

**Center for Faculty Development and Support**

**Making  
Documents  
Accessible  
in  
Word 2007**

*Tutorial*



**SAN JOSÉ STATE  
UNIVERSITY**

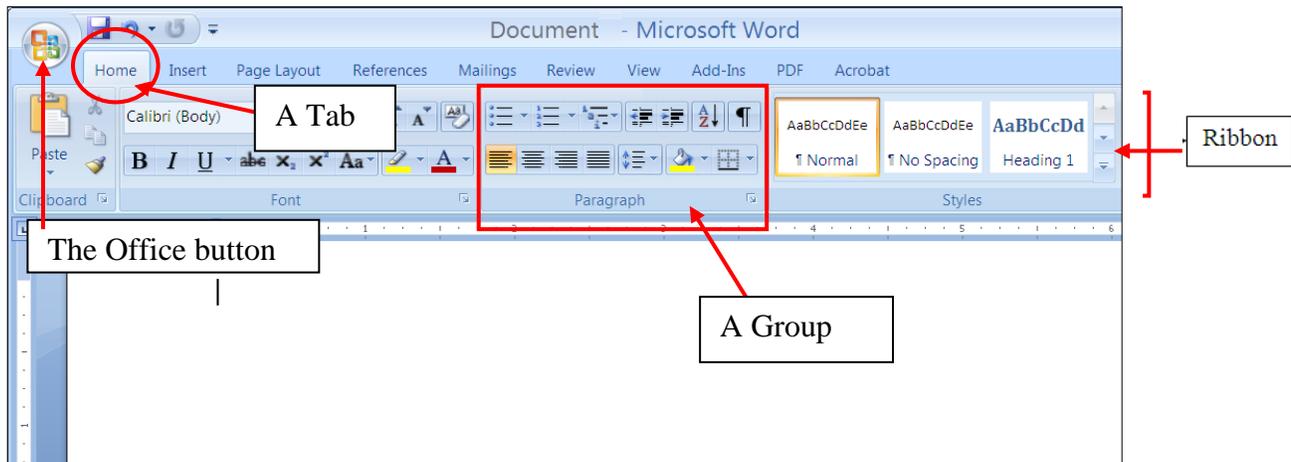
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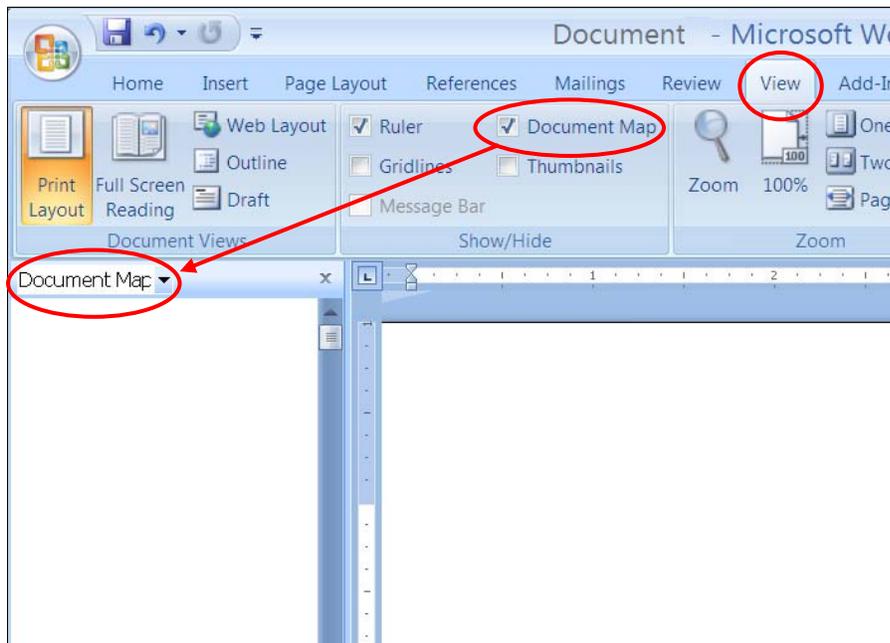
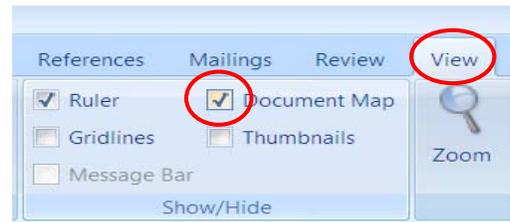
### Create a New Document and Set Up a Document Map

- Launch **Word 2007**. Go to the **Office** button and select **New Document** and click on the **Blank Document** icon. A new document will appear in the document window.
- In this handout, you will see instructions directing you to go to the **tab**, which is category name of many **groups** of functions that are displayed in a horizontal **ribbon**. The **Office** button has the major functions for saving and printing, Word Options, etc.



- Go to the **View** tab and select **Document Map** in the **Show / Hide** group. The **Document Map** window will open on your left.

