

# Creating Accessible PDF Files from Microsoft Office Documents

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# Agenda

- Adobe Reader: How it works to make PDF files accessible
- Tools that Produce Well Formatted Accessible PDF Documents
- Preparing Your Content
- Remediation and Repair Tools
- Demonstration

# Adobe Reader: How it Works to Make PDF Files Accessible

- Built in Accommodations
  - (Read Out Loud, Reflow, Contrast, Auto Scroll)
- Compatible with Assistive Technology
  - Screen Readers
  - Screen Magnifiers
  - Alternate Input Devices
- MSAA Compliant User Interface

# Tools that Produce Well Formatted PDF

- Office 98 – Office 2007
  - Adobe PDFMaker from Adobe
- Office 2007
  - Adobe PDFMaker
  - Microsoft Save as PDF or XPS Add-in for Microsoft Word 2007 from Microsoft
- Other Word Processing
  - Openoffice Writer from Openoffice

# Prepare Your Content

- All elements are assigned a style. In Microsoft Word the default style is “Normal”
- Do Not Apply Formats and Fonts to Modify the Appearance of the Default Style
- Only Use Styles: Title, Heading 1, Heading 2, etc.
- Create Lists Properly Choosing from the List Dialog Box
- Create Tables Properly by Using the Table Menu
- Add Alternative Text Descriptions to Non-Text Elements Using the Format Picture Dialog
- Format Columns Using the Column Tool

# Checking and Repair Tools

- Check Your Work Manually
- For Automated Checking and Repair Before it Becomes a PDF File
  - LK4 Technology Accessible Web Publishing Wizard for Microsoft Office
- For Automated Checking and Repair of PDF Files
  - Adobe Acrobat Professional 7
  - Adobe Acrobat Professional 8
  - Netcentric Technologies Commonlook

# Demonstrations

- Improperly produced PDF
- Properly produced PDF
- Checking and Repair