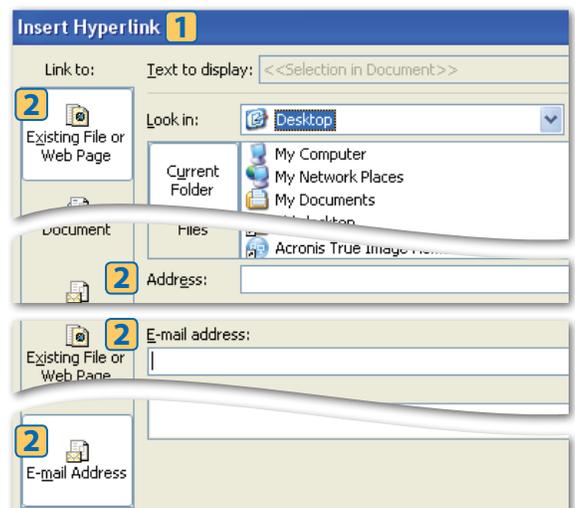


Creating Hyperlinks for URLs and E-mail Addresses

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 <mailto: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.

Step 1. Choose INSERT > HYPERLINK

Step 2. Type the URL, e-mail address, or choose a file from your computer > Select OK

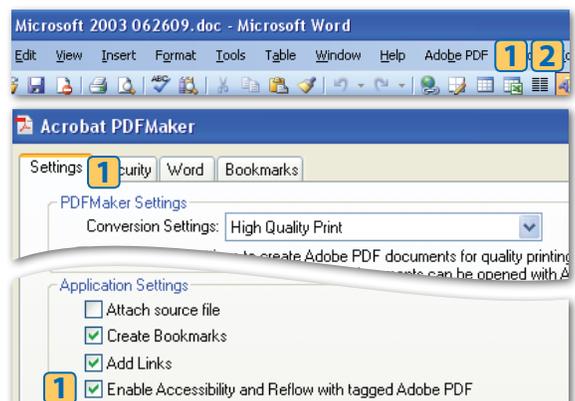


Creating a Tagged PDF

You can also 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.

Step 1. Choose ADOBE PDF in the toolbar > Select Change Conversion Settings > Under the SETTINGS tab, check the box next to “Enable Accessibility and Reflow with Tagged Adobe PDF” in the Application Settings section

Step 2. Choose ADOBE PDF in the toolbar > Select CONVERT TO PDF or use the ACROBAT PDFMAKER toolbar



Note: Using the “Print to PDF” function in software applications will not create a tagged PDF.

Need help?

For additional ADA Section 508 handouts or further assistance with making your electronic documents accessible, please contact Scientific Publications, Graphics & Media (SPGM) at 301-846-1055 or ncispgm@mail.nih.gov.

Data Management Services (DMS) provides a service to check electronic documents to make sure they meet the requirements of 508 accessibility. The DMS 508 team can be contacted at css508@mail.nih.gov.