

Technology Services for Online Teaching (TSONLINE)

Part1: Accessible Word Document and PDF

1. Picture: How to make it accessible?

Without Alt-text a picture (image) is not accessible for screen reader software.

Solution: (Figure. 1 & Figure.2)

Steps:

1. Click right mouse button on the picture
2. Select from the menu "Size..."
3. A popup box will appear, click on "Alt Text" tab and right your description of this picture (See figure.2)

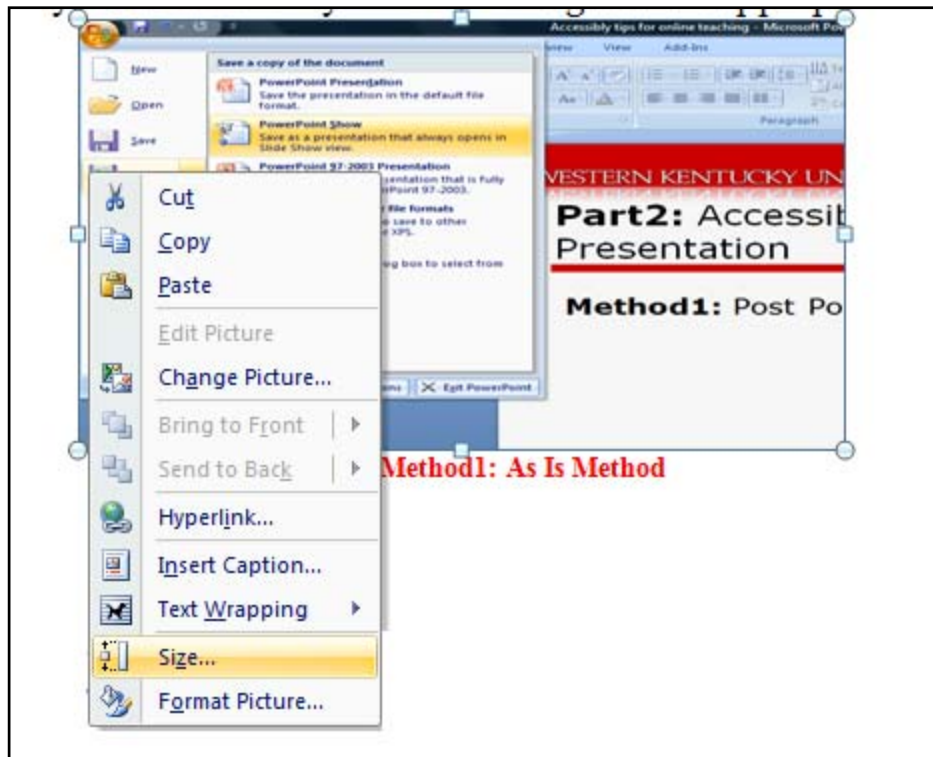


Figure 1: Accessible Picture (image)

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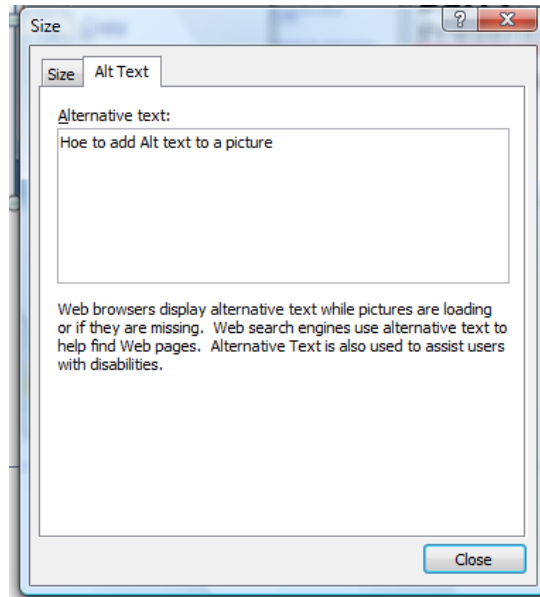


Figure 2: Adding Alt Text to a picture

2. How to make a Word document accessible to convert it to PDF file?

Solution:

Using outline view (Figure. 3)

Steps:

1. From the top menu, click on "View"
2. Select from the menu "Outline"
3. **Fix the Structure of your Word document**

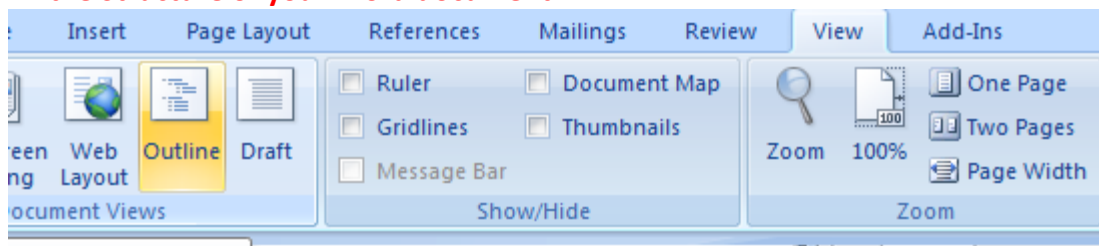


Figure 3: Switch to outline view

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4. Close Outline View when you are done (Figure.4)

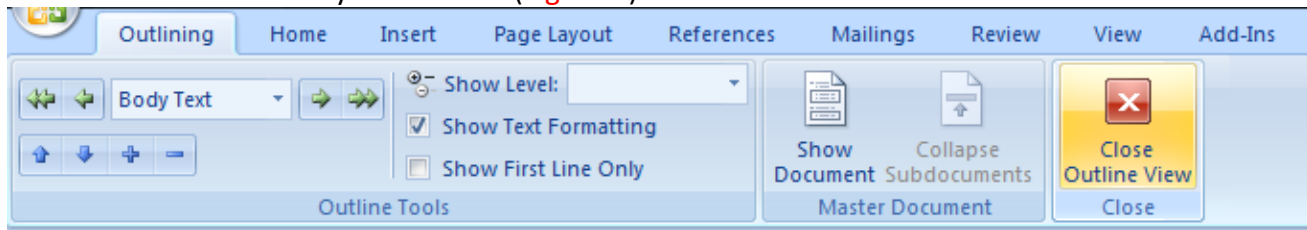


Figure 4: Close Outline View

3. Save the file as PDF file:

Step:

1- From the Office button, select print (see Figure. 5)

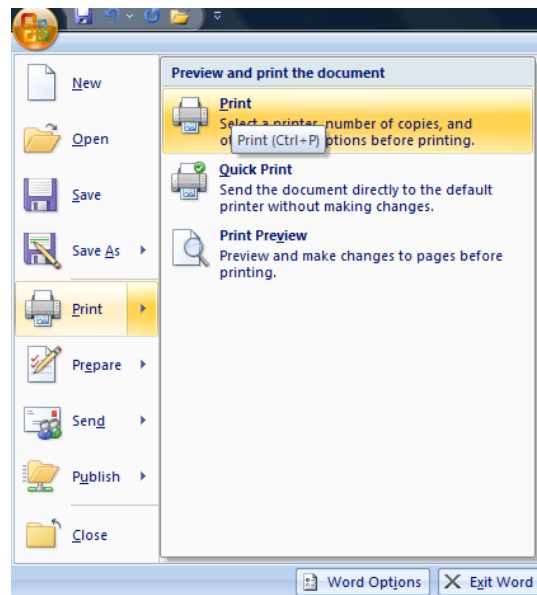


Figure 5: Convert Word to PDF

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2- Select **Adobe PDF** (See figure. 6)