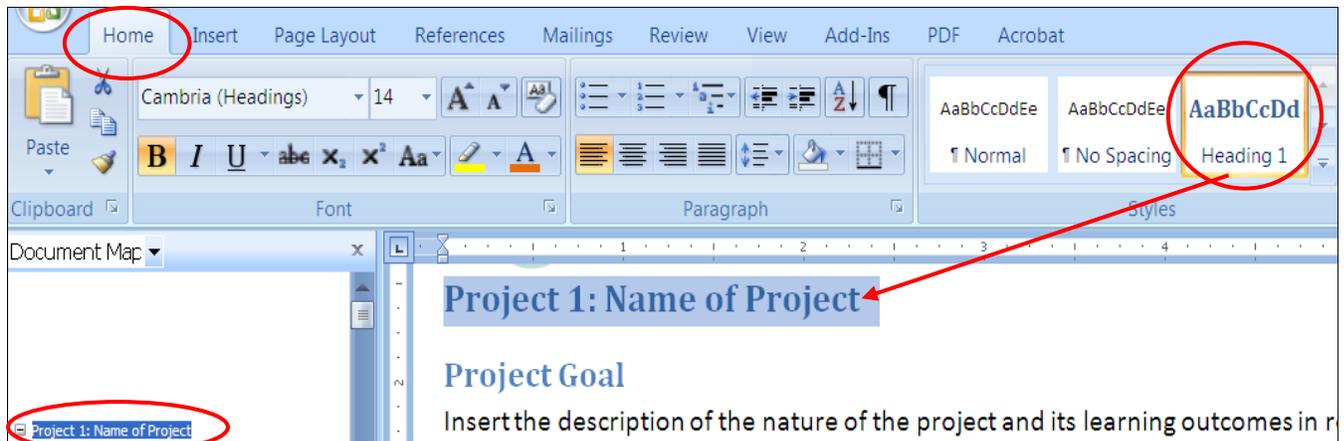
After you applied a **Style** to a heading, sub heading, caption, etc. the heading structure will appear in their hierarchy in this window. This is also a handy function to check if an existing document has a heading structure.



## Apply Styles

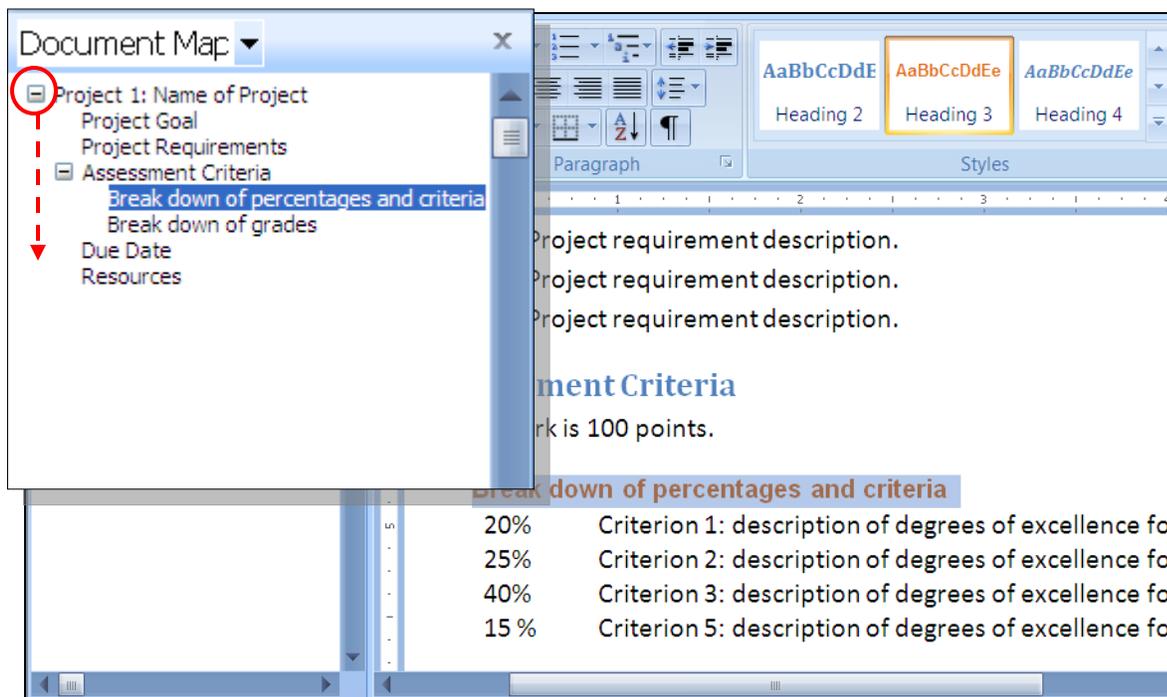
The “**Styles**” is a structural identity that you apply to your content elements that lets you prioritize the content elements as well as enhance the formatting and visual presentation quickly.

- By default, when you input text, it will appear as in **Normal** Style, the lowest in the heading structure.
- To apply a heading style, highlight your heading, or click once anywhere in your heading, and go to the **Home** tab and select the appropriate **Heading** style in the **Styles** group, such as Heading 1 for title, Heading 2 for the next level, Heading 3 for the sub titles, etc.

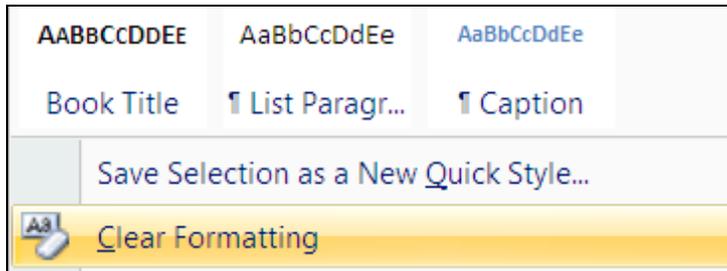


You can preview the result in your document as your cursor hovers over a **Style**. Click to apply the style.

- In the **Document Map** window, click and collapse the “**plus**” icon next to your first heading to a “**minus**” icon to view the hierarchy of your heading structure.

