

Accessible Documents

Nowadays, universal and unrestricted access to documents has become an important basic requirement for many professional activities. PDF documents, in particular, can be created quickly and easily, they look the same everywhere and, last but not least, important, can be read on any device. Whether for the distribution of printed material or forms: PDF documents are used extensively everywhere to provide various contents.

Not everyone can benefit from this natural access. Especially people with disabilities are often confronted with inaccessible PDF documents. An example: without appropriate precautions, a blind person cannot read a scanned copy, even if it has been converted into PDF format.

In order to make digital documents accessible to blind and visually impaired people, the information they contain must not be prepared just visually. They must also include additional information on the meaning of the content. In PDF documents this is realised via so-called tags.

With Microsoft Word, you can also create tagged PDF documents. In this flyer, we provide you with the most important steps for this process. Thus, your created documents can be read by everyone.

This short instruction focuses on creating accessible PDF documents with Word 2016 on Windows. You can find a detailed guide on the TU Dresden website (link on the back).

Contact

Emma F. Müller, M.Sc.

✉ emma_franziska.mueller@tu-dresden.de

Jens Voegler, M.Sc.

✉ jens.voegler@tu-dresden.de

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Caroline Meißner

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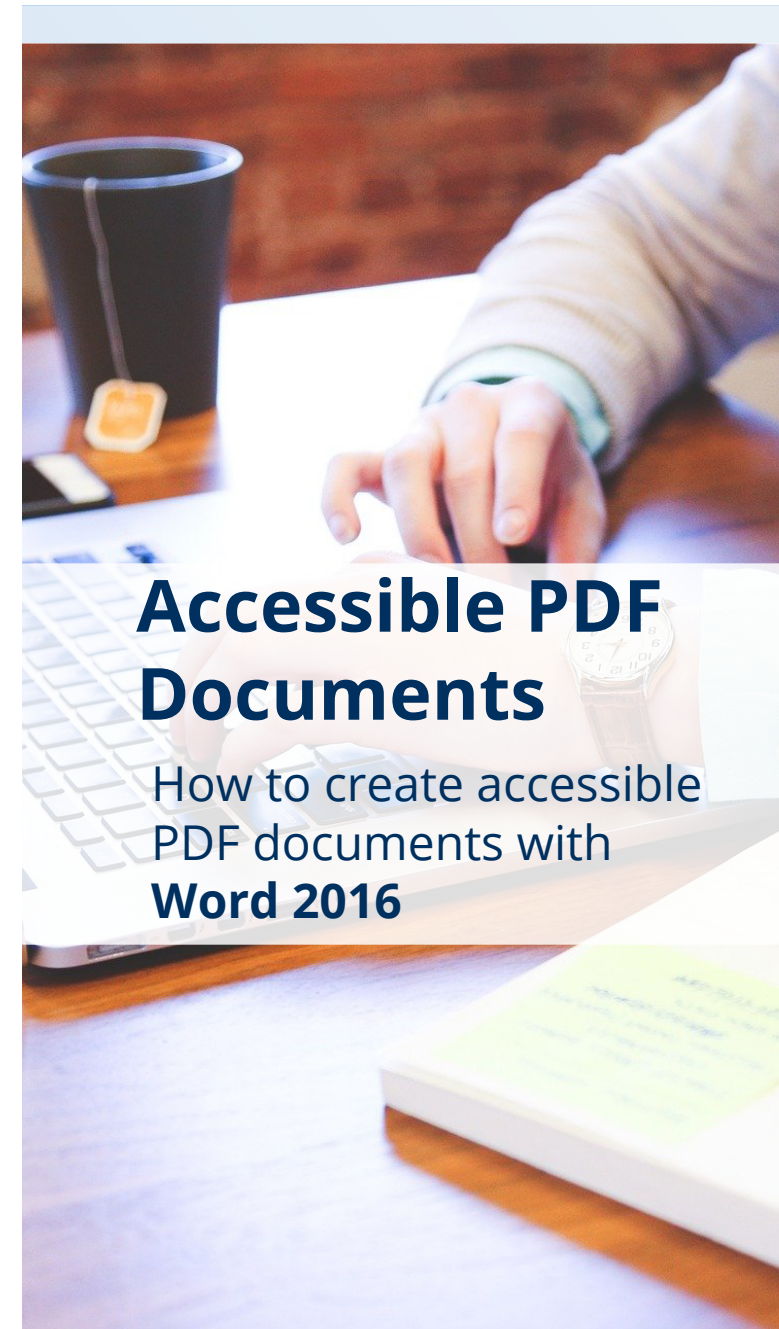


This measure is co-financed by tax funds on the basis of the budget approved by the Saxon State Parliament.



