MS Word Procedures for Producing Section 508 Accessible PDF Documents For NRTR, NRR, and NRDS Report Series: and the NPS Inventory & Monitoring Program

(4/11/2014)

Introduction

The examples and procedures outlined in this document work best with MS Office 2010 or later and Adobe Acrobat Pro 10 or later. Earlier versions of these software programs are not recommended.

This document provides guidance and procedures for generating accessible Adobe Acrobat (PDF) documents per Section 508 of the Rehabilitation Act (Section 508). It was written as an informal training and reference manual for NPS publication policy specialists working in the national NPS Inventory & Monitoring Division office. Other NPS and Inventory & Monitoring Program offices may also use these procedures to generate accessible PDF documents.

The procedures outlined in this document show the user how to use existing tools that are built into MS Word and Adobe Acrobat Pro to automatically add website markup tags into documents exported to PDF format. These PDF markup tags allow screen readers to correctly read the document aloud to the visually and cognitively impaired (per Section 508 policy). PDF markup tags do not change how pages print or look on the computer screen for sighted users.

This document is a work in progress. Please contact Fagan Johnson if you have any questions or see something that needs to be changed.

Outline of the Suggested Procedures

1) MS Word documents should be formatted using the basic techniques outlined in this document. Working examples of these procedures are also found in our document templates.
   a) NPS Inventory & Monitoring Program briefs and small documents. Available for download at: http://science.nature.nps.gov/im/reports/index.cfm?tab=0&BriefsTemplates=open#BriefsTemplates
   b) NPS-wide Natural Resource Technical Report (NRTR), Natural Resource Report (NRR) and Natural Resource Data Series (NRDS) report series. Available for download at: http://www.nature.nps.gov/publications/nrpm/nrrnrtr.cfm
2) Use the PDF export techniques outlined in this document, and in our document templates, to help make sure that the required website accessibility tags are automatically exported into the final PDF version of the document.
3) Open the PDF document in Adobe Acrobat Pro and use the guidance document I&M Adobe Acrobat Pro Guidance for Making PDF Documents Section 508 Accessible to make sure that each page in the final PDF is Section 508 accessible.

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MS Word Procedures

Working examples and additional guidance for most of the procedures outlined in this chapter are also provided in the latest MS Word templates for:

- NPS Inventory & Monitoring Program briefs and small documents. Available for download at: http://science.nature.nps.gov/im/reports/index.cfm?tab=0&BriefsTemplates=open#BriefsTemplates
- NPS-wide Natural Resource Technical Report (NRTR), Natural Resource Report (NRR) and Natural Resource Data Series (NRDS) report series. Available for download at: http://www.nature.nps.gov/publications/nrpm/nrrnrtr.cfm

When using MS Word 2010 or later (earlier versions are not recommended), making the final PDF file accessible for reports generated in MS Word is relatively easy. Just make sure to:

1) Use MS Word font Styles that are set to export to PDF format using accessibility tags (see subchapter: *MS Word Procedures / Use Font Styles for All Text Elements*).
2) Format your graphic elements to meet Section 508 standards (see subchapter: *MS Word Procedures / Graphic Elements*).
3) Design tables to be accessible in the final PDF (see subchapter: *MS Word Procedures / Formatting Tables in MS Word for Section 508 Accessibility Compliance*).
4) Export the final MS Word document to PDF format in a way that ensures that accessibility tags are exported to PDF correctly (see subchapter: *MS Word Procedures / Exporting the Final MS Word Document to PDF Format*).

This document is a work in progress. Please contact Fagan Johnson if you have any questions or see something that needs to be changed.

Use Font Styles for All Text Elements

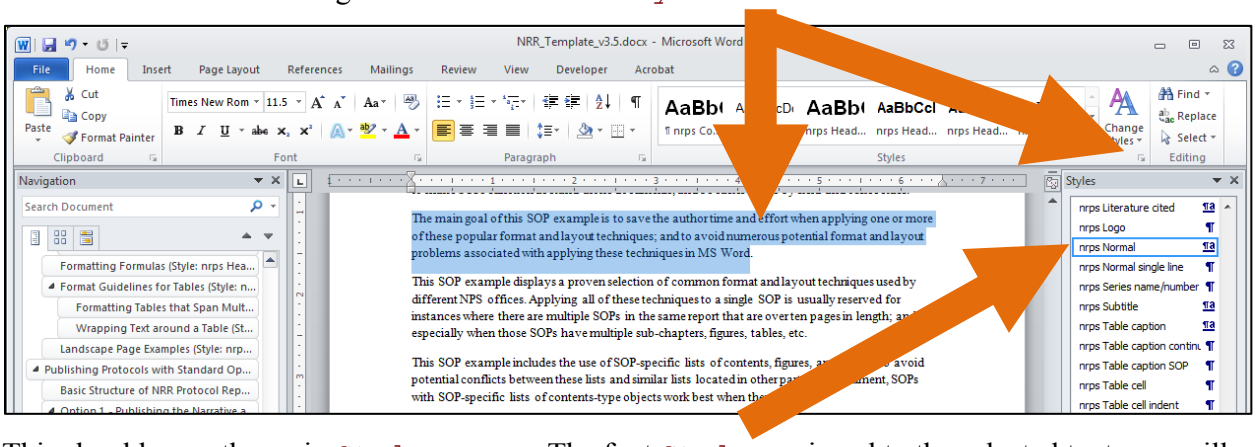
All text elements should be assigned to MS Word font Styles.

- Using font Styles is the simplest way to make sure that you use NPS-approved font faces (Times New Roman and Arial fonts for MS Word report documents; or NPS Rawlinson and Adobe Frutiger for resource briefs, brochures, etc.), and consistently apply text attributes throughout MS Word documents.
- The only instances where other fonts are allowed in documents that were generated using MS Word are for:
    - Text found inside figures and/or images (especially dynamic images controlled in an external computer program like MS Excel, SigmaPlot, etc.).
    - Complicated mathematic formulas (suggest you use the `Insert / Symbol` or the `Insert / Equation` tools).
    - Raw computer program output and/or emphasizing procedural steps (use Courier New font).
- Please avoid adding lines of text with no font Style assigned to them, because they will occasionally export to Adobe Acrobat format as Calibri and/or Cambria fonts (the default fonts

packaged with Windows 7-8 and MS Office 2010-2013). Calibri and Cambria fonts do not meet NPS Graphic Identity policy standards.

To See and/or Edit the Font Settings for an Individual Font Style (changes are document-wide)

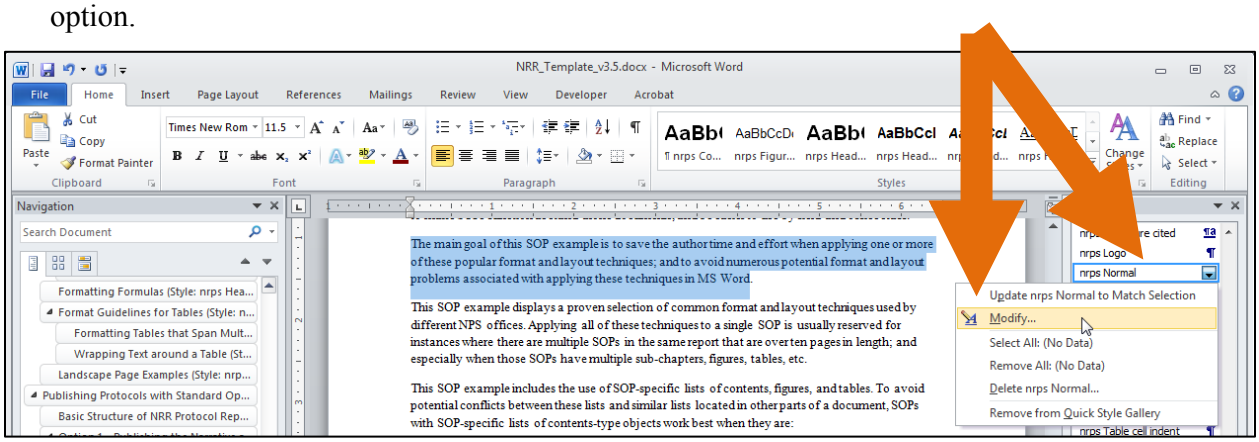
1) Select the line of text that you want to investigate, and on the `Home` tab, click the small icon located in the bottom right-hand corner of the `Styles` section.



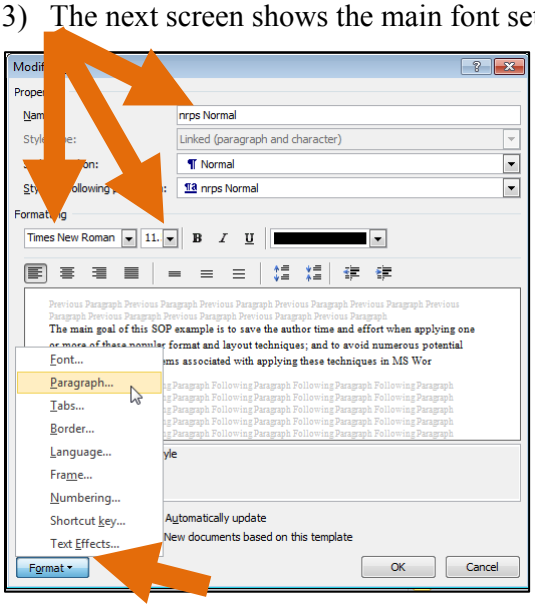
This should open the main `Styles` menu. The font `Style` assigned to the selected text now will be highlighted.

Note: Depending on your local settings, this window will either span the entire right-hand side of the MS Word window (as shown above), or appear as a pop-up type box (if so, we suggest that you drag and dock it along the right-hand side of the MS Word window).

2) In the main `Styles` menu, right-click on the highlighted font Style, and select the `Modify` option.



3) The next screen shows the main font setting tools.

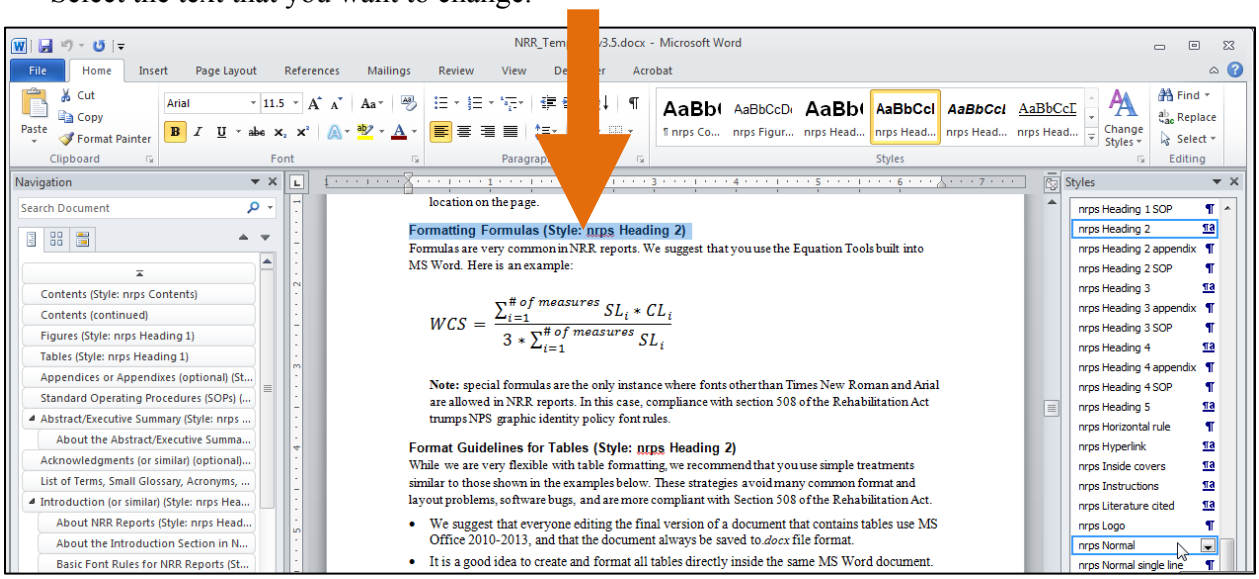


4) Click the `Format` button to see the other format options for that font Style (paragraph indents and spacing rules, borders, tabs, etc.).

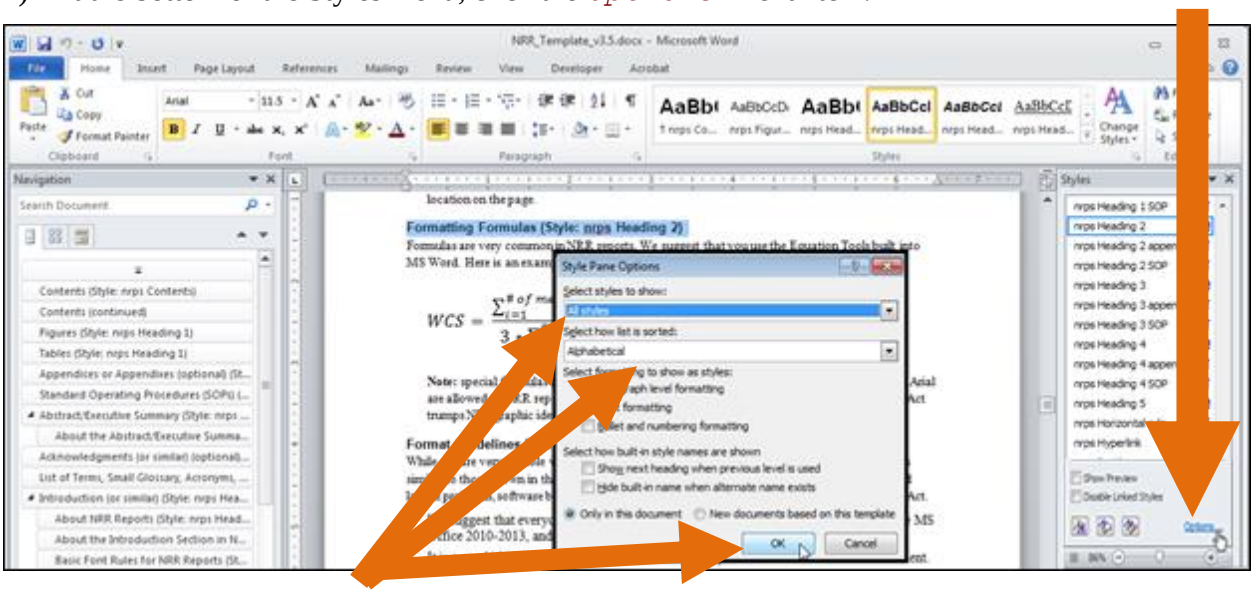
As long as you use NPS proprietary fonts, and assign that text to a font `Style`, you may edit and update the font and related text effects as desired.