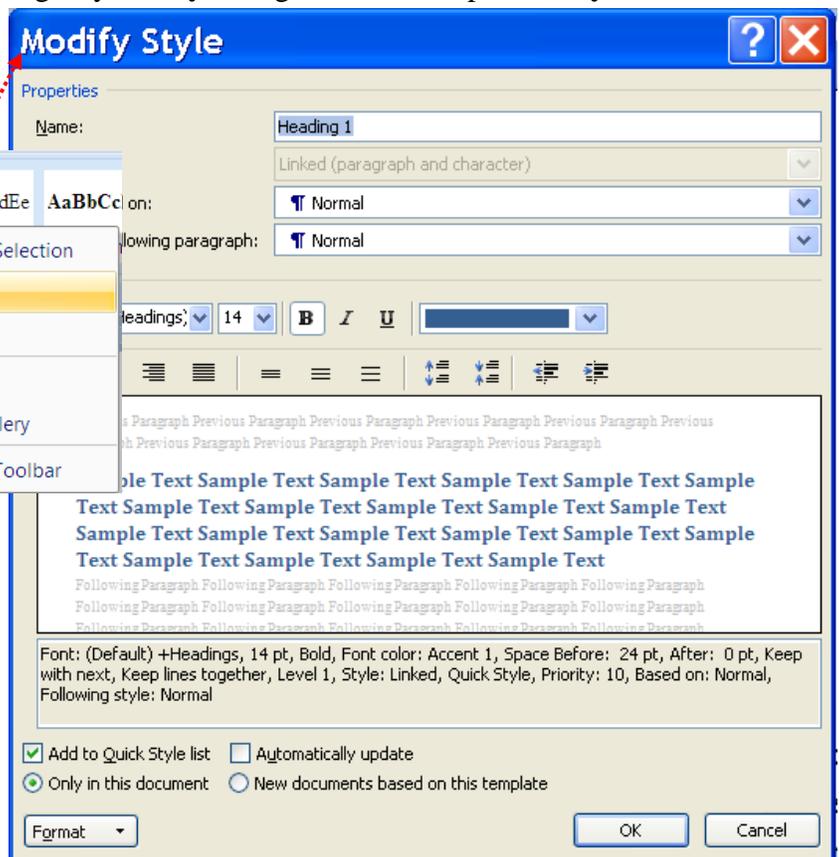
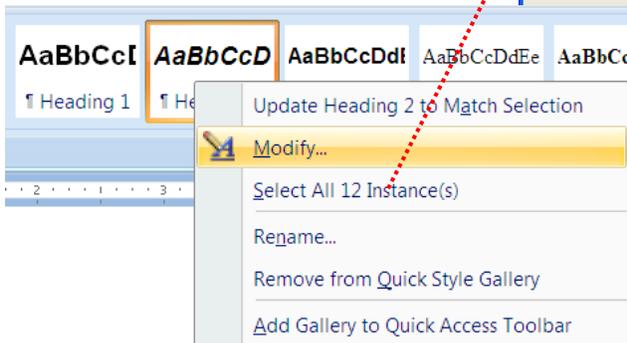


- To change a heading back to a normal paragraph style, select your paragraph, or click once in the paragraph, go to the **Home** tab and select **Normal** in the **Styles** group.
- Or you can erase all the Styles in your content and start over again by selecting all your content and click on the **Clear Formatting** button in the bottom of the expanded **Styles** group window.



