Creating accessible word documents for conference papers and booklets.

Teagasc is obliged to have all content on the corporate/public website accessible to people with disabilities. The actions outlined below are essential for documents being created in Word that will be published as PDFs

Headings

Create headings and subheadings (Heading 1, 2, 3 etc.) using styles, not just bolded, enlarged or centred text.
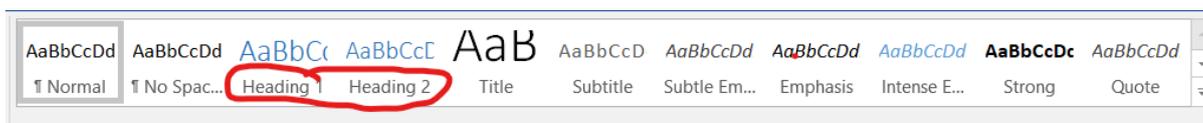
Use Heading 1 for the main title then follow with Heading 2 and Heading 3 as appropriate

Tables

Create tables using the 'Table' option, in the 'Insert' tab
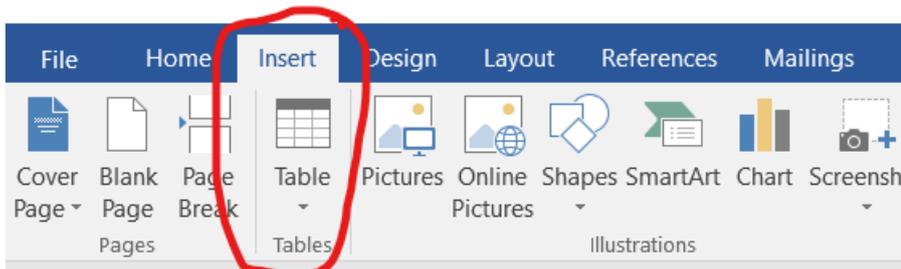
Make sure all tables have headers across the top. If you have one row across the top, you can set this row as a header by selecting the table and choosing Table >Table Properties > Row tab > Repeat as Header Row at the top of each page.

Tables should have a uniform structure with no merged cells as these can upset the reading order for someone using a screen reader

Table titles should not be built into the table but presented separately over the table. Ideally use the 'Insert Caption' option in the References tab
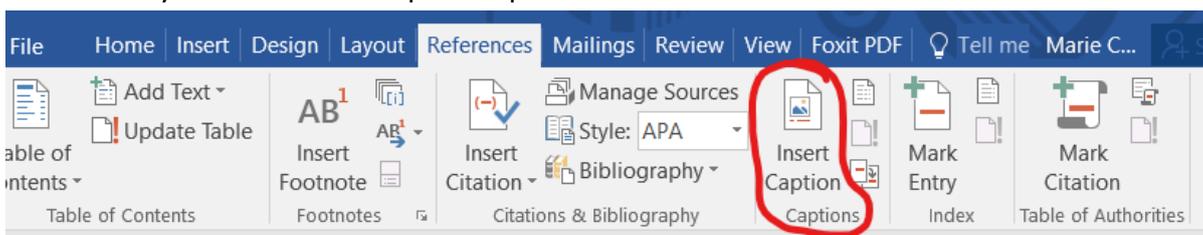
Only use tables if absolutely essential. Get more details on creating accessible tables

Pictures/images

Use picture descriptions. These are sometimes referred to as 'alt tags' or 'alt text' (alternative text) for all graphics including graphs and clip art.

Alternative text conveys information about the graphics or images. It should convey the message in the image to the reader. If the detail in the image is also in the text the 'alt text' can say' information in this image is available in text below/above.