To Choose or Change the Font Style Attributed to a Line or Paragraph

1) With the Styles window already open (see sub-chapter: *Introduction / About the Fonts & Font Styles Used in this Template / To See and/or Edit the Font Settings for an Individual Font Style*) Select the text that you want to change.

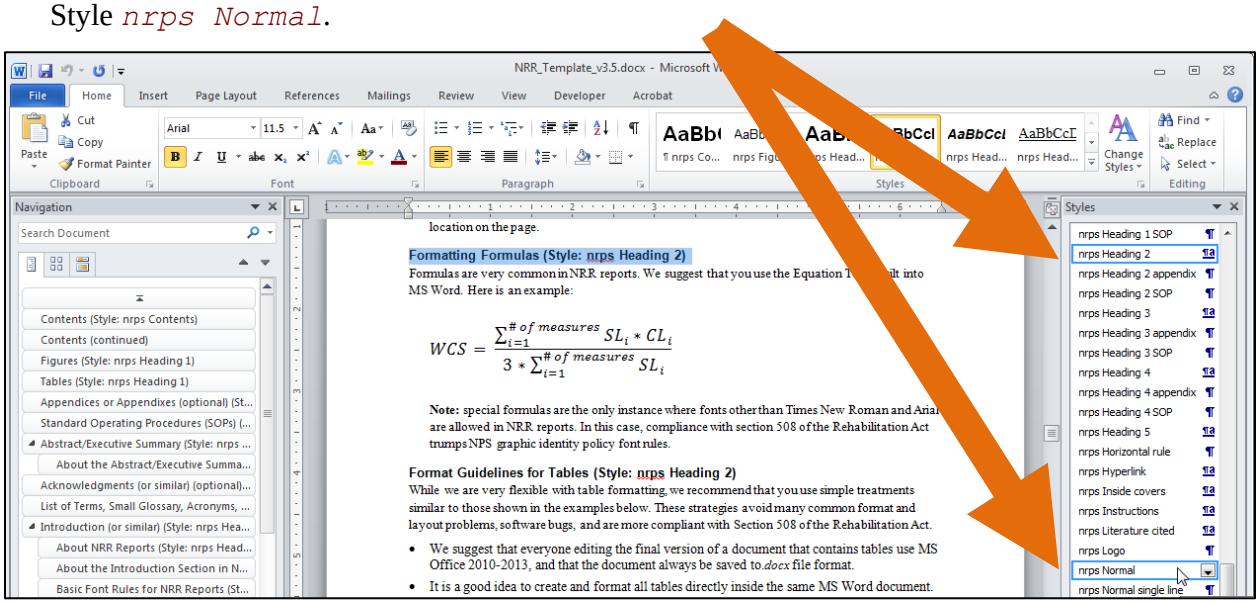


2) At the bottom of the Styles menu, click the *Options* menu item.



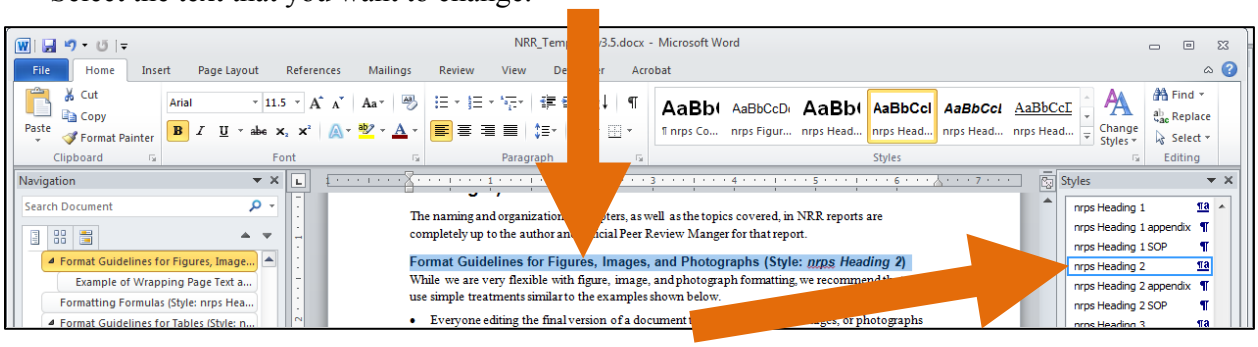
3) On the next pop-up screen, choose the *All Styles* option in the *Select styles to show* list, the *Alphabetical* option from the *Select how list is sorted list*, and click the *OK* button (this shows all font Styles – not just the ones currently being used - the default MS Word setting for Styles).

4) Back on the main Styles menu click the font *Style* in the list that you desire. The example below shows an example for changing a line already using font Style *nrps Heading 2* to font Style *nrps Normal*.



To Change Font Settings for a Single Line or Paragraph without Altering the Font Settings for Text in Other Parts of the Document that Are Attributed to that Same Font Style

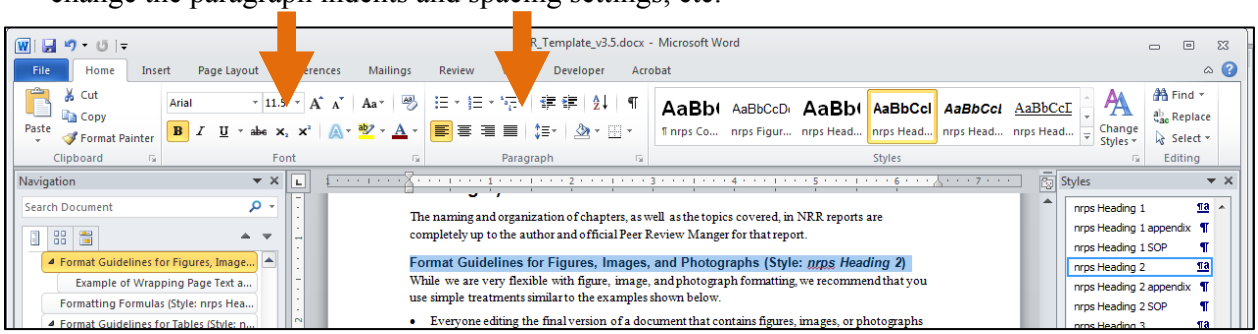
1) With the Styles window already open (see sub-chapter: *Introduction / About the Fonts & Font Styles Used in this Template / To See and/or Edit the Font Settings for an Individual Font Style*) Select the text that you want to change.



2) Make sure that the text was assigned to an existing font Style (required for clean export to PDF format and Section 508).

3) If it does not have a font Style, pick one from the list.

4) Use the `Home / Font` tools to change the font settings, the `Home / Paragraph` tools to change the paragraph indents and spacing settings, etc.



This will just change the text attributes for the selected text (will not impact other parts of the document using that font Style).

About Font Styles Used for Headings

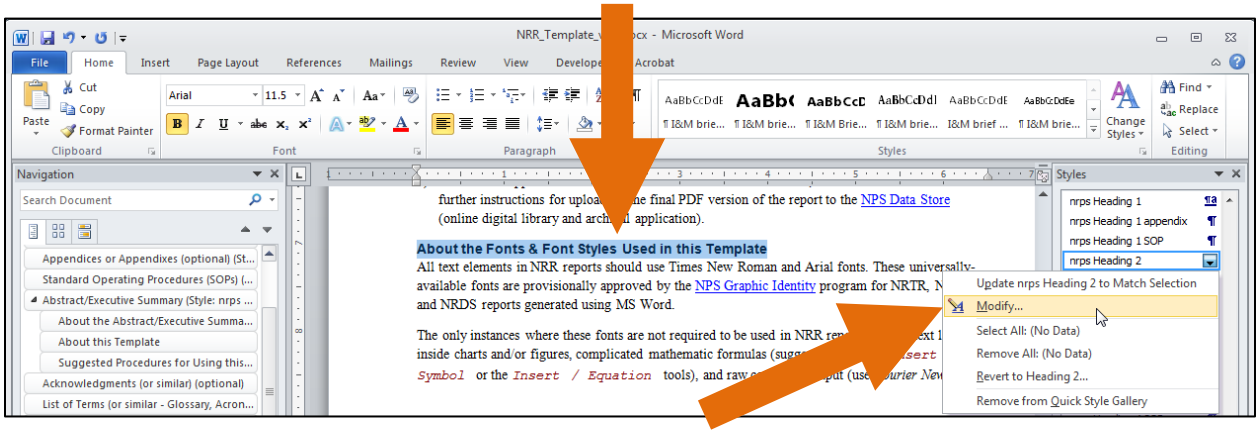
Section headings in NRTR, NRR, and NRDS report templates, and in I&M brief and brochure templates, use custom font Styles that are based on (attached to) the default MS Word font Styles `Heading 1-5`. This arrangement helps to ensure that, in the final PDF, the report headings are tagged to be read as headings by software for the visually-impaired (Section 508).

> **Note:** using the default MS Word font Styles `Heading 1-5` themselves is not recommended, because they occasionally export to Adobe Acrobat format as `Calibri` font (the default heading font packaged with Windows 7-8 and MS Office 2010-2013). `Calibri` font does not meet NPS Graphic Identity policy standards.

As long as you use NPS proprietary fonts, and assign that text to a heading font Style, you may edit and update the heading font and related text effects as desired.

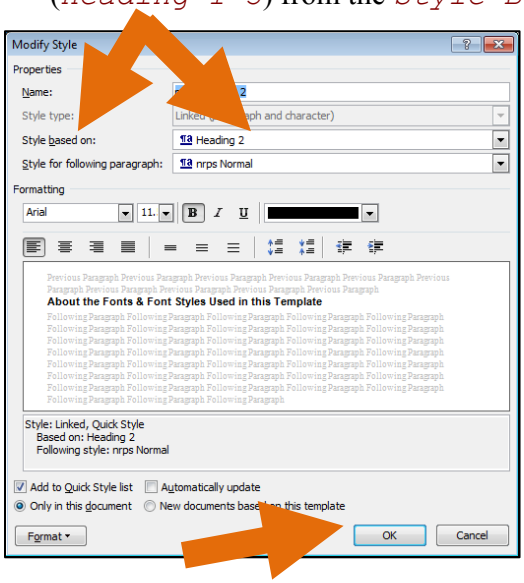
If you decide to your own custom font Styles for headings, make sure that they are also based on (attached to) the default MS Word font Styles *Heading 1-5* (Section 508). The basic steps for attaching a custom font Style for a chapter heading (*nrps Heading 2*) to the corresponding default MS Word font Style for a chapter heading (*Heading 2*) is shown below.

1) With the Style menu open, select/highlight the line attributed to the custom heading font Style.



2) In the Style menu, right-click on the highlighted font Style and choose the *Modify* option.

3) On the next pop-up screen, select the appropriate default MS Word heading font Style (*Heading 1-5*) from the *Style Based on:* drop-down menu.



4) Click the *OK* button to save your changes.

About the Font Styles Used for Default Paragraph Text

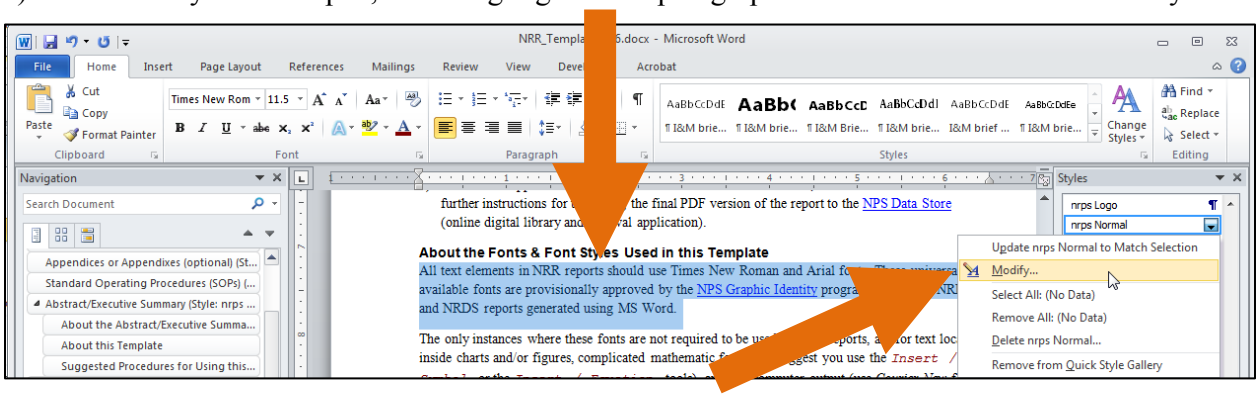
Default paragraph text in NRTR, NRR, and NRDS report templates, and in I&M brief and brochure templates, use a custom font Style that is based on (attached to) the default MS Word font Style `Normal`. This arrangement helps to ensure that, in the final PDF, the report headings are tagged to be read as paragraph text by software for the visually-impaired (Section 508).

> **Note:** using the default MS Word font Style `Normal` itself is not recommended, because it occasionally exports to Adobe Acrobat format as `Cambria` font (the default paragraph font packaged with Windows 7-8 and MS Office 2010-2013). `Cambria` font does not meet NPS Graphic Identity policy standards.

As long as you use NPS proprietary fonts, and assign that text to a paragraph font Style, you may edit and update the paragraph font and related text effects as desired.

If you decide to use your own custom font Style for default paragraph text, make sure that it is also based on (attached to) the default MS Word font Style `Normal` (Section 508). The basic steps for attaching a custom default paragraph font Style (`nrps Normal`) to the default MS Word font Style paragraph text (`Normal`) is shown below.

