

## Microsoft Word 2007



### Introduction

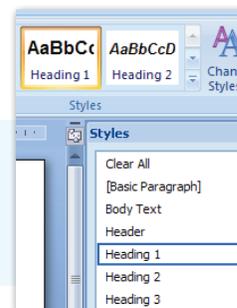
The Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973 state that the government's electronic information must be accessible to people with disabilities. In this context, "accessible" means that the document does not rely on a single sense or ability of the user,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

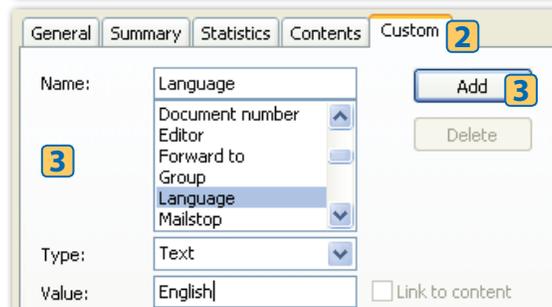
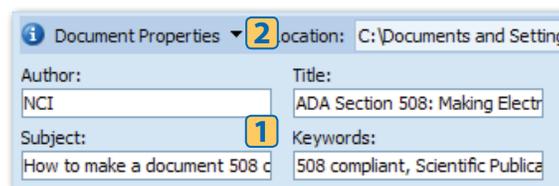
Populating certain document properties (Author\*, Title, Subject, and Keywords) and setting the language are required to make an electronic file 508 compliant.

**Step 1.** Select the OFFICE BUTTON (top left corner). Select PREPARE, then PROPERTIES, and fill in the required fields.

**Step 2.** Click on the DOCUMENT PROPERTIES drop-down menu (top left of panel). Select ADVANCED PROPERTIES and choose the CUSTOM tab.

**Step 3.** In the CUSTOM tab, select the following:  
Name: select Language; Type: select Text;  
Value: type in English. Click on ADD and select OK.

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



**Note:** The "Prompt for document properties" function (available in Word 2003) is not available in Word 2007.

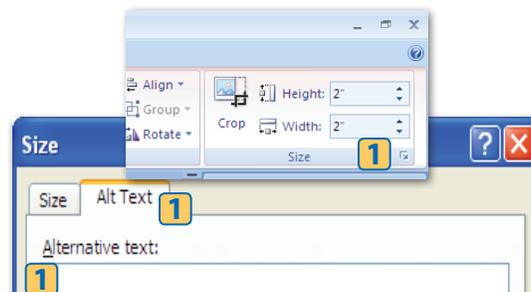
### Writing Alt Text

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

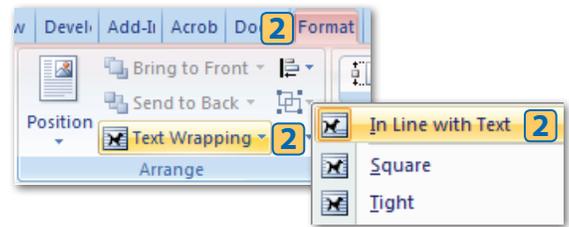
Find non-text elements and add Alt text to them.

**Step 1.** Double-click the image. In the FORMAT tab on the Microsoft ribbon, click the arrow in the bottom right corner of the SIZE panel. Select the ALT TEXT tab and fill in the Alternative Text box. Select OK.



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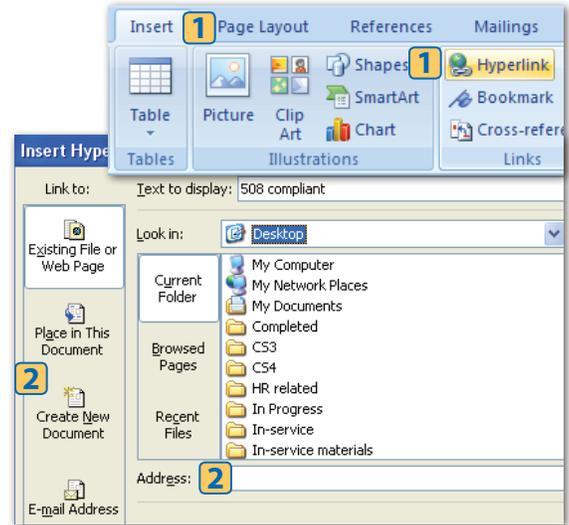
**Step 2.** To make sure the image is “In Line with Text,” select the FORMAT tab on the Microsoft ribbon. In the ARRANGE panel, select TEXT WRAPPING. In the drop-down menu, select the “In Line with Text” wrapping style (or right click on the image, select “More Layout Options,” and choose “In Line with Text” in the TEXT WRAPPING tab).



## 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.

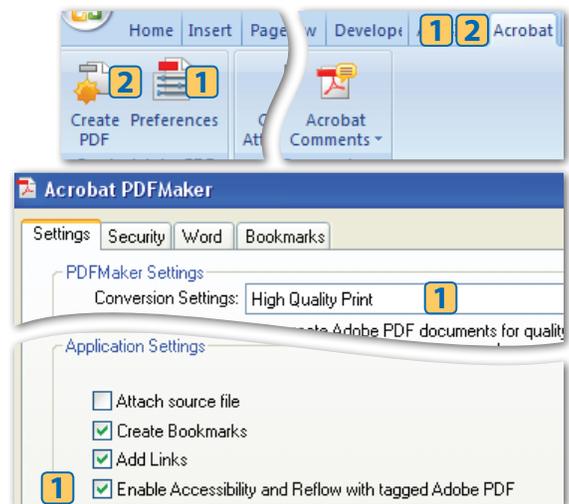
- Step 1.** Select the text or object to be hyperlinked. Select the INSERT tab on the Microsoft ribbon and, in the LINKS panel, select HYPERLINK.
- Step 2.** In the Insert Hyperlink window, fill in the URL or e-mail address, or choose a file from your computer. Select OK.



## 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.** Select the ACROBAT tab on the Microsoft ribbon. Verify the settings in PREFERENCES: Under the SETTINGS tab, select High-Quality Print and check the box next to “Enable Accessibility and Reflow with Tagged Adobe PDF.” Select OK.
- Step 2.** To create a PDF, select the ACROBAT tab on the Microsoft ribbon. Select CREATE PDF.



**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](mailto: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](mailto:css508@mail.nih.gov).