You can find this digital flyer and a detailed brochure on the subject at:

➤ <https://tu-dresden.de/agsbs/dokumente>



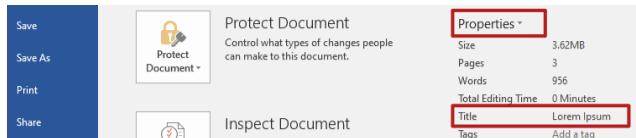
Accessible PDF Documents

How to create accessible PDF documents with
Word 2016

Instruction

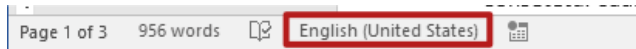
1. Setting Document Title

File → Info → Properties → Title



2. Setting Document Language

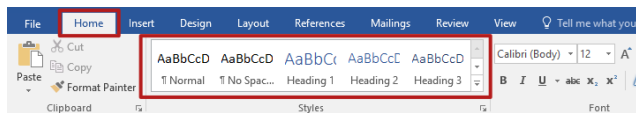
Status bar → Language → Set as Default



3. Using Style Sheets

Use Style Sheets for headings and paragraphs.

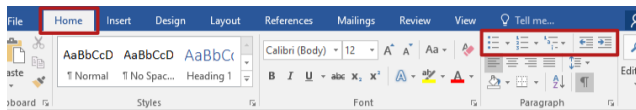
Select text → Home → Styles



4. Bullets and Numbering

Make sure that the bullet itself does not carry any meaning in terms of content, as it is not accessible to blind people.

Home → Bullets/Numbering



5. Inserting Cross-References

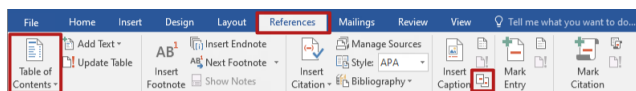
Cross-references should be active links, making it easier to navigate in the document.

References → Cross-reference

6. Creating Table of Contents

Tables of Contents should be created automatically in order to provide orientation and navigation. This is based on having created headings from style sheets.

References → Table of Contents



7. External Links

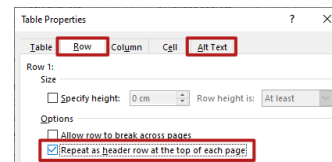
With hyperlinks, instead of the URL itself, a meaningful title of the target should be displayed.

Select text → Open context menu (Right-hand click) → Hyperlink... → Text to display



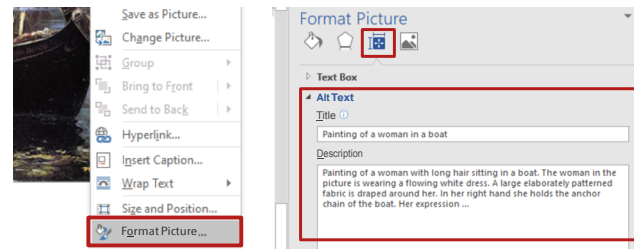
8. Tables: Defining Header Row, Describing Content

Select header row → Open context menu → Table Properties... → Row → Repeat as header row at the top of each page



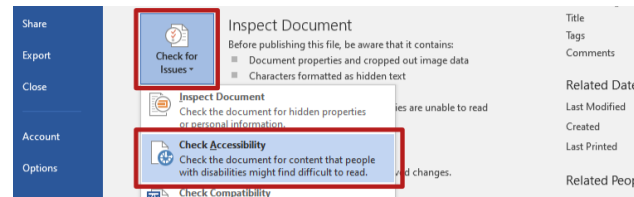
9. Pictures: Content Description

Select picture → open context menu → Format Picture... → Layout & Properties → Alt Text



10. Accessibility Check

File → Info → Check for Issues → Check Accessibility



11. PDF Export

File → Export → Create PDF/XPS-Document

Options: Include non-printing information (select all)

PDF/UA Check

For accessible PDF documents, there is the PDF/UA standard, whose compliance is the basis of an accessible document.

After the export you should check the PDF document on compliance with this standard and, if necessary, correct any existing errors.

There are many programs for automatic checking of a PDF document. Some also allow you to correct errors. In the following table you can see a selection of such programs. It also shows which ones are available for free.

Program	Check	Correction	Free
PDF Accessibility Checker PAC 3	yes	no	yes
Adobe Acrobat DC	yes	yes	no
AxesPDF Quickfix	yes	yes	no
PAVE Online Tool	yes	yes	yes

We also recommend that you use the Word Add-In **AxesPDF for Word** to export the PDF document. A PDF document created with this add-in has fewer errors than a PDF document exported directly from Word (11. PDF Export).

Please note: With an automatic check method, it is not possible to check the correctness of the reading order, table structure and alternative texts. Therefore, they have to be checked manually.

Moreover, not all programs check on the maintenance of the minimum contrast between text and background. You can use programs such as the **Colour Contrast Analyser** for that purpose.