1) With the Style menu open, select/highlight a line/paragraph attributed to the custom font Style.



2) In the Style menu, right-click on the highlighted font Style and choose the `Modify` option.

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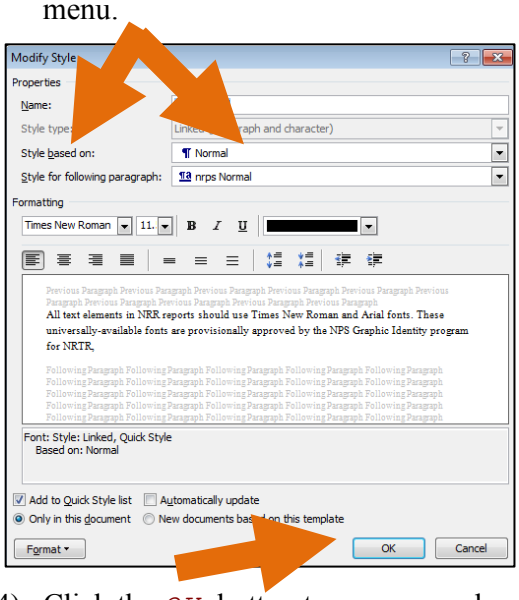
3) On the next pop-up screen, select font Style `Normal` from the `Style Based on:` drop-down menu.



4) Click the `OK` button to save your changes.

About the Font Styles Used for Template Captions

Figure and table captions in NRTR, NRR, and NRDS report templates, and in I&M brief and brochure templates, use custom font Styles that are based on (attached to) the default MS Word font Style `Normal` (just like the default MS Word font Style `Caption`). This arrangement helps to ensure that, in the final PDF, the caption text is tagged to be read correctly by screen readers for the visually-impaired (Section 508).

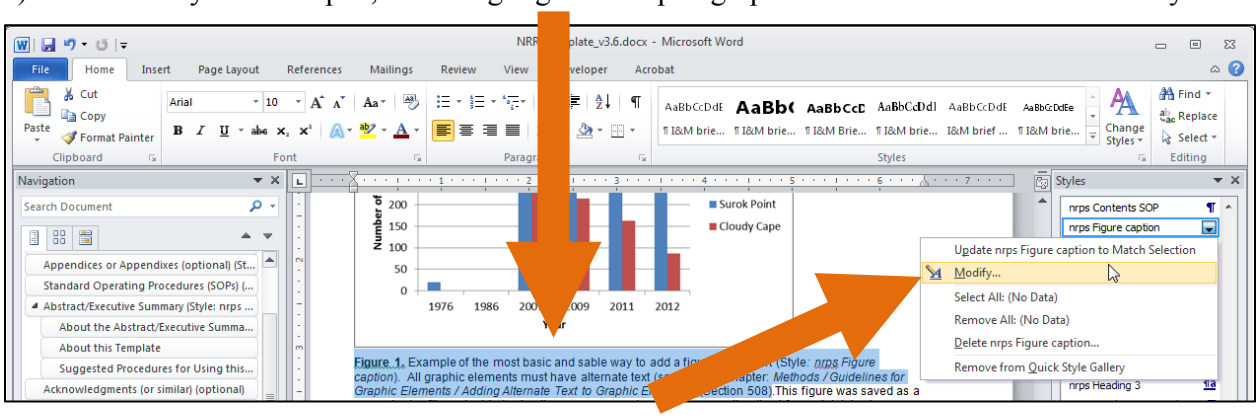
> **Note:** using the default MS Word font Styles `Normal` or `Caption` is not recommended, because they occasionally export to Adobe Acrobat format as `Cambria` or `Calibri` fonts (the default paragraph and caption fonts packaged with Windows 7-8 and MS Office 2010-2013). `Cambria` and `Calibri` fonts do not meet NPS Graphic Identity policy standards.

As long as you use NPS proprietary fonts, and assign that text to a caption font Style, you may edit and update the caption font and related text effects as desired.

If you decide to use other custom font Styles for captions, make sure that they are also based on (attached to) the default MS Word font Style `Normal` (Section 508).

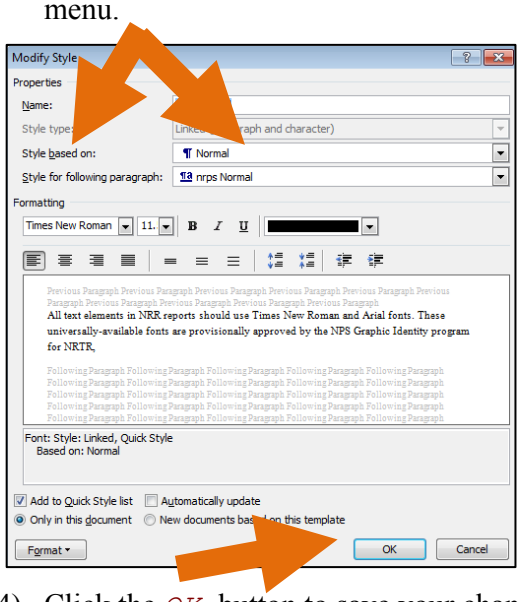
If you decide to use your own custom font Styles for figure or table captions, make sure that those font Styles are also based on (attached to) the default MS Word font Style `Normal` (Section 508). The basic steps for attaching a custom caption font Style (`nrps Figure caption`) to the default MS Word font Style paragraph text (`Normal`) is shown below.

1) With the Style menu open, select/highlight a line/paragraph attributed to the custom font Style.



2) In the Style menu, right-click on the highlighted font Style and choose the `Modify` option.

3) On the next pop-up screen, select font Style `Normal` from the `Style Based on:` drop-down menu.



4) Click the `OK` button to save your changes.

Guidelines for Graphic Elements (photographs, maps, charts, etc.)

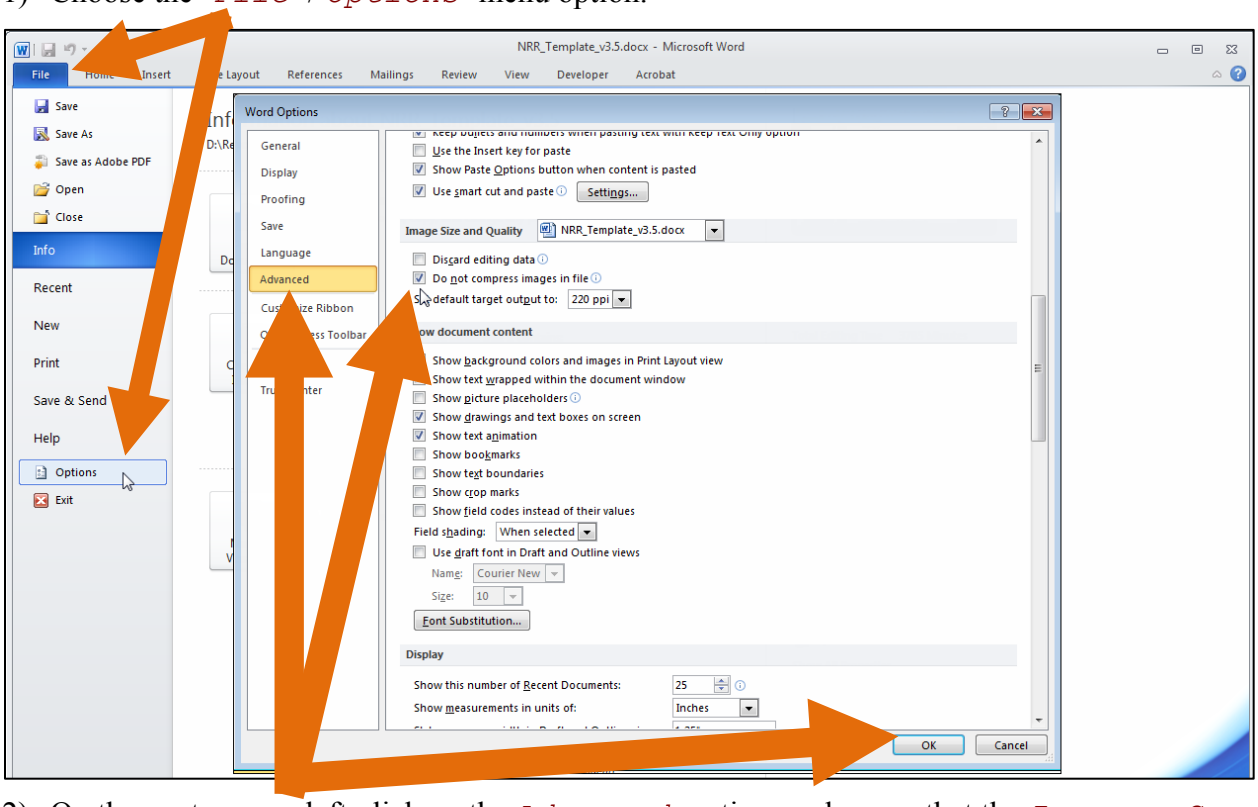
While we are very flexible with the format and layout of graphic elements, we recommend that you use simple treatments similar to the examples provided here and in our document templates.

For more complicated layout techniques with graphics than those found here or in our document templates, we strongly recommend that you use Adobe InDesign instead of MS Word.

Maintaining Graphic Quality on Multiple Computers

To keep MS Word from degrading the print quality of your images, make sure that each person that opens the final document checks to see that the default MS Word image compression settings are turned off (automatically sets images to a low 220 dpi image resolution). To do this:

1) Choose the *File / Options* menu option.



2) On the next screen, left-click on the *Advanced* option, make sure that the *IMAGE AND SIZE QUALITY / DO NOT COMPRESS IMAGES AND FILE* box is checked, and click the *OK* button.

Adding Alternate Text to Graphic Elements
(mandatory for all graphic elements: photographs, maps, charts, etc.)

All images must have alternate text (per Section 508). Alternate text is read aloud by screen readers for people with visual and certain cognitive disabilities. The alternate text should be descriptive enough to effectively replace the graphic for users that cannot see the graphic element.

For documents that contain more than a handful of graphic elements, adding alternate text while in MS Word is the fastest and most efficient way to make sure that all graphics in the final PDF have alternate text.

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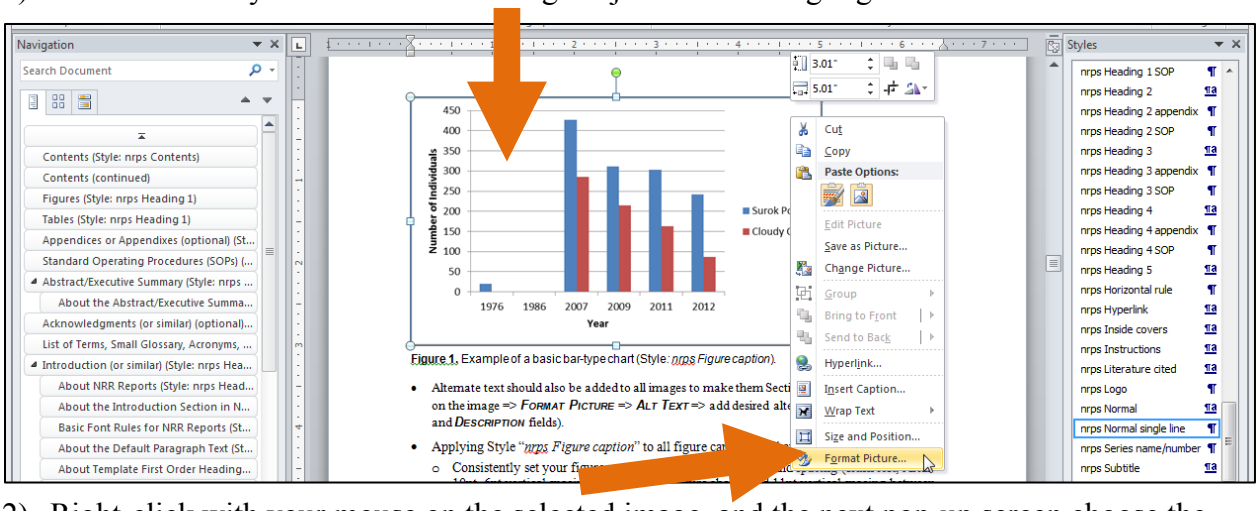
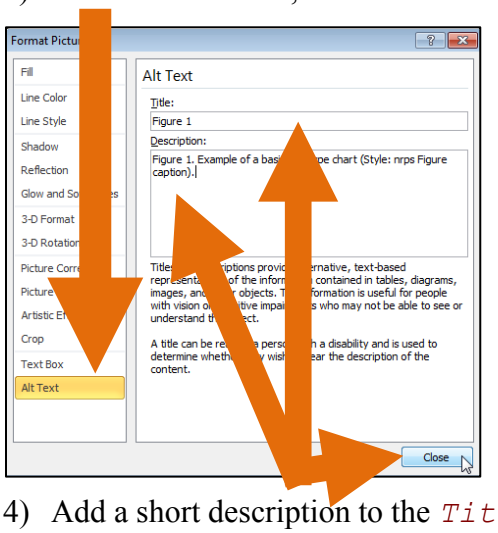
1) Left-click with your mouse on the image object to select/highlight it.



2) Right-click with your mouse on the selected image, and the next pop-up screen choose the `Format Picture` option.

3) On the next screen, choose the `Alt text` option from the left-hand navigation.



4) Add a short description to the `Title` field (Figure 1, Table 3, etc.), a longer description to the `Description` field (many people use the caption), and click the `Close` button to finish.