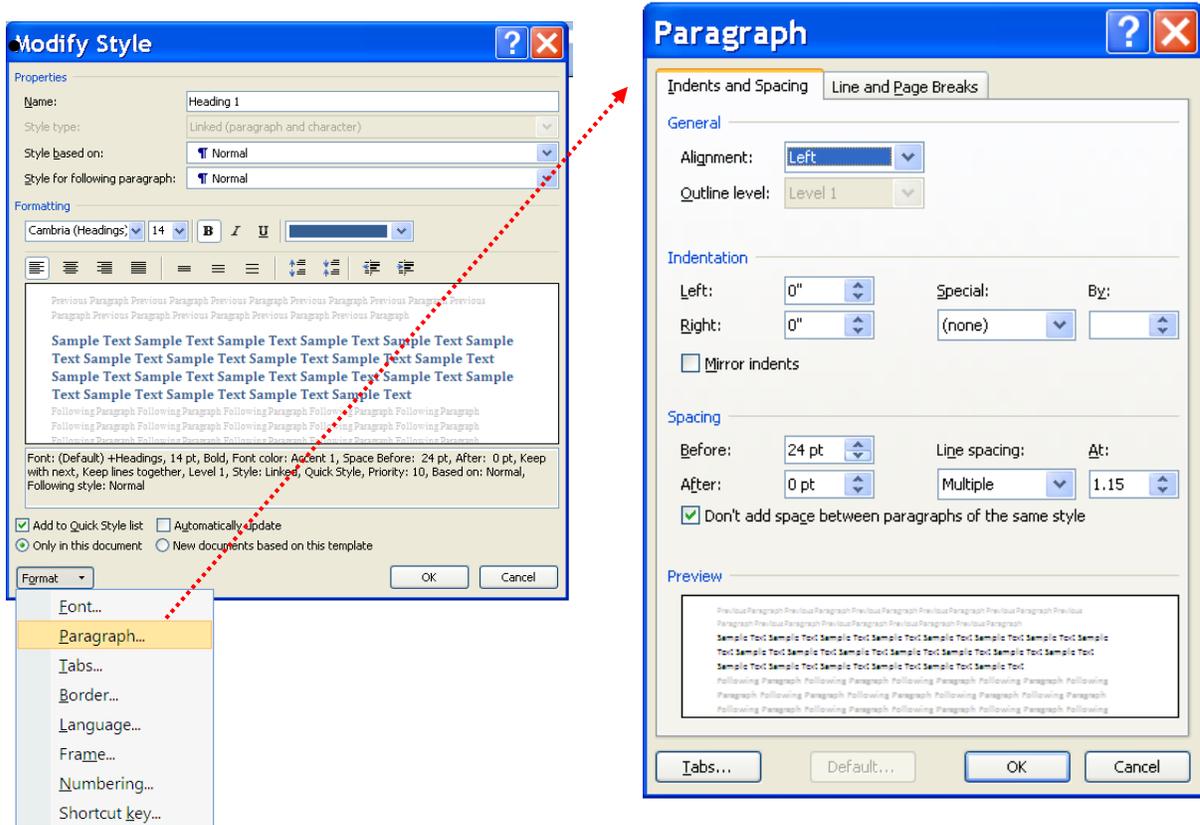
## Modify Styles

- To modify the visual effects and formatting of your **Styles**, right click on a specific **Style** in the **Home** tab's **Styles** group, and select **Modify**. The **Modify Style** window will appear.



- **For basic modifications:** The **Modify Style** window contains the selections for **Properties** and **Formatting**. In the **Formatting** section you can create a new Style based on a previous Style and change. In the **Properties** section you can modify the basic font attributes and alignment attributes.
- **For advance modifications:**
  - Click on the lower left-hand **Format** button in the **Modify Style** window. The option list will appear with formatting options such as paragraph, numbering, tabs, etc.

For example: To modify the **before** and **after** line spacing of headings, select **Paragraph** in the **Formatting** option list.

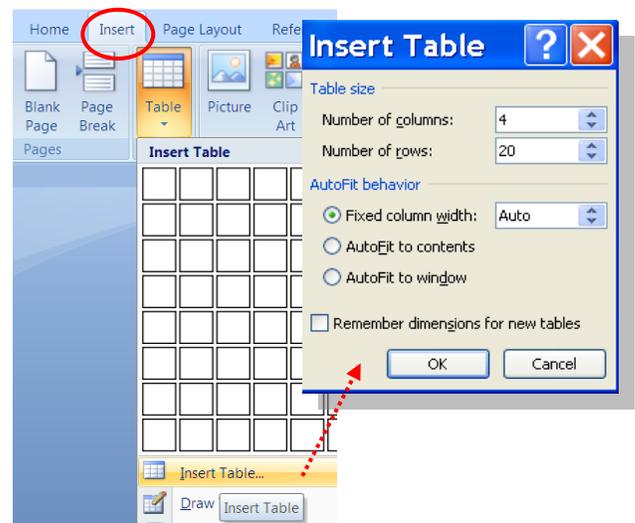


- In the **Spacing** group of the **Paragraph** window, modify the increments of space **Before** or **After** your **Style** by direct input or clicking on the up and down arrows.
- Click **OK** to preview document and exit the **Paragraph** window. Click **OK** again to confirm modification and exit the **Modify Style** window.

### ***Use Table for Formatting and Alignment of Text***

Tables can be used to align groups of text without using the Tab key or the Space bar in your keyboard and the result will make text formatting easier to control and the text-to-speech experience friendlier.

- Go to the **Insert** tab and select the **Table** icon and click on the **Insert Table** label below. The **Insert Table** window will appear.
- Enter the numbers of **column** and **row**. Click **OK** when done.
- Enter your groups of information in each cell and in the sequence that they should be read.  
The text-to-speech software by default will read the information in a table horizontally cell by cell, row by row, therefore do not leave empty cells or rows in your table because they will be read as

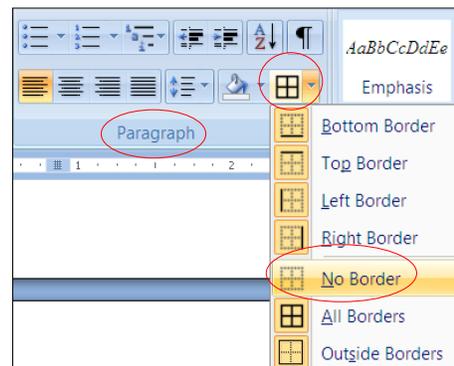


empty cells or rows, similar to the empty paragraphs with paragraph returns being read as “blank”.

- To format your information in a table, you can select the entire column or row, click on the column grid or the row grid and drag it horizontally or vertically to resize.

20%	Criterion 1: description of degrees of excellence for assessment
25%	Criterion 2: description of degrees of excellence for assessment
40%	Criterion 3: description of degrees of excellence for assessment
15 %	Criterion 5: description of degrees of excellence for assessment

- For formatting purposes, make the table’s **grid lines** and **borders invisible** by selecting the entire table, go to the **Home** tab’s **Paragraph** group, and select the **Border** icon and click on the **No Border** option on the options list. The table will be invisible. Below are two examples of a table being used for text formatting purposes with or without the table grids.

