

Author Once and Publish in Many Formats- Using MS Word

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Authoring in Word

- ▶ Templates created in Word store custom styles, AutoText, AutoCorrect, macros, menu settings, boilerplate text etc.
- ▶ Word Add-ins are “global templates” with tools to extend the capabilities of Word feature set
- ▶ Usually available in the toolbar

MS Word Add-ins

Supplemental programs that enhance the functionality of Word or to generate alternative formats

- ▶ MathType for Math notation
- ▶ Adobe Acrobat to create tagged PDF files
- ▶ Duxbury Braille Translator
- ▶ Dolphins Producer for DAISY format
- ▶ Save-as-Daisy for DAISY format

Working in MS Word

- ▶ A well crafted MS Word document
 - ▶ Uses the application's built-in features to encode semantic structure (headings, paragraphs, lists, sections, headers/footers, tables, columns, forms etc)
 - ▶ Uses styles to control visual presentations of structural elements (color, font, size, spacing etc.)
 - ▶ Translates easily into other file formats by converting structural and style elements into equivalent tags
 - ▶ Ensures correct reading-order allowing the document to reflow to fit the display when the magnification or display size is changed

Authoring Guidelines

- ▶ Avoid complex layout, sidebars and other ornamentation as they make it difficult to maintain a logical reading order.
- ▶ Avoid placing content in drawing-canvases or text-boxes as these are floating objects and flow to the bottom of a page's reading-order.
- ▶ Avoid using italics, shadows or outlines as they are difficult for people with low vision to read.
- ▶ Do not use patterned background on pages and tables
- ▶ Ensure that all navigation and interactivity can be performed using the keyboard
- ▶ Provide text descriptors for all non-textual elements (graphs, images, multimedia, math notation etc) that provide essential information

Working with Graphic Elements

- ▶ **Graphics are not accessible in native Word document**
- ▶ Alternative text should be provided for all non-textual elements (graphs, images, illustration, pictures, multimedia) so that it will be available in other formats.
- ▶ Group multiple graphic elements (created by drawing tools, charts etc) into one image.
- ▶ Provide a summary and alternate text for charts and graphs
- ▶ Math equations entered using any math editor are images in a Word document and require alt text

Working with Styles

- ▶ MS comes with default styles
- ▶ Styles can be edited
- ▶ New styles can be created
- ▶ Templates can be created with special styles

<http://ncsu.edu/it/access/tutorials/word/style.php>

Adobe Dreamweaver

Content can be copied and pasted into Dreamweaver with the structural and presentation elements that convert to HTML tags

- Paste special in Dreamweaver as
- Text only
- Text with structure (paragraphs, lists, tables, etc.)
- Text with structure plus basic formatting (bold, italic)
- Text with structure plus full formatting (bold, italic, styles)

Convert to PDF using Adobe

- ▶ Adobe add-in will convert the document into a tagged PDF file

<http://ncsu.edu/it/access/tutorials/pdf/accessiblepdf.php>

Math Notation using Mathtype

- ▶ Save document as MathML –example
- ▶ Convert document into Nemeth using Duxbury
- ▶ Save as DAISY – with math notation as MathML

Rules for Entering Math Notation

- ▶ When possible enter math in linear format using Unicode characters for math symbols.
- ▶ Enter a simple equation as one chunk
- ▶ Enter a single complex notation as one chunk
- ▶ Chunk multiple equations on one line in readable chunks.
- ▶ Do not split a chunk of information into two separate chunks
- ▶ Chunk each line of a multiple line solution as separate chunk