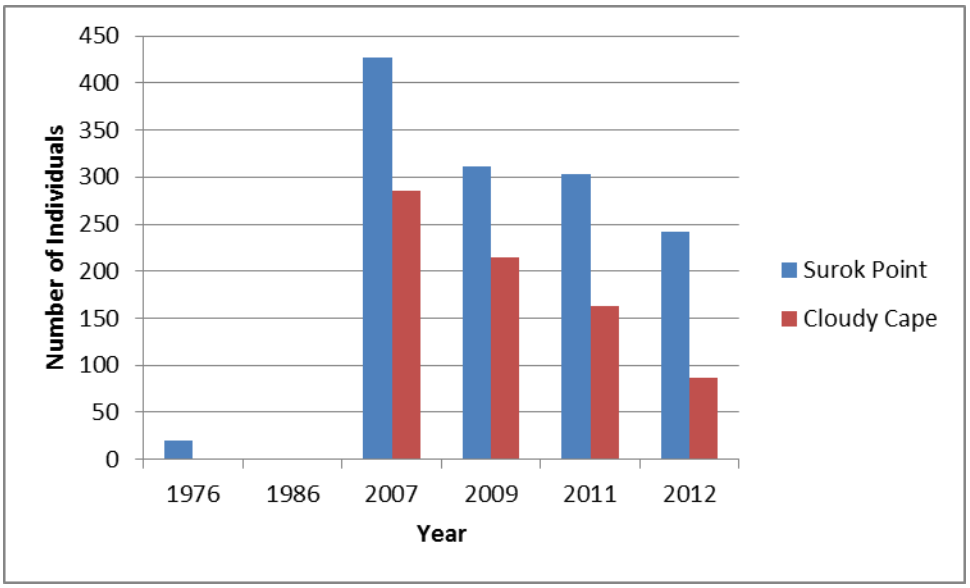


Figure 1. Example of the most basic and stable way to add a figure to a report (Style*: nrps Figure caption*). All graphic elements must have alternate text (see sub-chapter: *MS Word Procedures / Guidelines for Graphic Elements / Adding Alternate Text to Graphic Elements)* (Section 508).This figure was saved as a separate *.jpg* file and added using the `Insert / Picture` menu option (best for maintaining image quality) to a text line using font Style `nrps Normal single line`, the figure caption was placed on the very next line, and the `Picture Tools / Wrap Text` properties used the default setting for inserted images (`In line with Text` – this combination promotes very consistent spacing between the image and the caption, and has the most predictable behavior as you continue to edit and update the rest of the document).

Wrapping Page Text around a Graphic and its Caption

A very stable and reliable way to wrap text around a graphic element and its caption is provided below.

Photo 1. Simple photograph and caption example (Style: *I&M Photo caption*). All images must have alternate text (see sub-chapter: *MS Word Procedures / Guidelines for Graphic Elements / Adding Alternate Text to Graphic Elements)* (Section 508).

1) Add the graphic element directly to the page itself (not inside a text box), and set the:

   a) **For Raster Images (see: Photo 2):** The `Picture Tools / Format / Arrange / Wrap Text` option should be set to `Square`.

   b) **For MS Word Chart Objects (see: Figure 2):** The `Chart Tools / Format / Arrange / Wrap Text` option should be set to `Square`.

   c) **For MS Office Draw Objects and Dynamic Graphic Objects from Outside MS Word (no example):** The `Drawing Tools / Format / Arrange / Wrap Text` option should be set to `Square`.

2) Add the caption to a new text box located immediately below the image.

   a) Make sure that the text box has no borders or background colors.

   b) Set the text box to be the same width as the graphic.

   c) Set the internal margins of the text box to zero on all sides.

      i) Right-click with your mouse on the text box, and on the next pop-up box, choose the `Format Object` option.

      ii) Near the bottom left-hand side of the next screen, select the `Text Box` option.

      iii) Set the `Internal Margin` values to zero on all sides (Left, Right, Top, and Bottom), and left-click on the `Close` button.

   d) Place the text box flush with the bottom left-hand corner of the graphic.

   e) Set the `Drawing Tools / Format / Arrange / Wrap Text` option to `Square` (matching the `Wrap Text` settings of the image above).

3) Group the image and text box together.

   a) Holding down the `Shift` key on your keyboard, left-click with your mouse on both the graphic and the text box.

      i) Both the graphic and the text box with the caption should be selected/highlighted.

      ii) If you cannot select both, then one of your object `Wrap Text` settings is not set to `Square` (see steps 1-2 above).

   b) Right-click with your mouse on one of the selected/highlighted objects, and on the next pop-up screen select the `Group / Group` menu option.

   c) While the grouped objects are still selected/highlighted as a unit, open the

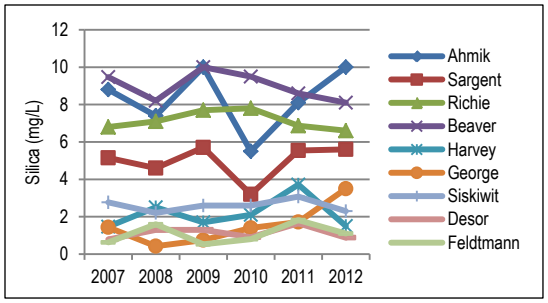


Figure 2. Example of a dynamic chart created in MS Word using the `Insert / Chart` menu tools. You can usually copy and paste dynamic graphic objects directly into MS Word from other MS Office programs (Excel, Access, PowerPoint, etc.), SigmaPlot, and other statistical or graphics programs that have an export to MS Word format option.

All images must have alternate text (see sub-chapter: *MS Word Procedures / Guidelines for Graphic Elements / Adding Alternate Text to Graphic Elements*) (Section 508).

Text and lines found inside dynamic chart objects in MS Word often export to PDF format much more cleanly than rasterized images (*.tiff, .jpg, .bmp,* etc.).

The `Chart Tools / Format / Wrap Text` option was set to `Square`. The caption was added to a `Text Box` that was positioned immediately below the chart (text box has no borders, is the same width as the image), and that has the `Drawing Tools / Format / Wrap Text` option set to `Square` (the same wrap text option used for the image).

The chart and text box were grouped together (select/highlight both the image and the text box -> right-click on one of the selected elements -> on the next pop-up menu, choose the `Group / Group` option), and the distance from surrounding text was set to 0.2 in on all sides from the grouped objects (select/highlight the group -> choose the `Drawing Tools / Format / Wrap Text / More Layout Options` menu option -> on the next screen make sure that the `Wrapping Style` is set to `Square`, and set the `Distance from text` to `0.2 in` on all sides).

`Drawing Tools / Format / Arrange / Wrap Text / More Layout Options` menu tools.

d) On the next screen:

i) Set the `Wrapping Style` to the `Square` option.

ii) Set the `Distance from Text` to the desired units (distance between the grouped objects and the text wrapping around them – many prefer 0.2 inch on all sides).

iii) Click the `OK` button.

4) Move the grouped objects to the desired location in the document.

Choosing Colors to Convey Information

One of the clearest Section 508 statements concerning using colors can be found on the Web Accessibility in Mind Section 508 checklist webpage (http://webaim.org/standards/508/checklist):

- *The use of color can enhance comprehension, but do not use color alone to convey information.*
- *Be especially cautious of red/green color combinations. Make sure that color contrast is strong, especially between text and background.*

Here are some online tools that can help you to check images and colors for potential color blindness issues.

Webaim Saturation Checker (http://webaim.org/resources/contrastchecker/)**:** A more traditional, and very reliable, tool that allows you to check colors after they are converted to grayscale values.

Vischeck (http://www.vischeck.com/)**:** An online tool that allows you to simulate colorblind vision for individual image files.

ETRE Color Blind Simulator (http://www.etre.com/tools/colourblindsimulator/)**:** An online tool that allows you to simulate colorblind vision for individual image files.

Coblis — Color Blindness Simulator (http://www.color-blindness.com/coblis-color-blindness-simulator/)**:** An online tool that allows you to simulate colorblind vision for individual image files.

Formatting Tables in MS Word for Section 508 Accessibility Compliance

While we are very flexible with the format and layout of tables, we suggest that you follow the basic guidelines for adding tables to MS Word documents outlined below. The tables in this document and in our document templates provide working examples of Section 508 compliant tables.

For documents that require more complicated table layout options than the example tables in this document or in our document templates, we very strongly suggest that you use Adobe InDesign to generate the report. Why?

- As of May 1, 2014 all tables found in new PDF documents that are distributed to the public on NPS I&M and NRPM websites must be made accessible to screen readers for the visually-impaired (per Section 508).

- The tools used to export accessible tables from MS Word to PDF are rather simplistic and unpredictable.
- The tools used to export accessible tables from Adobe InDesign to PDF are much more robust and stable.

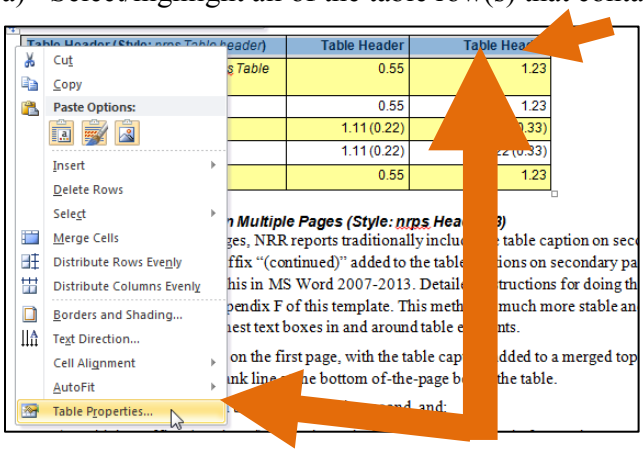
For additional guidance, see the document: I&M Guidance for Creating Accessible PDF Documents.

Basic Table Design for Section 508 Accessibility

1) All tabular content with text or numerals must be in MS Word table format that is made up of individual table cells. Because software for the visually-impaired needs to be able to read the words or numbers in the individual table cells aloud to the end-user:
   a) Do not use graphic images or pictures of a table.
   b) Do not use traditional typewriter formatting techniques (using tabs and spaces to separate columns).
   c) Do not add tables as dynamic objects that are still housed in external files or programs (MS Excel, SigmaPlot, etc.).
      i) Why? Tabular information that is housed in external files always exports to PDF format in a form that is nearly impossible to make Section 508 compliant.
      ii) **Here is a simple way to import tabular data from other files or programs to a MS Word document:**
         - Create a table in MS Word with the same number of columns found in the table housed in the external file or program.
         - Select and copy all of the table cells from the other file or program.
         - Select/highlight the last row in your MS Word table, and paste the information using the `Home / Paste / Merge Table` menu option (MS Word will automatically add the new rows onto the bottom of the table for you).
2) Keep in mind that screen readers for the visually-impaired read each cell of the table aloud to the end user in a rather simplistic fashion.
   a) Starting with the top-most row, the contents of each individual table cell is read aloud from left-to-right.
   b) This process is repeated on each successive row, moving down the page, until all cells in the table have been read aloud to the end user.
3) Tables should never span beyond the existing page margins. Adding graphics or tables that go significantly beyond the page margins often causes pagination and other layout problems in MS Word, as well as Section 508 export errors in the final PDF.
4) Tables should never span beyond the existing page margins. Adding graphics or tables that go significantly beyond the page margins often causes pagination and other layout problems in MS Word, as well as Section 508 export errors in the final PDF.

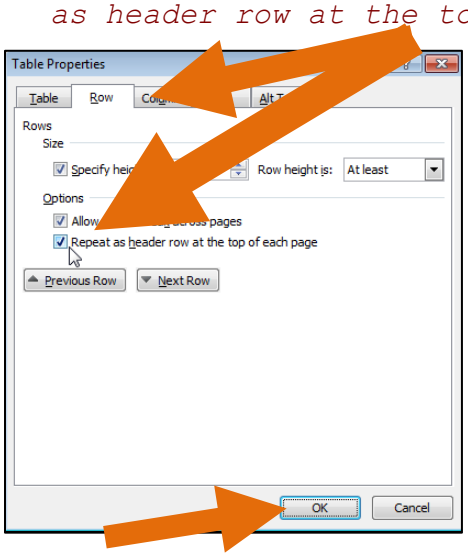
5) Make sure that the table header rows are marked in MS Word. This helps to ensure that they are identified as table header rows by software for the visually impaired in the final PDF file. To mark the header rows in MS Word:

a) Select/highlight all of the table row(s) that contain table header information.



b) Right-click on the selected cells, and choose the `Table Properties` option.

c) On the `Table Properties` pop-up screen, go to the `Row` tab and check the `Repeat as header row at the top of each page` box.



d) Click the `OK` button.

Note: This is the only method in MS Word that will export and mark table header rows to be read correctly by software for the visually-impaired in the final PDF.

Table 1. Basic example table, showing the suggested font Styles to use for tables in NRR reports consistent (Style: *nrps Table caption*).

Table Header (Style: *nrps Table header*)	**Table Header**	**Table Header**
Table cell (Style: *nrps Table cell*)		
Indented *Table cell* (Style: *nrps Table cell indent*)	0.55	1.23
Indented *Table cell* (SE[1])	1.11 (0.22)	2.22 (0.33)

[1]Standard Error (Style: *nrps Table note*)

Table 2. Another simple table example. We are very flexible with the formats and styles used for tables. Just make sure that the table is not housed in an external program/file, and try to be consistent (Style: *nrps Table caption*).