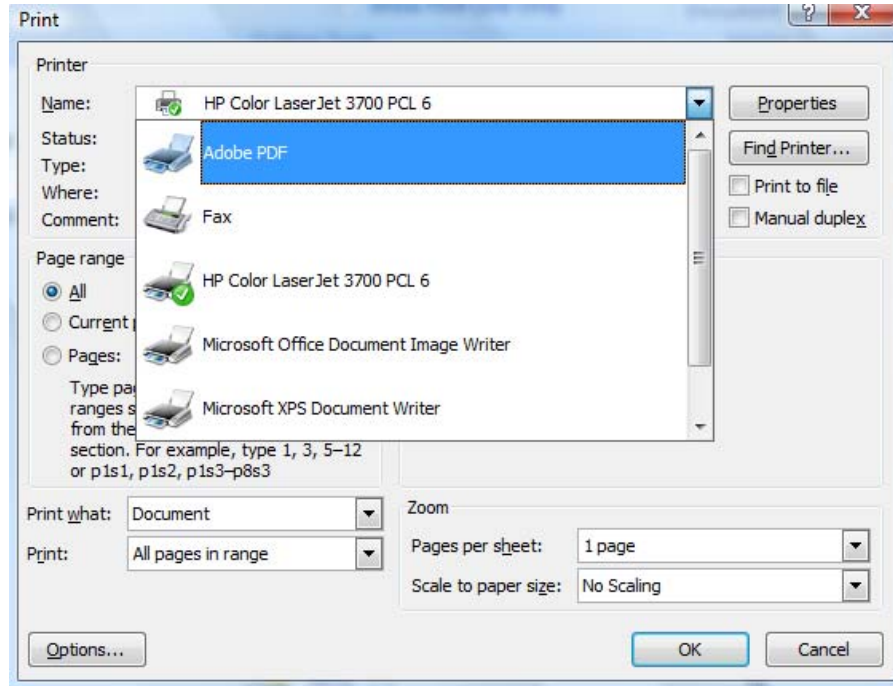


Figure 6: Print to Adobe PDF

4) Check if your PDF file is accessible (**Figure 7**):

Step:

- 1- Open Adobe Acrobat
- 2- Select **“Advanced”** from the menu
- 3- Select **“Accessibility”**
- 4- Select **“Quick Check”**

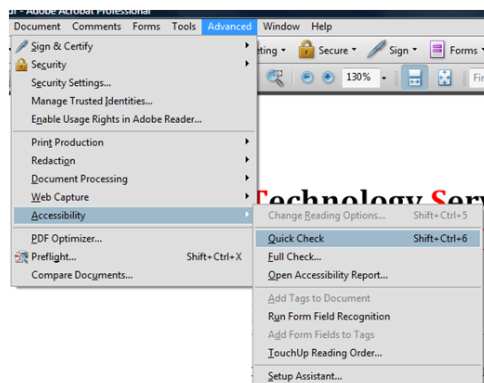


Figure 7: Check Accessibility

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5- If you have no problem, you should get same message as in (figure 8)

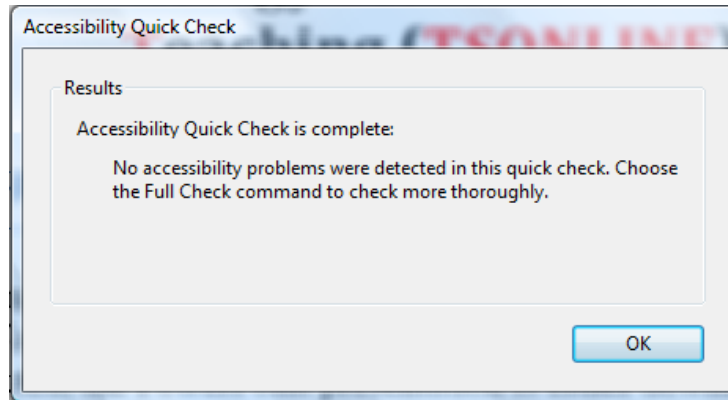


Figure 8: Accessibility Quick Check Complete results

6- If you have a problem look at the report (Figure 9)

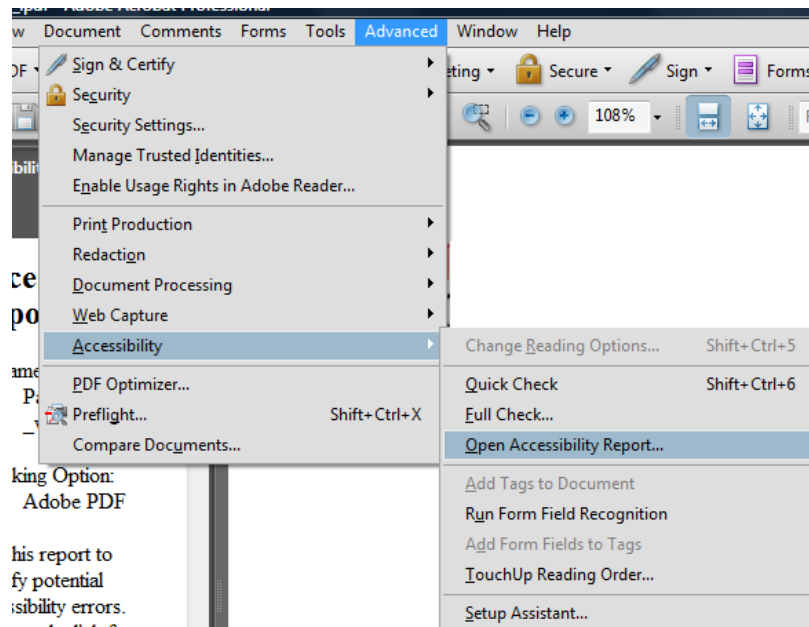


Figure 9: Open Accessibility Report