

Well-Structured Word Document

This is a sample document that will convert to a tagged PDF document with little or no repair.

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Introduction

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab.

Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document.

Background

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Chapter 1

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Templates and Themes

Always create a template for a specific document layout such as a newsletter or report. Use a Theme to build on but modify it so you get the look and feel you want for your document.

Save your new template but also save the Theme as a new Theme which will make it available in other Office applications such as PowerPoint and Excel.

Lists

Use the Paragraph dialog to add spacing to individual lists. Use the List Paragraph style to add spacing to all bulleted or numbered lists in your template/document.

- Oranges
- Apples
- Pears
- Mangoes

Tables

The following is an accessible table. Never use tables for design layout. Never draw a table.

Table 1 Sales for 2009 and 2010

Salesperson	2009	2010
Barnaby	10, 800	11,750
Olivia	10,750	11,500

Salesperson	2009	2010
Cloe	10,500	11,550
Karen	10,500	11,800

Alt Text for Images

Always add Alt Text to images or objects. Alt Text should be concise and identify what you want the reader to get from the image.

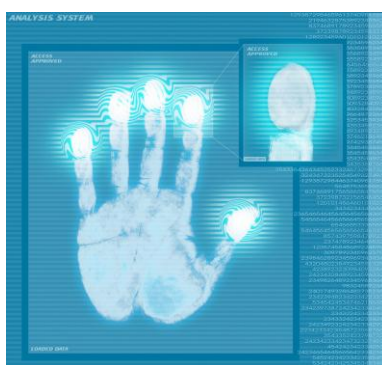


Figure 1 Identifies a fingerprint identification reader.

It is equally important that images are supported in the surrounding content. In a PDF document if you have decorative images they should be made Artifacts or put in the background which is the same thing.

Contextual Links

Always try to make your links part of the document text. Use footnotes and endnotes to also provide the long web address.

Visit the [Karlen Communications web site](http://www.karlencommunications.com)¹ for more information.

You can [download the Save as PDF add-in for Office 2007](http://www.microsoft.com/downloads/en/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en)² from the Microsoft web site.

¹ Karlen Communications web site: <http://www.karlencommunications.com>

² Save as PDF or SPS add-in from Microsoft:
<http://www.microsoft.com/downloads/en/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>

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