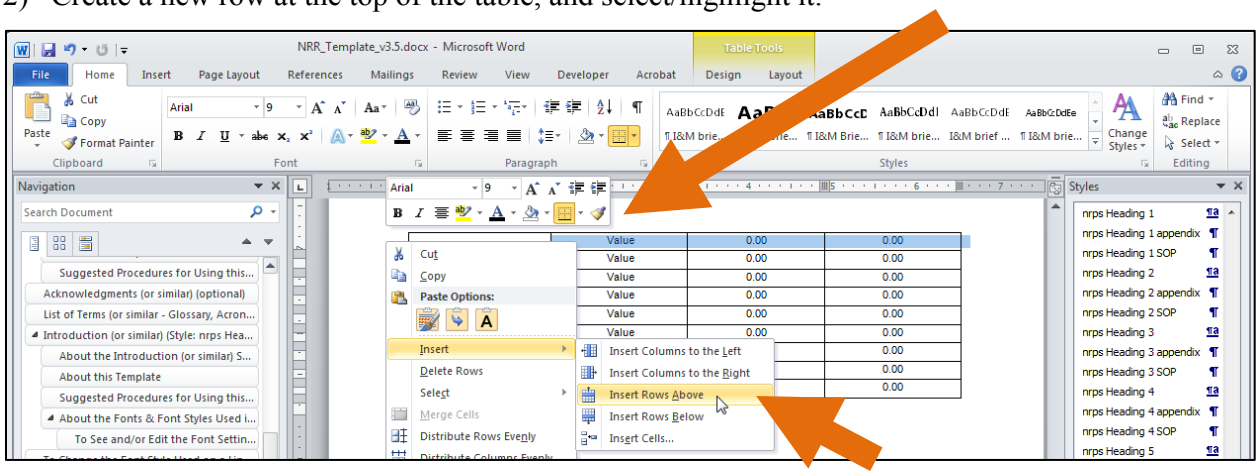
Table Header (Style: *nrps Table header*)	**Table Header**	**Table Header**
Indented *Table cell* (Style: *nrps Table cell indent*)	0.55	1.23
Indented *Table cell*	0.55	1.23
Indented *Table cell* (SE[1])	1.11 (0.22)	2.22 (0.33)

Formatting Tables that Span Multiple Pages

When tables span multiple pages: NRTR, NRR, and NRDS reports traditionally include the table caption on secondary pages, and with the caption suffix "*(continued)*" added to the table caption on secondary pages. The method below is a very reliable and stable way to do this.

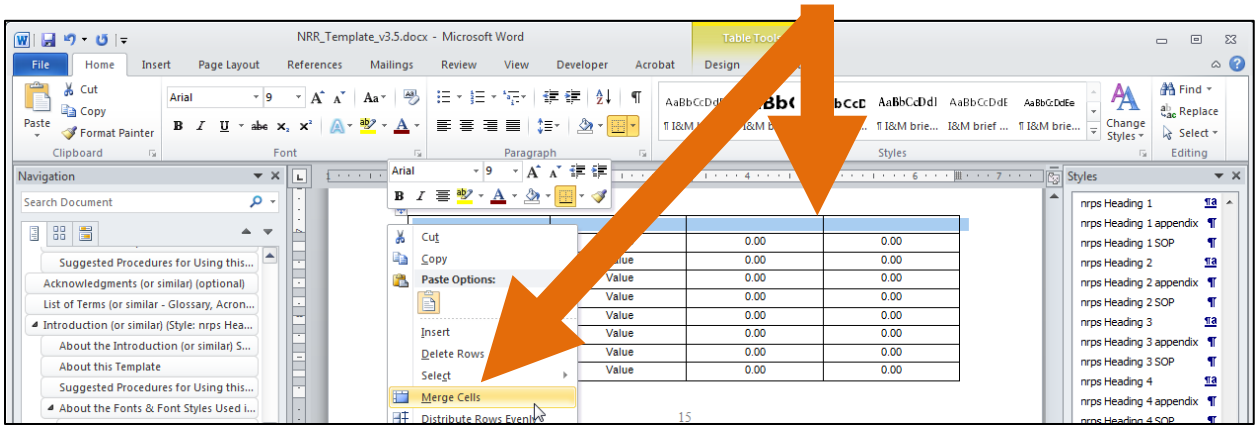
1) Create your table like normal, letting it span to multiple pages as needed.

2) Create a new row at the top of the table, and select/highlight it.



3) Right-click with your mouse on the selected row, and on the next screen choose the `Insert / Insert Rows Above` menu option.

4) Right-click with your mouse on the new row, and choose the `Merge Cells` menu options.

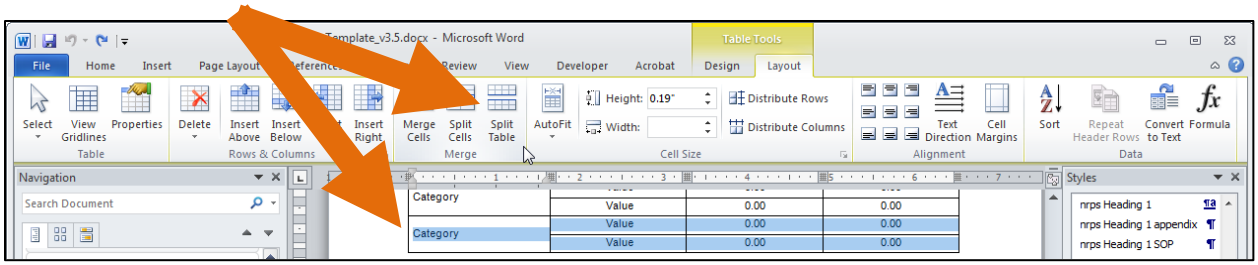


5) Edit and/or update the layout settings for the new cell as desired like normal (add/remove borders, set cell spacing, change paragraph to left-justified, etc.).

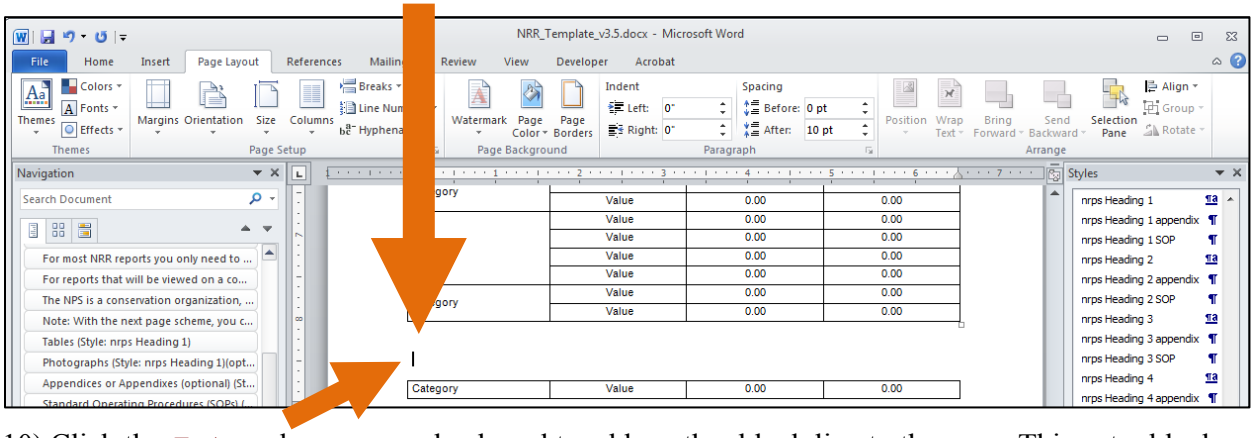
6) Add your table caption to the new merged table cell, and make sure to apply font Style: *nrps Figure caption* to it (this font Style automatically populates the table of Tables).

7) Make sure that the table header rows are marked in MS Word. This helps to ensure that they are identified as table header rows in the final PDF (per Section 508 – see step *8* on page 17).

8) Select/highlight the last full table row at the very bottom of the first page, and choose the `Table Tools / Layout / Split Table` menu option

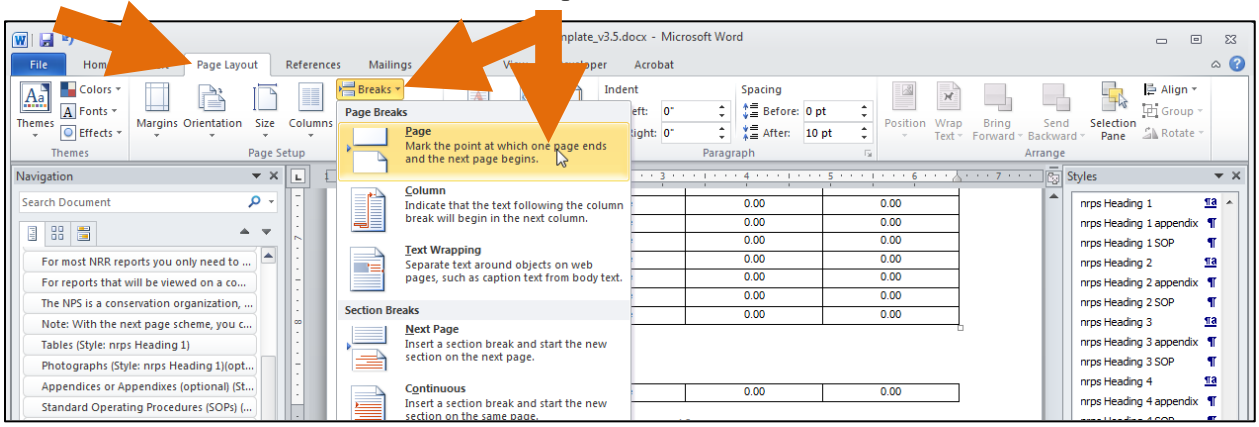


9) This should create a blank line just below the bottom of the table on the first page.



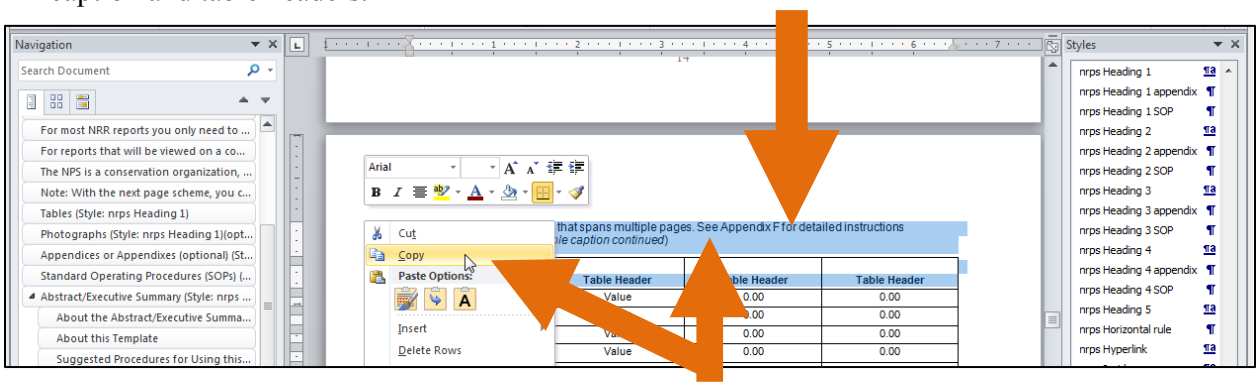
10) Click the `Enter` key on your keyboard to add another blank line to the page. This extra blank line will keep MS Word from automatically trying to re-join the two tables later.

11) Place your cursor on the second blank line, and choose the
Page Layout / Break / Page option.



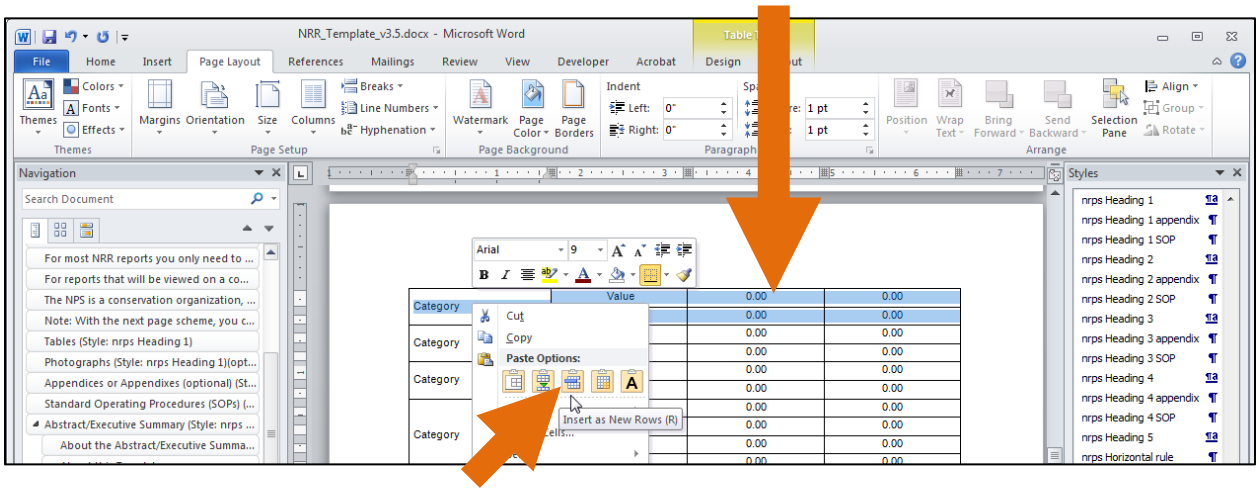
12) Delete the blank line at the top of the next page. This should place the new table at the very top of the next page.

13) At the top of the first table on the previous page, select/highlight the table rows that contain the caption and table headers.



14) Right-click on the selected rows and on the next pop-up screen, select the *Copy* option.

15) Select/highlight the top row of the new table on the second page.



16) Right-click on the selected table row and on the pop-up screen and choose the `Insert as New Rows` icon (third paste option from the left).

17) Apply font Style `nrps Table caption continued` to the caption. This looks the same as before, but will not automatically populate the table of Tables.

18) Add the suffix "*(continued)*" onto the end of the table title or the table caption as desired. A working example is shown below.

Table 3. Example of a table that spans multiple pages. (Style: *nrps Table caption*).

Table Header (Style: *nrps Table header*)	**Table Header**	**Table Header**	**Table Header**
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00

A blank line below the table on the first page prevents the two tables from automatically merging later.

Table 3 (continued). Example of a table that spans multiple pages. (Style: *nrps Table caption continued*).

Table Header (Style: *nrps Table header*)	**Table Header**	**Table Header**	**Table Header**
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00

Table 3 (continued). Example of a table that spans multiple pages. (Style: *nrps Table caption continued*).