Illustrations created from several smaller images must be grouped to form one object, and this object requires one alternative text statement

Insert the image, right click on the image and choose 'Format Picture'
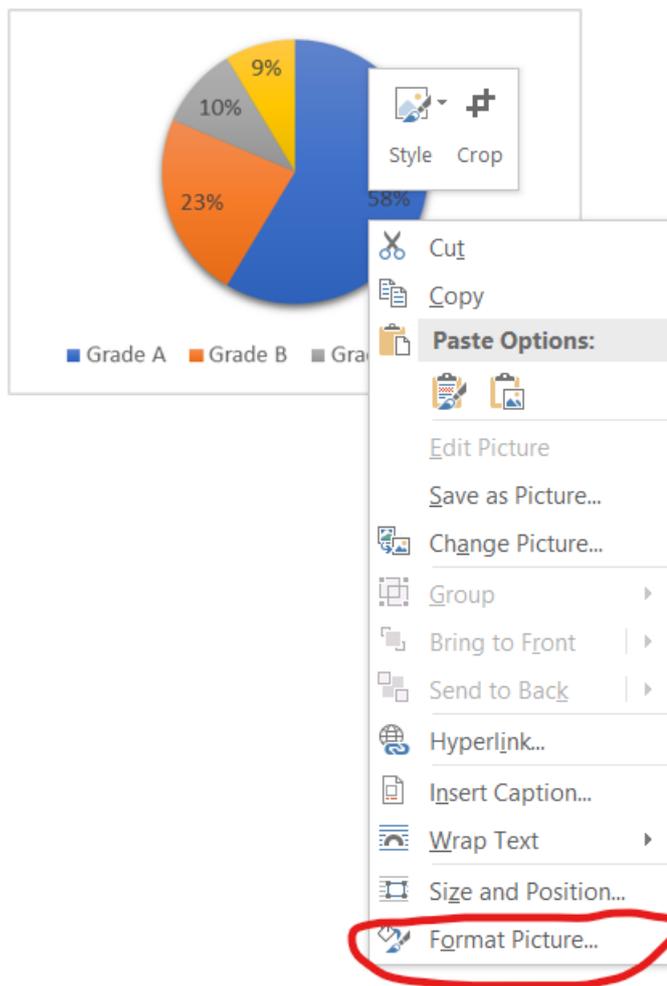
Choose the 'Layout & properties' icon
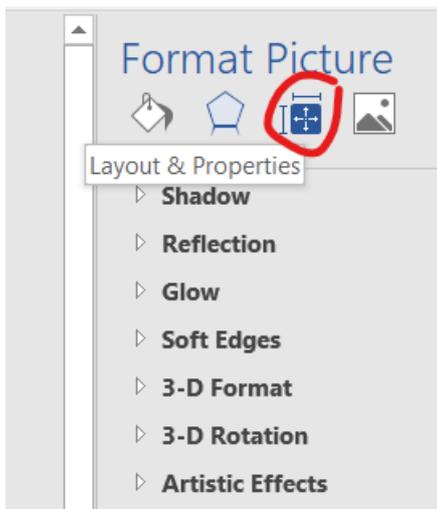
Select 'Alt Text'
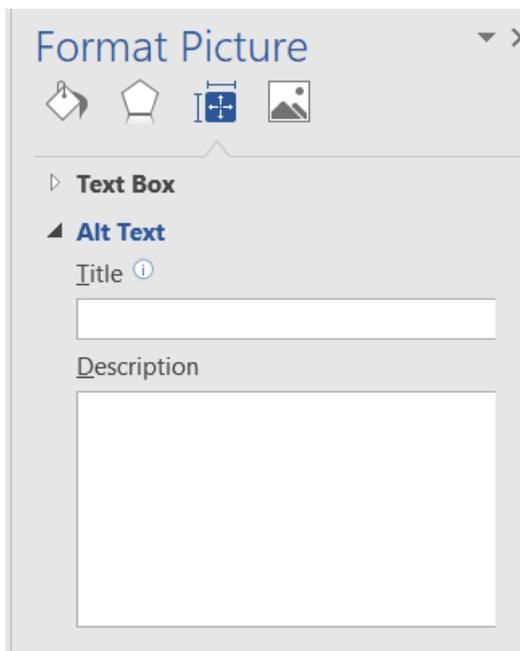
Put the 'Alt Text' in the 'Description' box. Only use a title if the description is detailed or lengthy. If the image is for decorative purposes only leave both the Title and Description blank

