

Microsoft® Word Templates and Accessibility

Presentation for Boston-IA

by Barbara Casaly

bcasaly@comcast.net

What is a Word Template?

- File with a .dot (document template) extension
- Can define paragraph and character formats, page layouts, and “boilerplate” text
- Normal.dot - the default Word template

Why use a Word template?

- You store format settings in one file (similar to using a CSS for a website).
- You can change a style in a template and update all the text that uses that style.
- Applying standard styles gives your document structure and adds other information to it more accessible.

How do styles relate to accessibility?

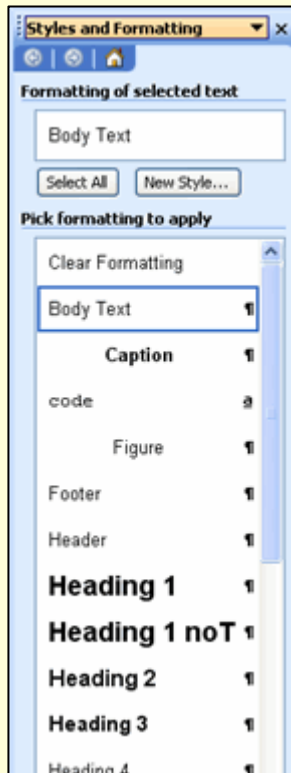
- Heading styles (Heading 1, Heading 2, etc.) provide structure and navigation for screen reader users.
- List styles (List Bullet and List Number, etc.) provide information to screen reader users about the presence of the list and number of items in the list.

Word 2003 Templates

- Location: Tools > Options > File Locations tab > User templates
Default location: C:\Documents and Settings*username*\Application Data\Microsoft\Templates
- Attaching a template to a document:
Tools > Templates and Add-ins, Attach, Choose a template, Automatically update document styles

Applying Styles

- Format > Styles and Formatting
- View > Formatting Toolbar



Converting to PDF

- Use default Adobe Acrobat conversion settings
- In Adobe Acrobat, File > Document Properties > Advanced tab, choose English US for the Language