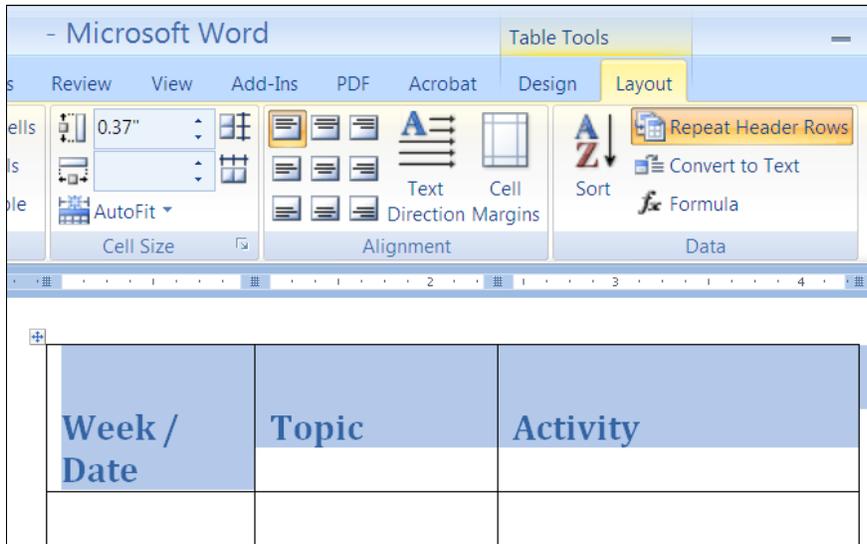


20%	Criterion 1: description of degrees of excellence for assessment
	<ul style="list-style-type: none"> <li>Degree one</li> <li>Degree two</li> <li>Degree three</li> </ul>
25%	Criterion 2: description of degrees of excellence for assessment
40%	Criterion 3: description of degrees of excellence for assessment
15 %	Criterion 5: description of degrees of excellence for assessment

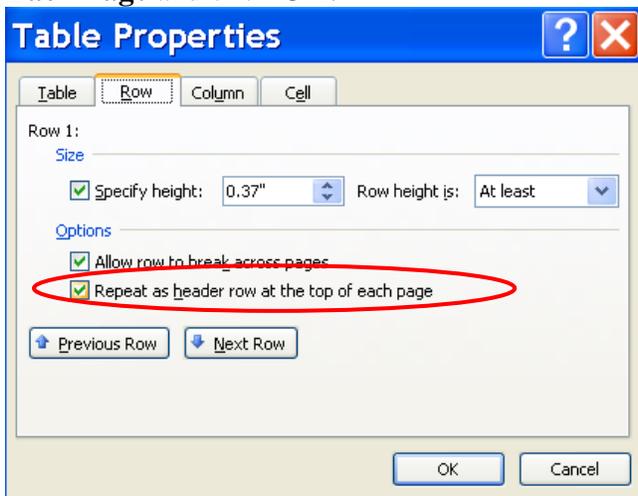
97-100 = A+.	95-97= A.	90-94= A-.
87 - 89 = B+.	83 – 86 = B.	80-82 = B-.
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
Less than = 60% F		

### Create Repeated Header Row for a Two-Page Table

- Follow the steps above to create a table.
- Create text labels for your column heads. Highlight this header row.
- Go to the **Layout** tab and click on the **Repeat Header Rows** label that toggles the on/off selections.



- OR, you can **right click** on the selected header row and select the **Table Properties** option. In the **Table Properties** window's **Row** tab, check the option for **Repeat the Header Row for Top of Each Page** and click **OK**.

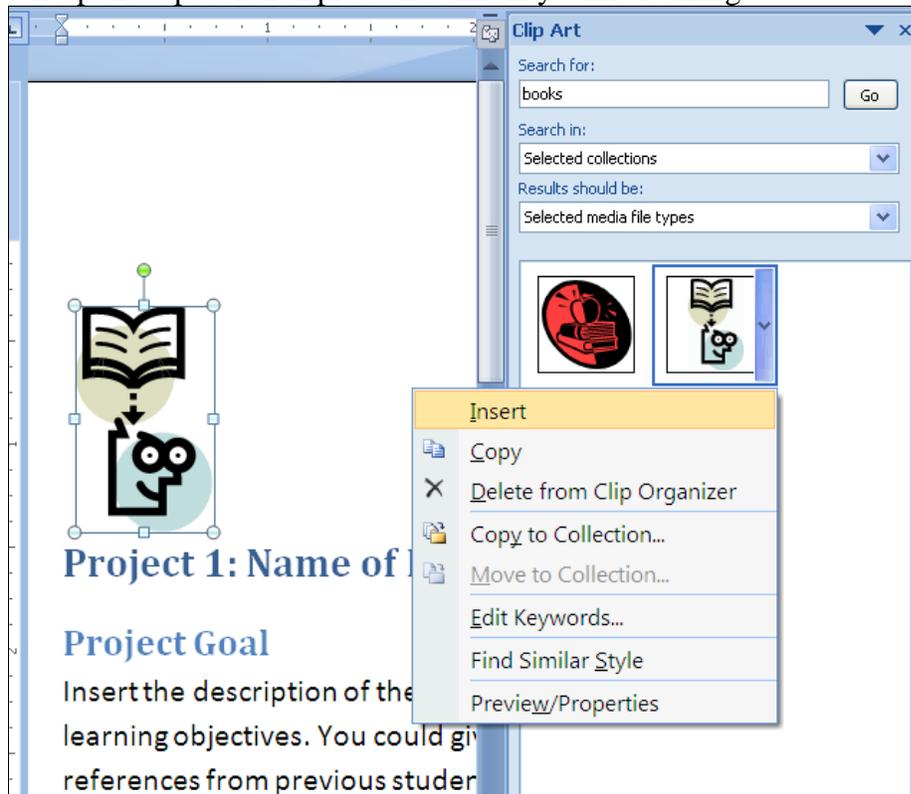


### Insert Image

- Go to the **Insert** tab's **Illustrations** group. If you have your **own source** of images then select **Picture**, otherwise select **Clip Art** to use the resources in the **Microsoft Clip Art Gallery**.
- If you selected **Pictures**, you can browse for your image file and click **Insert**.



