

ACCESSIBLE DOCUMENTS

This document provides simple guidance to ensure papers are submitted in an accessible format. Please check your paper or submission to ensure it is accessible.

WORD DOCUMENTS

FORMATTING: Use Microsoft Word tools for formatting, do not visually mimic layouts but choose the appropriate options in the 'Word' menu (e.g. Columns and Bullets)

FONTS: Select fonts from those that appear automatically within the styles section of the 'Home' tab OR right click on a highlight work or piece of text and select 'Style' from drop down list.

COLUMNS: Use the 'Column' section under the 'Page Layout' tab to create columns.

LISTS: Use the Microsoft Word formatted 'Bullets' or 'Numbers' under the 'Home' tab to create lists.

SET THE TITLE:

- Open the 'File' tab
- Click on 'Info'
- On the far right side under the 'Properties' section click next to 'Title' to add a title to the document

SET THE LANGUAGE

- Go to the 'Review' tab.
- Click on 'Language' dropdown, then 'Set Proofing Language'.
- Select 'English' in the Language menu pop-up.

ADD ALTERNATIVE TEXT TO IMAGES

- Right click the picture
- Select 'Format Picture'
- Click 'Alt Text'
- Add a title and a description which explains the image as succinctly as possible (this is the copy that will be spoken to readers who cannot see the figure).

MARK TABLE HEADERS

- Highlight the header row or header column
- Navigate to the 'Design' tab (appears when a table item is selected)
- Check the Header Row or First Column checkboxes as applicable

ACCESSIBILITY CHECKER

- Go to the 'File' tab
- Click 'Check for issues' in middle column
- Click 'Check Accessibility'

EXPORT AS ACCESSIBLE PDF

- Go to the 'File' tab
- Select 'Save as Adobe PDF'
- When file box appears click 'Options' and check that 'Enable accessibility' is ticked.

CHECKING YOUR PDF

IS YOUR PDF TAGGED?

- In Adobe go to 'File' menu
- Select 'Document properties'
- Select 'Description' tab
- Check the bottom line of the bottom (Advanced) box. Check it says for 'Tagged PDF: Yes'

ARE YOUR FONTS EMBEDDED?

- In Adobe Acrobat Pro go to 'File' menu
- Select 'Document properties'
- Select 'Fonts' tab
- All of the fonts should have the word 'embedded' in parentheses after the font name (unless they are not visible in the final document)

ASSESSIBILITY CHECKER

- Available on some versions of Adobe. If you do not have this function under the 'Tools' section, ensure that the word document has been created following the instructions above.