More information on adding 'Alt Text' to images in Word 2016

Colour Contrast

Ensure good colour contrast within charts and images and for text, if this is important for explaining items. Check this by printing out in black and white, or use colour contrast checker available here
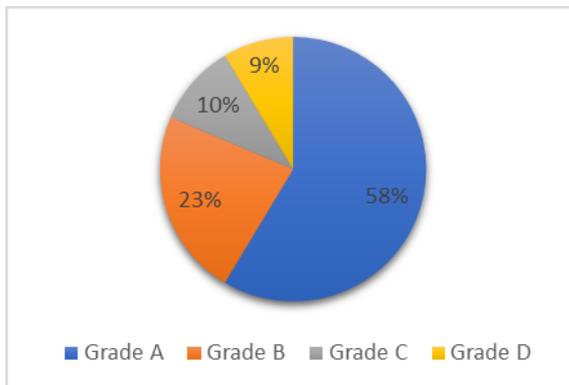
Accessibility checker

Use Office Accessibility Checker to find and fix the elements within your document that are not accessible.

Get the accessibility checker by typing 'accessibility' into 'Tell me what you want to do' in the toolbar
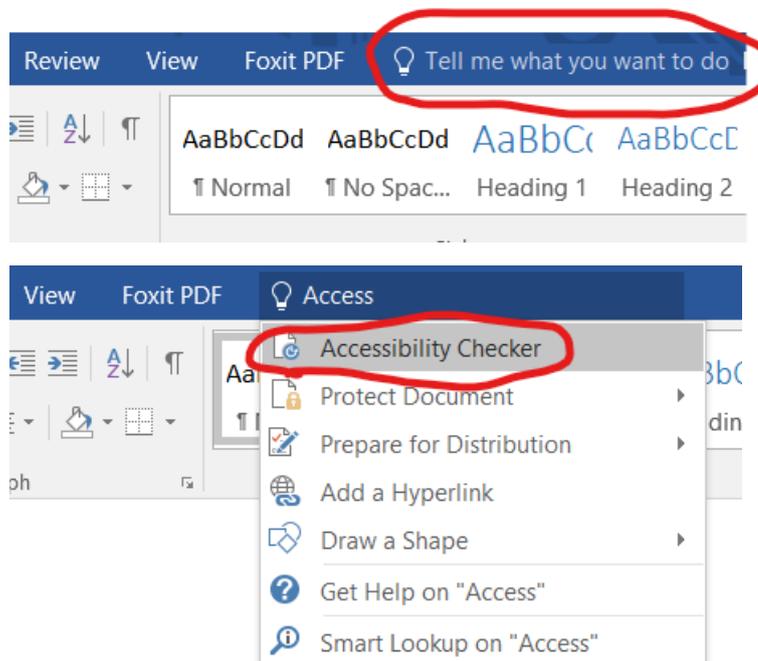
Get more information on making documents accessible here on the Teagasc website

Converting your word document to a PDF

If you need to convert your accessible Word document to a PDF go to File and 'Save as'. Using the down arrow in 'Save as type' go to 'PDF' then save to chosen location.

Saving the document in this manner will hold the accessible features in the PDF version

Pictures
Videos
Data (D:)
Marie.Christie
video-store$
Cork East (\\h
Moorepark'21
Public Relatio
LS_shared (\\t

| Word Document |
| Word Macro-Enabled Document |
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| Word Template |
| Word Macro-Enabled Template |
| Word 97-2003 Template |
| PDF |
| XPS Document |
| Single File Web Page |
| Web Page |
| Web Page, Filtered |
| Rich Text Format |
| Plain Text |
| Word XML Document |
| Word 2003 XML Document |
| Strict Open XML Document |
| OpenDocument Text |

File name:
Save as type: Word Document