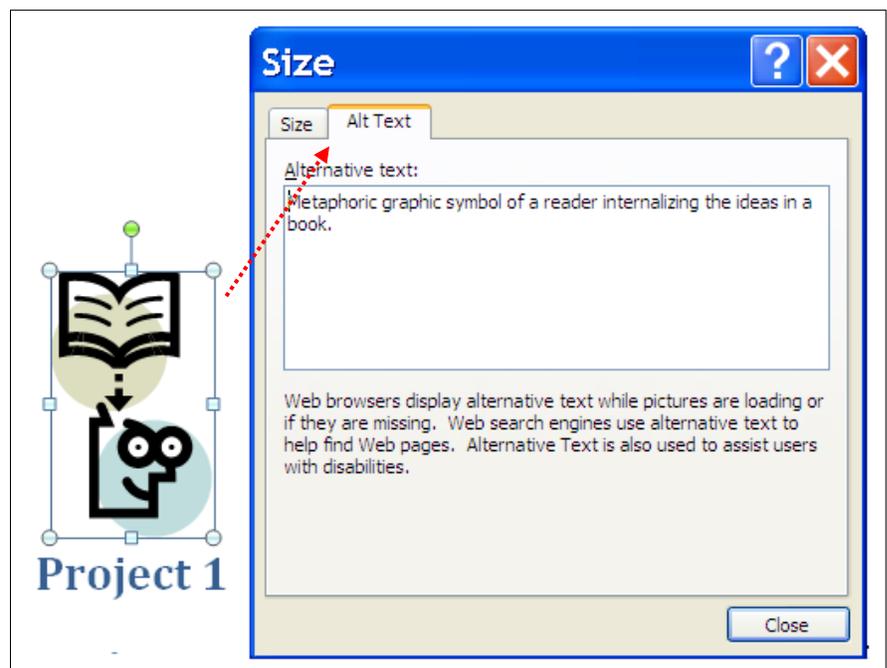
- If you selected **Clip Art**, the **Clip Art** window will open on your right. Input a search key word in the **Search for** field. You can also select a **Media file type** (photos, clip art, etc.) in the **Results should be** drop down combo list.
- Click on the down arrow next to your selected image and select **Insert**. Image will be inserted. To **resize the image**, click and drag **one** of the corner anchor points diagonally up or down. If you want to keep the aspect ration press the **Shift** key while resizing.



### **Add Alternative Text**

**Alt Text**, short for Alternative Text, is the text equivalent information for your images. Since text-to-speech software can only access text, this information is crucial for users listening to your content to understand the purposes and descriptions of your images.

- **Right Click** on the image and select **Size** or **Size and Position** in the options list (depending on your product ID of Word you may need to select **Format Picture** after right click.)

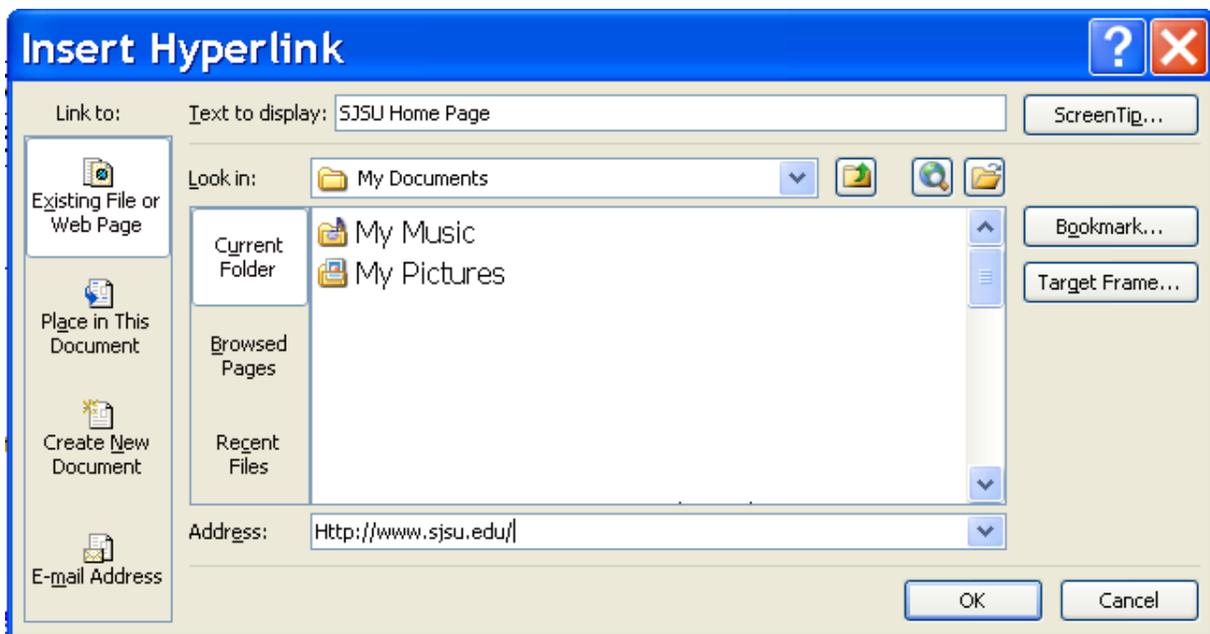
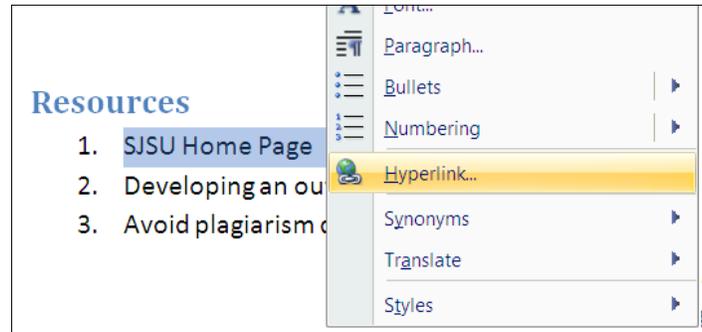


- Select the **Alt Text** tab in the **Size** window.
- Input your succinct description in the **Alternative text** area. Click **Close** when done. Your **Alt text** will be embedded in the image and will not be visible in the Word document.