Table Header (Style: *nrps Table header*)	**Table Header**	**Table Header**	**Table Header**
Category	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
	Value	0.00	0.00
Category	Value	0.00	0.00
	Value	0.00	0.00

Wrapping Text around a Table

Wrapping text around smaller tables is relatively stable in MS Word, as long as you:

Table 4. Example of wrapping text around a table. (Style: *nrps Table caption*)

***Table Header* (Style: *nrps Table header*)**	***Table Header***
Table cell (Style: *nrps Table cell*)	0.75
Indented *Table cell* (Style: *nrps Table cell indent*)	0.55
Indented *Table cell*	0.04
Indented *Table cell*	1.11 (0.22)
Indented *Table cell*	0.55
Indented *Table cell*	0.04

1) Add your table caption to a new merged row in the top of your table. To do this:
   a) Remove all background colors; and borders from the left, right, and top of the new table cell; and leaving any borders below that cell as they were.
   b) Add the table caption text to the new row, and apply font Style *nrps Table caption* to it (this is the text that will look just like all other table captions, and automatically populate the table of Tables).
2) Right-click anywhere on the table, and choose the `Table Properties` option.
3) On the *Table Properties* pop-up box, click on the `Text Wrapping / Around` option, and click the `OK` button.
4) Move the table to the page position that you desire.
5) Make sure that the table does not span more than about ¼-inch beyond the existing page margins.

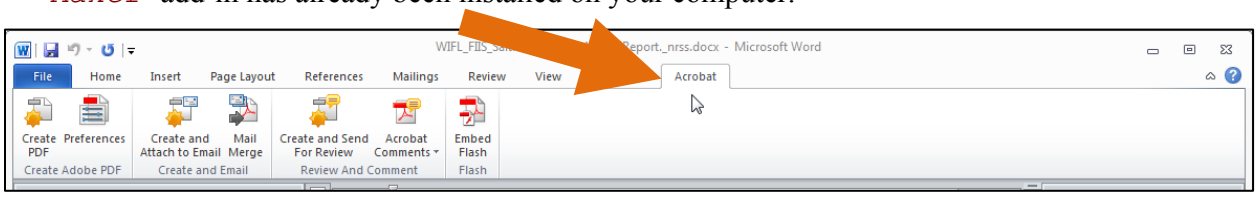
Exporting the Final MS Word Document to Adobe Acrobat Format (.pdf)

Option 1. Export to PDF Format Using the `Adobe PDF Maker` Add-in (preferred)

The `Adobe PDF Maker` add-in should be available on all 64-bit Windows 7 or Windows 8 computers with MS Office 2010-2013 that also has a fully-patched version of Adobe Acrobat Pro 10-11. Microsoft and Adobe no longer fully support this add-in in older versions of MS Office or Adobe Acrobat Pro.

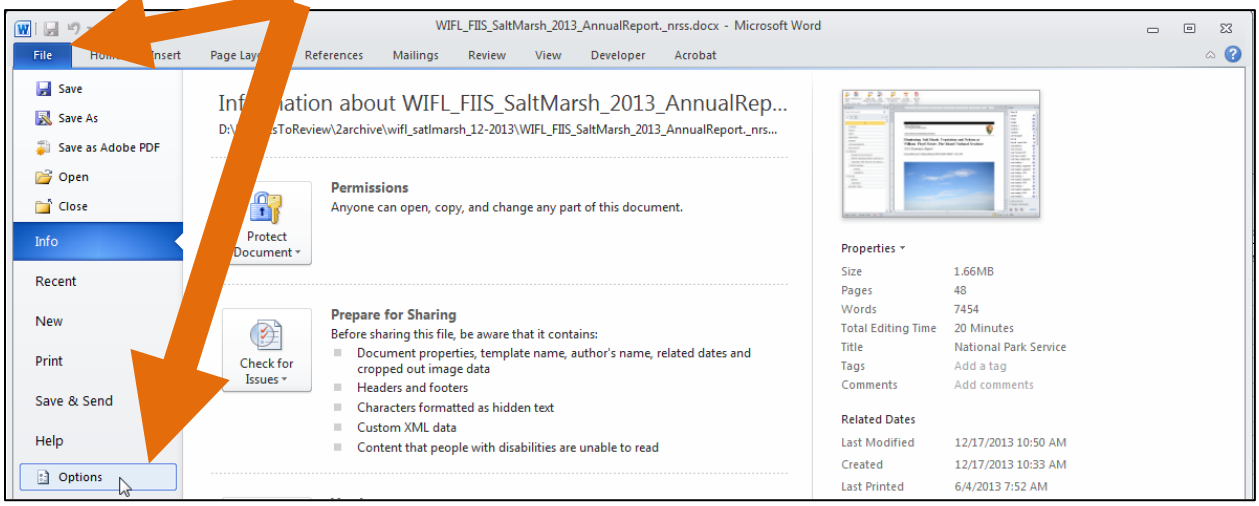
This export option is preferred, because it more accurately tags page elements in the final PDF to be read by software for the visually-impaired than with other export options.

1) **If you see the `Acrobat` tab at the top of your MS Word screen,** then the `Adobe PDF Maker` add-in has already been installed on your computer.



If you have Adobe Acrobat Pro 10 or later installed on your computer, and do not see the Acrobat tab, then the add-in has been disabled. To enable it:

a) Choose the `File / Options` menu option.



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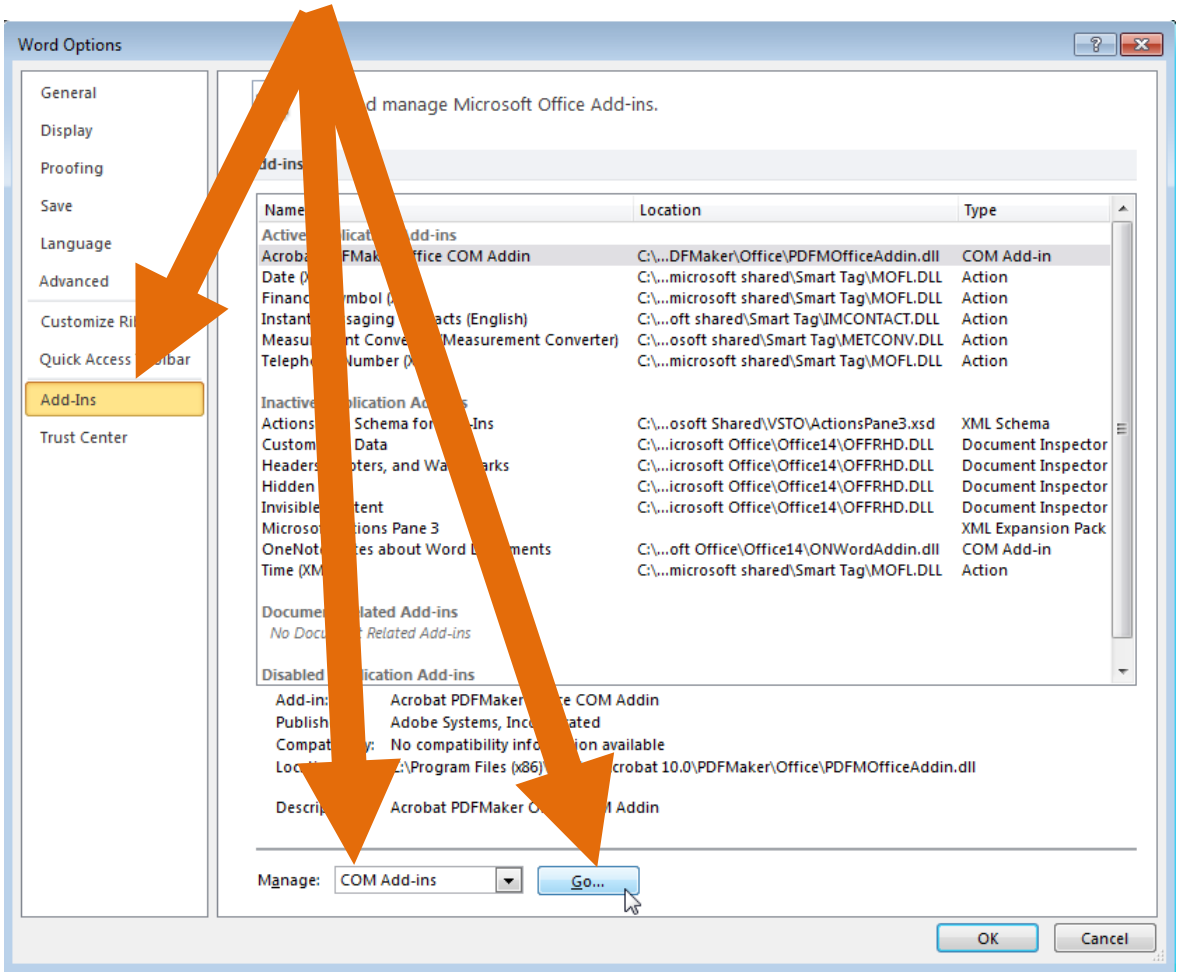
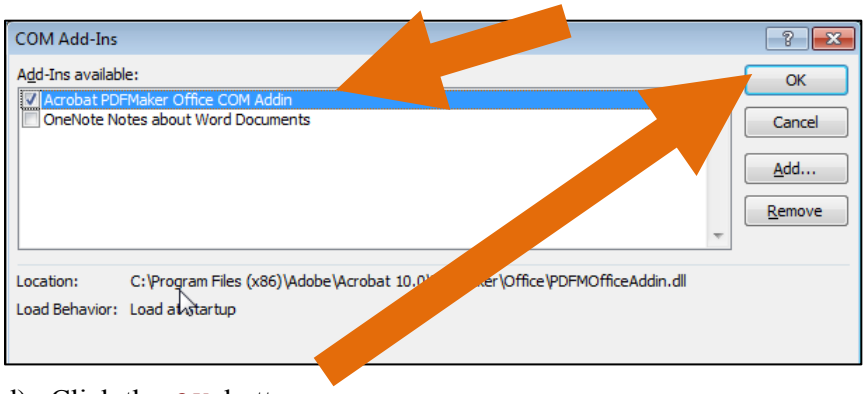
b) On the next screen choose the *Add-ins / Manage: / COM Add-ins* option and click the *Go* button.



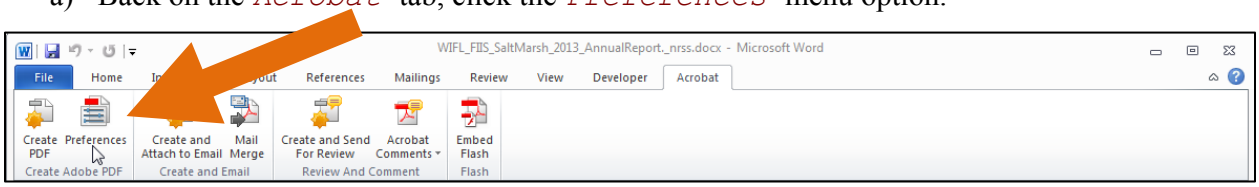
c) Make sure that the *Acrobat PDF Maker Office COM Addin* box is checked.



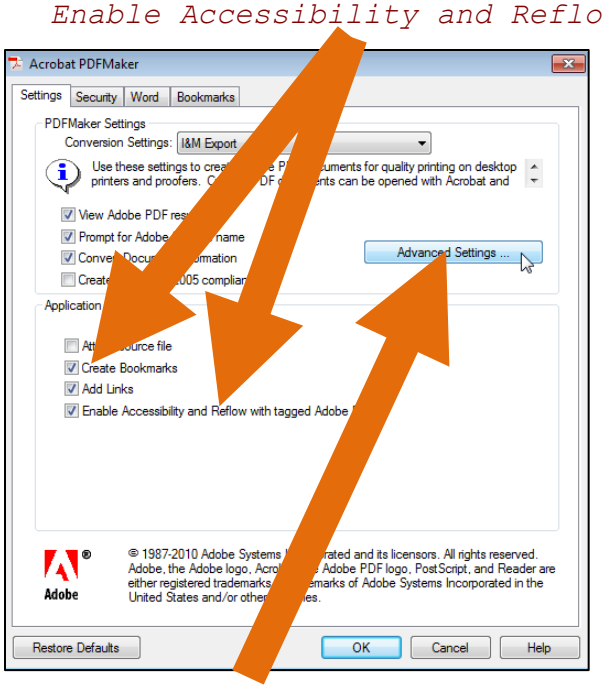
d) Click the *OK* button.

2) The first time you use this add-in, it is a good idea to set up and save a set of custom export to PDF settings on your computer. To do this:

   a) Back on the *Acrobat* tab, click the *Preferences* menu option.



   b) On the next screen, make sure that the: *Create Bookmarks*, *Add Links*, *and Enable Accessibility and Reflow with Tagged PDF* options are checked.



   c) Click the *Advanced Settings* button.