### ***Insert Hyperlinks and Create Link Titles***

Text-to-speech software, like some other software, is able to pull all the hyperlinks to an index table. It will enhance readability if the list of hyperlinks in this table is informative on their destinations and not a list of long URLs or “click here”.

- Input the name of the destination, i.e. name of your web site “SJSU Home Page”. This name becomes the **anchor** (launch pad) for your hyperlink.
- Highlight and right click on your anchor. Select **Hyperlink** in the pop up option list. (Or you can select the **Insert** tab and click on **Hyperlink** in the **Links** group.) The **Insert Hyperlink** window will appear.



- In the **Insert Hyperlink** window, by default the hyperlink function for **Existing File or Web Page** button is selected in the left column. The anchor that you just created appears in the **Text to display** field on top.
- Enter the URL of your destination (or copy and paste the URL from your browser that displayed the SJSU Home Page) in the **Address** field at the bottom of the window.
- Click **OK** when done.  
Note: Your anchors will inherit the Hyperlink Style and by default will be in blue and underlined.

### Resources

1. [SJSU Home Page](http://www.sjsu.edu/) (http://www.sjsu.edu/)
2. [Developing an outline](http://owl.english.purdue.edu/owl/resource/544/01/) (http://owl.english.purdue.edu/owl/resource/544/01/)
3. [Avoid plagiarism quiz](http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm/) (http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm/)

- You should also enter the URL in parenthesis after the anchor in case you need to **disseminate the content in print form** however you do not have to make the URL a hyperlink.

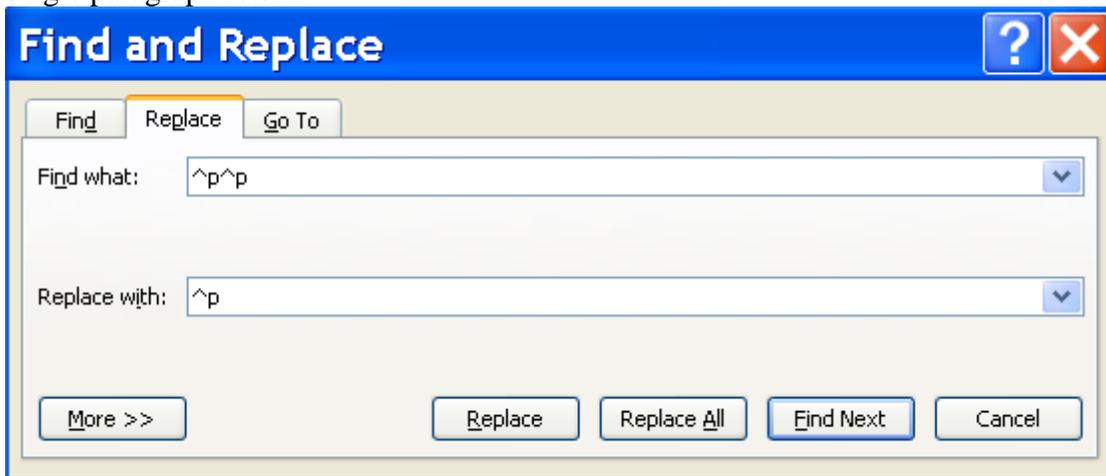
### Minimize Paragraph Returns

Every paragraph requires a paragraph return ¶ at the end for formatting purposes. When users with text-to-speech software try to read the content line by line, every extra paragraph return symbol for an empty paragraph will be read as “blank”. This could be quite annoying. You should delete these extra returns.

- Reveal these paragraph return symbols by going to the **Home** tab’s **Paragraph** group and click on the ¶ **paragraph** symbol that toggles the **hide or show** formatting symbols function in your content.



- Go to the **Home** tab’s **Editing** group that is on the right end, and select **Replace**. The **Find and Replace** window will appear. We need to find the double paragraph returns and replace them with a single paragraph return.