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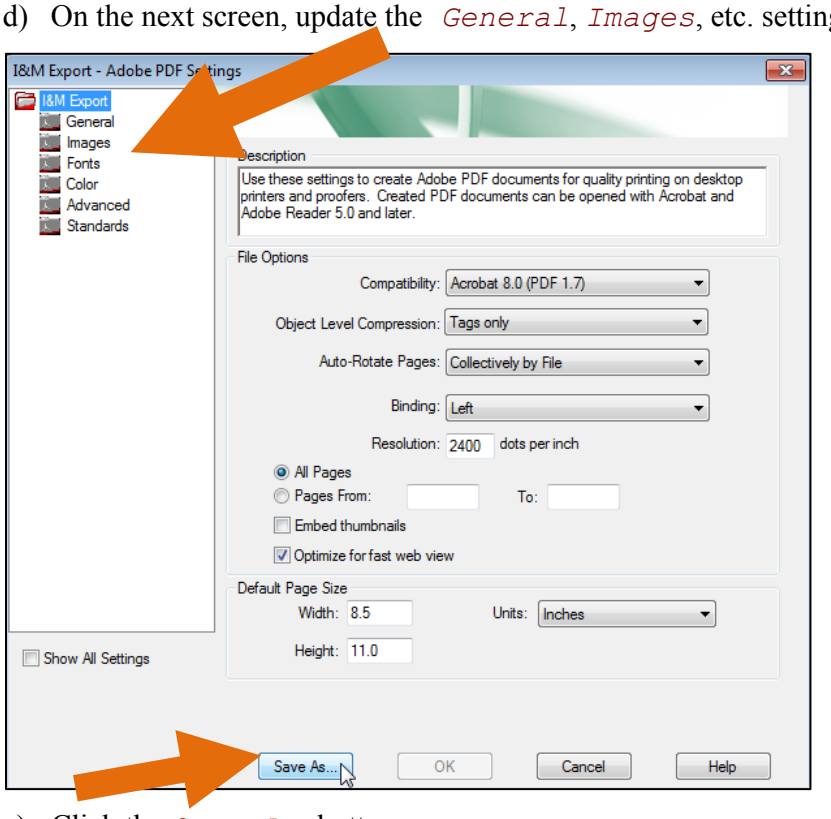
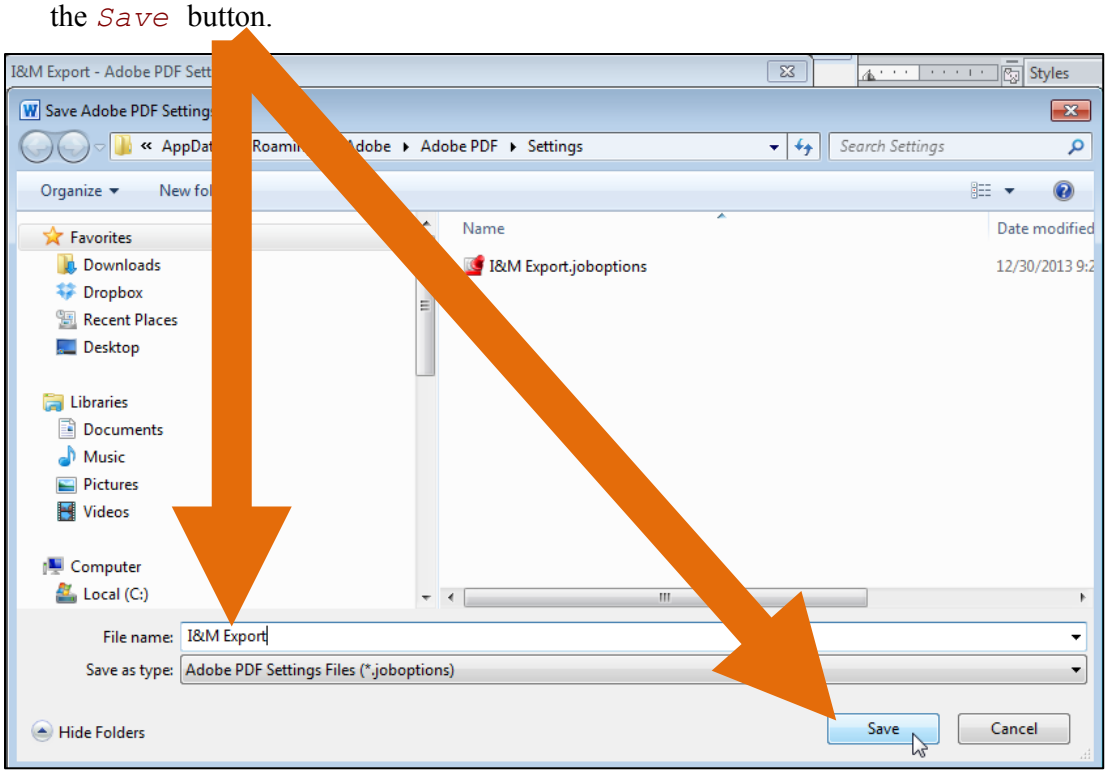
d) On the next screen, update the *General*, *Images*, etc. settings to meet your needs.

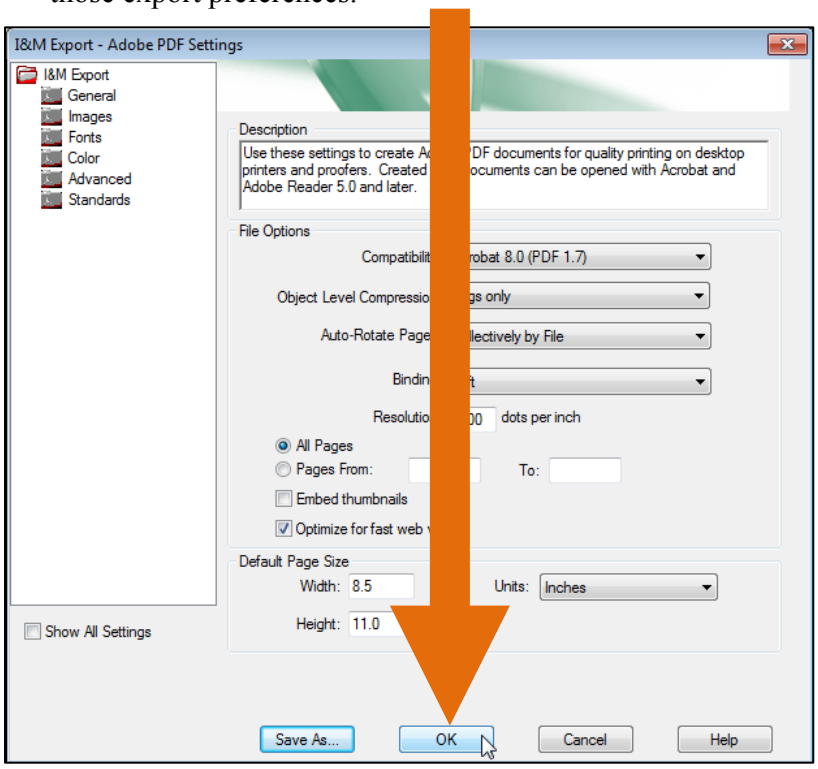


e) Click the *Save As* button.

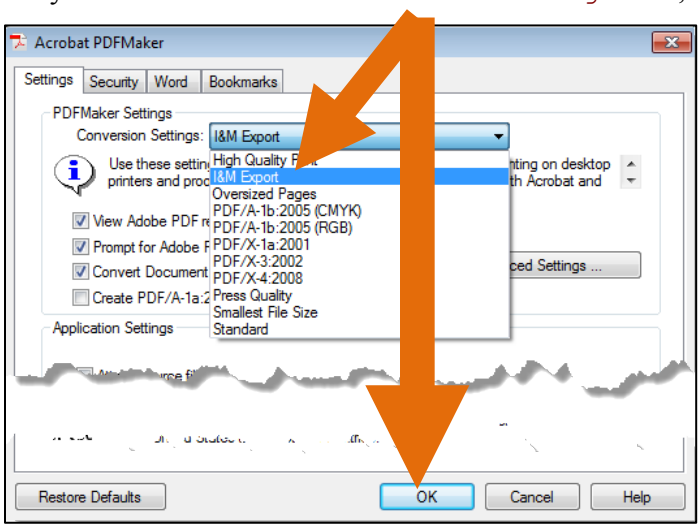
f) On the next screen, type in the PDF export file name into the *File Name* field, and click the *Save* button.



g) Back on the *...Export – Adobe PDF Settings* screen, click the *OK* button to save those export preferences.



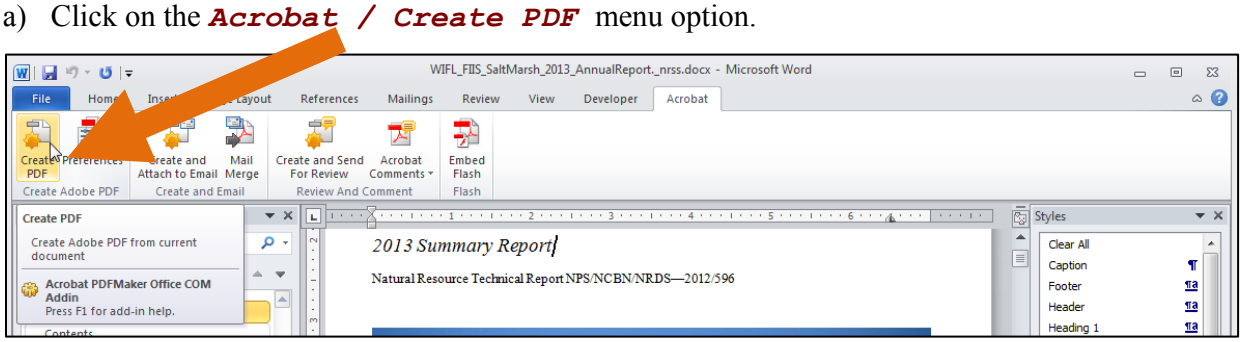
h) Back on the *Acrobat PDFMaker* screen, use the drop down menu to select the name of your new custom *Conversion Settings* file, and click the *OK* button.



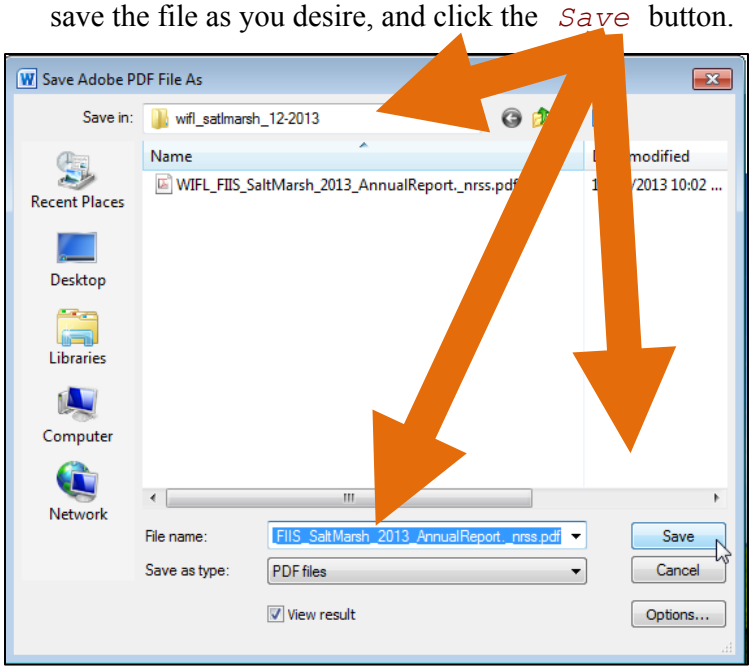
Note: The new *Conversion Settings* file is permanently saved to that individual computer, and be used to export any MS Word file to PDF format in the future.

3) To export the MS Word file to PDF format using the saved ***Conversion Settings*** file :

a) Click on the ***Acrobat / Create PDF*** menu option.



b) **To save the entire document**, on the *Save Adobe PDF File As* screen, name and save the file as you desire, and click the *Save* button.



Note: It may take a few minutes to export your file to PDF format. The new file should automatically open in Adobe Acrobat Pro.

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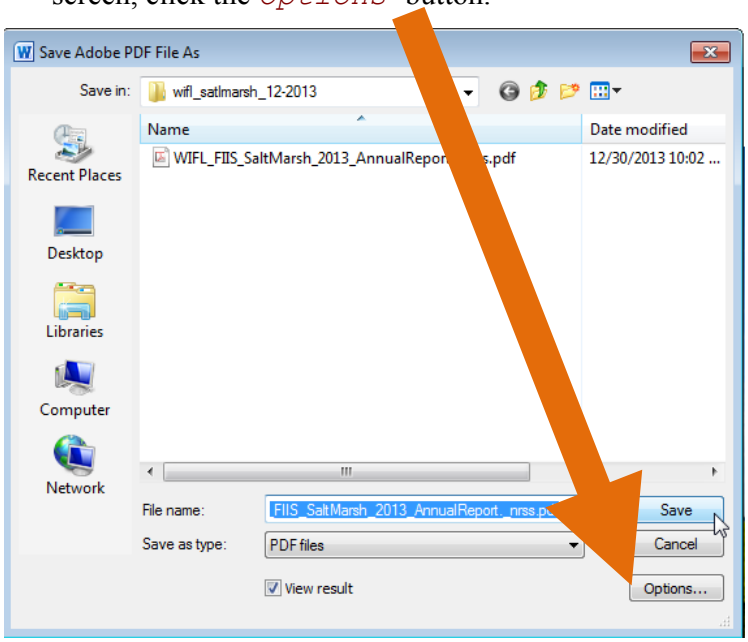
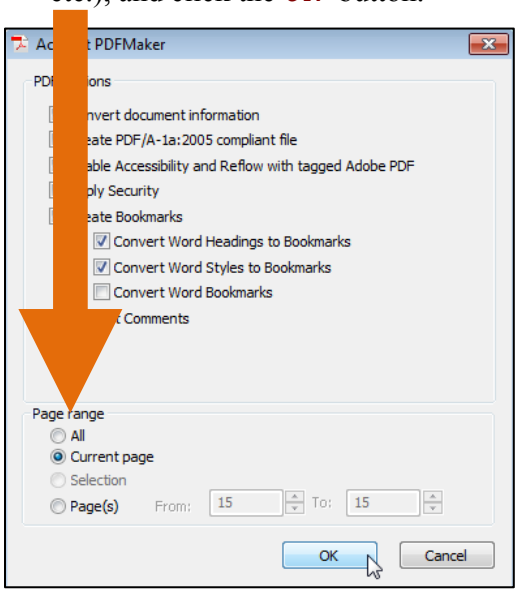
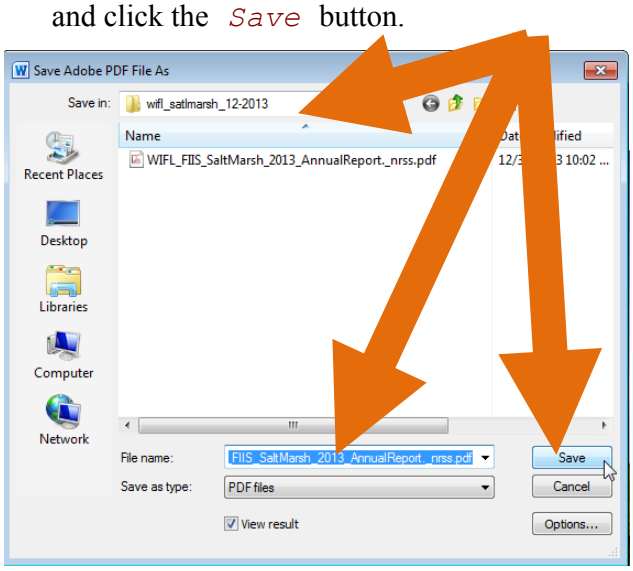
c) **To save just one or more individual pages**, on the *Save Adobe PDF File As* screen, click the *Options* button.



d) On the next pop-up screen, set the desired *Page Range* options (*All*, *Current Page*, etc.), and click the *OK* button.



e) Back on the *Save Adobe PDF File As* screen, name and save the file as you desire, and click the *Save* button.