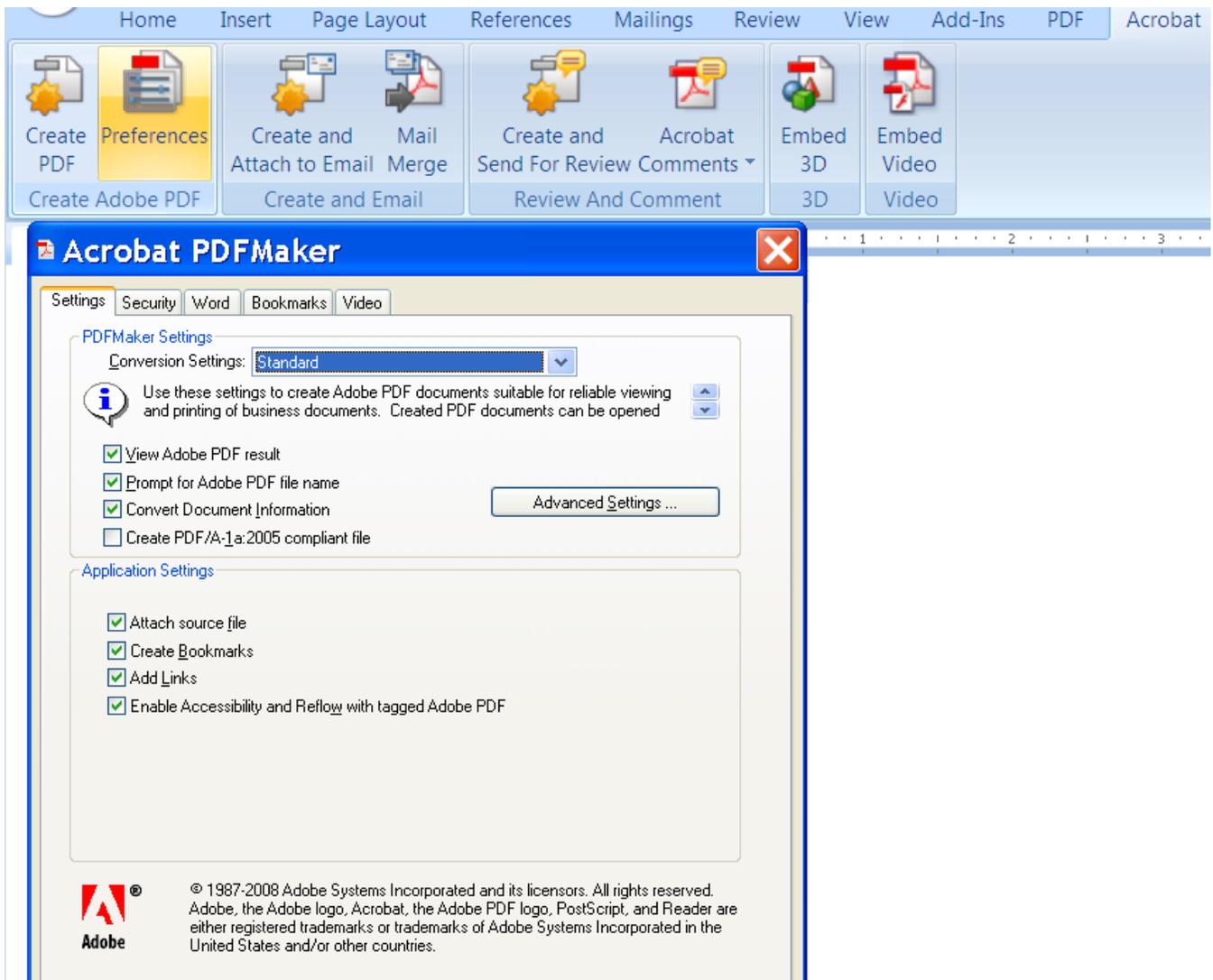


- **^p** stands for **paragraph returns**. Input “**^p^p**” in the **Find what** field and input “**^p**” in the **Replace with** field. “**^p**” represents the paragraph symbol.
- Click the **Replace All** button to make the changes. All the extra paragraph returns will be eliminated.

## Convert to Adobe PDF

By implementing the previous steps in Word, your document should be quite accessible for dissemination purpose. However many authors also choose to disseminate their documents as an Adobe PDF (portable document format) instead of the Word DOC format. Why? PDF documents can retain the visual format and fonts for users just as the elements appeared on the author's monitor. When users read the PDF document in the Adobe's Reader, they can use the zoom, bookmarks, go to page, etc. features to enhance reading without having to find the right version of Word or to install special fonts. In addition, users can use the Read Out Loud feature in the Reader to listen to the text being read.

- After you install **Adobe Acrobat 9**, you will see the **Acrobat** tab.
- Go to the **Acrobat** tab and select the **Preference** button.
- Make sure you have selected the **Enable Accessibility and Reading** with tagged Adobe PDF feature.



- Click **OK** when done. Select the Create PDF button to name, create, and save your PDF document.
- Your PDF document will appear in Acrobat Professional after the conversion is created.

## Creating Accessible Word Documents Word 2007

- Click on the bookmarks icon on the left to see your headings. You can random access your content by clicking on these heading bookmarks.
- You can go to the View menu and select Read Out Loud to activate the text-to-speech function and have your text and images being read.

**Pages**



**Bookmarks**

- /
- Project 1: Name of Project
  - Project Goal
  - Project Requirements
  - Assessment Criteria
    - Break down of percentages and criteria
    - Break down of grades
  - Due Date
  - Resources



### Project 1: Name of Project

#### Project Goal

Insert the description of the nature of the project and its learning outcomes in relations to your course learning objectives. You could give some examples to help students visualize the deliverable or include references from previous student projects to help the class get started.

#### Project Requirements

1. Project requirement description.
2. Project requirement description.
3. Project requirement description.
4. Project requirement description.

#### Assessment Criteria

Total mark is 100 points.

**Break down of percentages and criteria**

20%	Criterion 1: description of degrees of excellence for assessment
25%	Criterion 2: description of degrees of excellence for assessment
40%	Criterion 3: description of degrees of excellence for assessment
15%	Criterion 5: description of degrees of excellence for assessment

**Break down of grades**

97-100 = A+	95-97 = A.	90-94 = A-.
87 - 89 = B+.	83 - 86 = B.	80-82 = B-.
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	63-66 = D	60-62 = D-
Less than = 60% F		

#### Due Date

9 AM Monday March 30<sup>th</sup>, 2009

#### Resources

1. [APA Style](http://owl.english.purdue.edu/owl/resource/560/01/) (http://owl.english.purdue.edu/owl/resource/560/01/)
2. [Developing an outline](http://owl.english.purdue.edu/owl/resource/544/01/) (http://owl.english.purdue.edu/owl/resource/544/01/)
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Project 1 for 100W section09
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