Note: It may take a few minutes to export your file to PDF format. The new file should automatically open in Adobe Acrobat Pro.

4) If you desire to make the final document Section 508 accessible (not required for NRTR, NRR, or NRDS reports - the Fort Collins office does this for you), open the PDF document in Adobe Acrobat Pro, and follow the directions outlined in the document: Adobe Acrobat Pro Procedures for Producing Section 508 Accessible PDF Documents. The basic steps are:

   a) Use the *Tools / Accessibility / TouchUp Reading Order* tools to check, update, and order the accessibility tags on each individual page.

   b) The document is ready when the only potential error message returned by the *Tools / Accessibility / Full check* diagnostic tool is: "*Tab order may be inconsistent with the structure order*."

P (paragraph tag): use this tag for all Paragraph Styles that will be used for any and all text that is not a Heading or an Artifact.

H1- H5 (heading tags): use these tags for all first through fifth order headings.

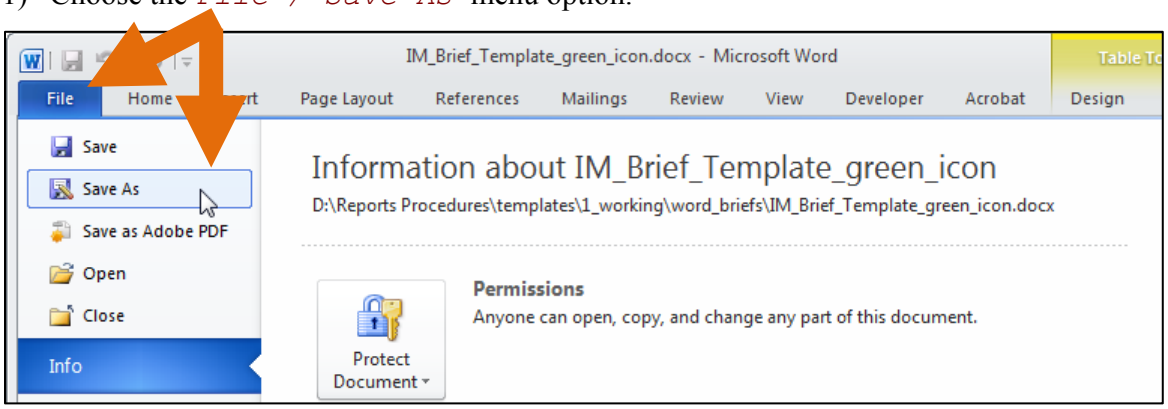
Artifact (background element that is skipped by screen readers): use this tag for all headers and footer text, and is sometimes used for figure captions.

Option 2. Export to PDF Format Using the Default MS Word and Adobe Acrobat Save As Option

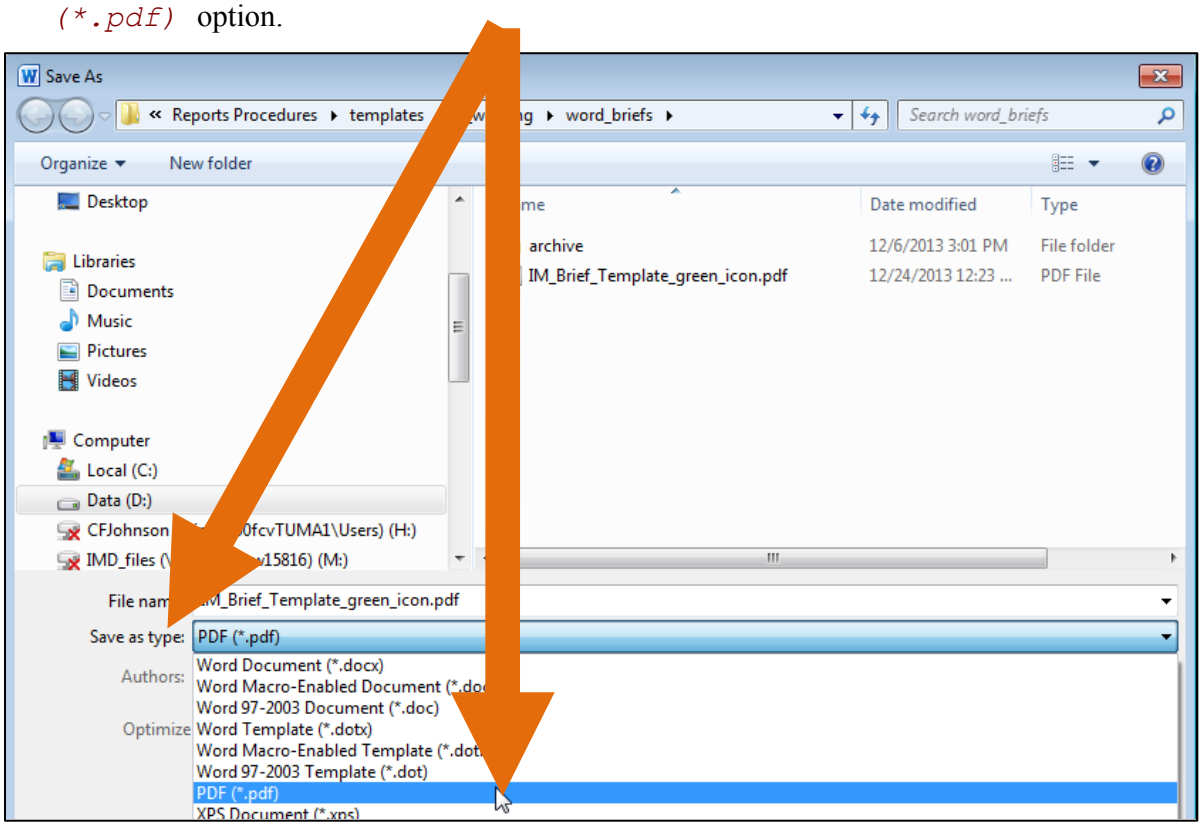
We only suggest this option when you cannot get the Adobe PDFMaker tools to work on your computer.

The basic steps in the procedures outlined below should work on any computer with MS Office 2010-2013 and Adobe Acrobat 10-11 running on computers running 64-bit Windows 7 or Windows 8. The procedures are also similar on Mac/Apple computers running MS Office 2011-2013. Earlier versions of these software programs are not recommended.

1) Choose the *File / Save As* menu option.



2) On the *Save As* screen, from the *Save as Type:* drop-down menu, select the select *PDF (*.pdf)* option.



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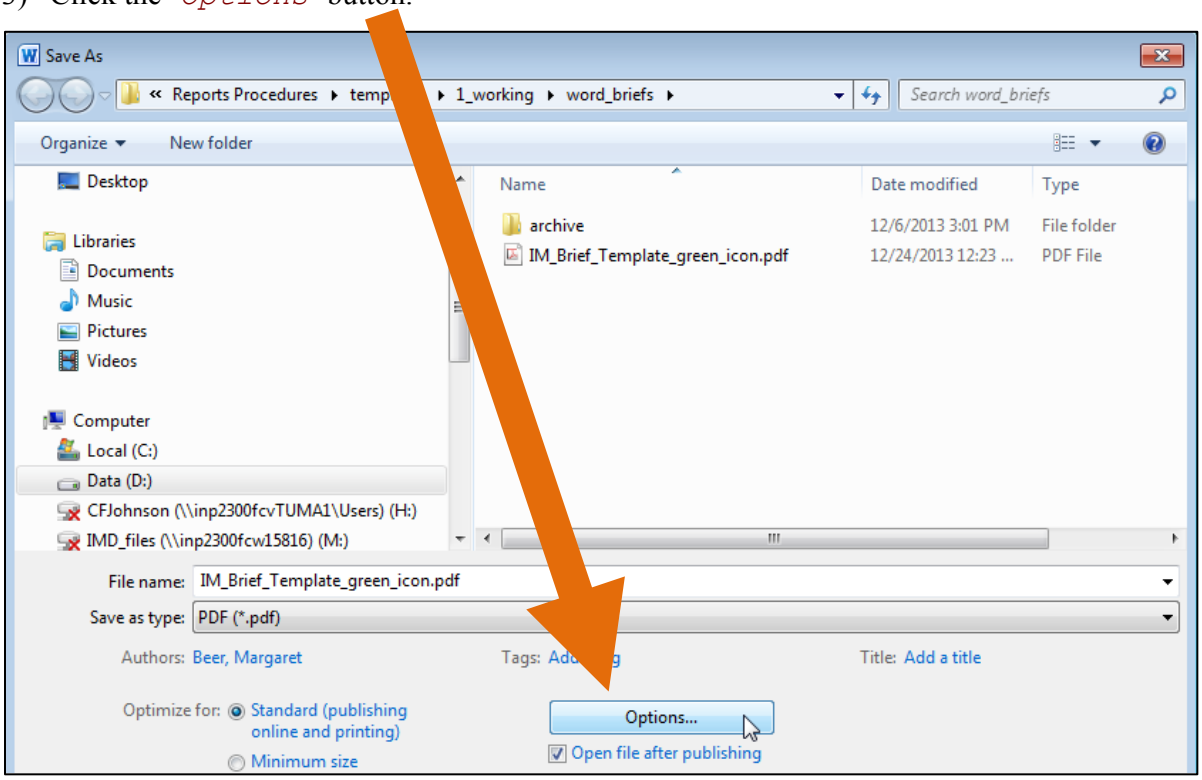
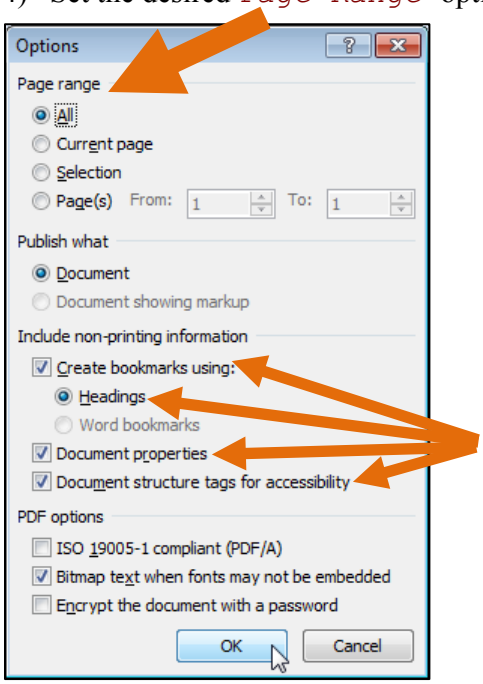
3) Click the *Options* button.

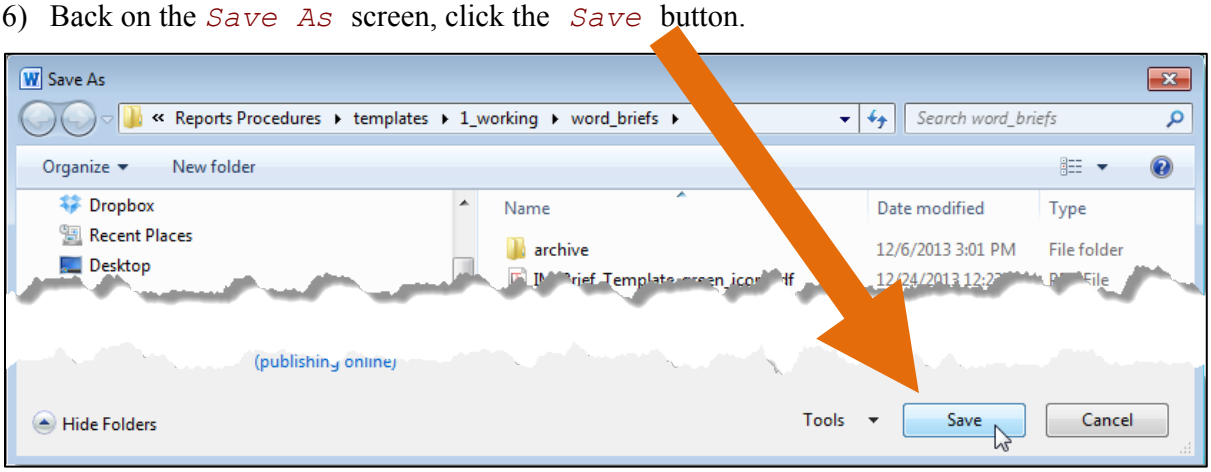


4) Set the desired *Page Range* options (*All*, *Current Page*, etc.).



5) On the next screen, make sure that the following options are checked: *Create bookmarks using: Headings*, *Document properties*, and *Document structure tags for accessibility*.

6) Back on the *Save As* screen, click the *Save* button.



Note: It may take a few minutes to export your file to PDF format. The new file should automatically open in Adobe Acrobat Pro.

7) If you desire to make the final document Section 508 accessible (not required for NRTR, NRR, or NRDS reports - the Fort Collins office does this for you), open the PDF document in Adobe Acrobat Pro, and follow the directions outlined in the document: Adobe Acrobat Pro Procedures for Producing Section 508 Accessible PDF Documents. The basic steps are:

   a) Use the *Tools / Accessibility / TouchUp Reading Order* tools to check, update, and order the accessibility tags on each individual page.

   b) The document is ready when the only potential error message returned by the *Tools / Accessibility / Full check* diagnostic tool is: "*Tab order may be inconsistent with the structure order*."

P (paragraph tag): use this tag for all Paragraph Styles that will be used for any and all text that is not a Heading or an Artifact.

H1- H5 (heading tags): use these tags for all first through fifth order headings.

Artifact (background element that is skipped by screen readers): use this tag for all headers and footer text, and is sometimes used for figure captions.

References

The guidance and procedures outlined in this document are a compilation of testing, modifying, and summarizing the information and procedures provided from the following sources.

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