



# Usable Text for ALL

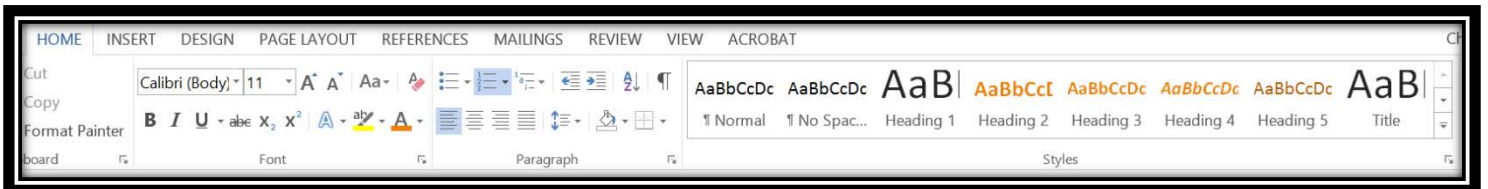
- Use headings properly
- Create Accessible PDFs
- Avoid tiny fonts
- Use text, not pictures of text
- Think twice about the words you choose

*This C4 will address how to use headings in Microsoft Word, and how to save a Word Document as a PDF so that it is Usable for everyone. Finally, it will include notes about word choice when writing for Usability.*

**NOTE:** If the document is going to be transferred to D2L Brightspace as an HTML file, you should add the formatting from within Brightspace and save the file as plain text (no formatting).

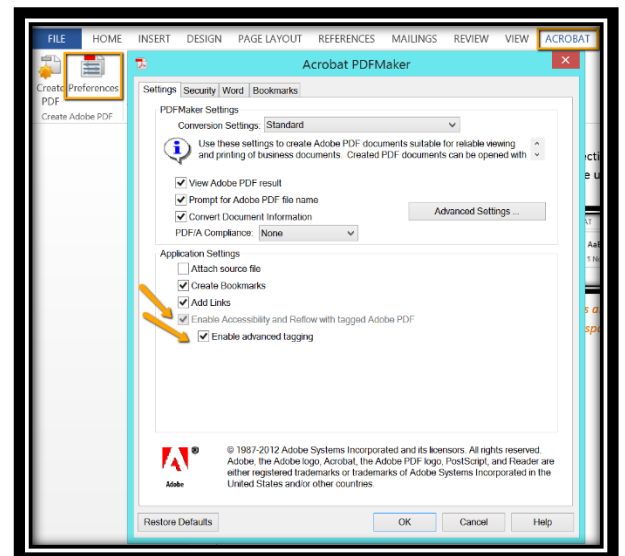
## Using Headings

- 1) Headings can be found on the **Home** tab in the **Styles** section of the Ribbon in Microsoft Word.
- 2) Headings and these preformatted text options should be used to make sections of your text searchable and more easily read.



## Creating Accessible PDFs from Word

- 1) On the Acrobat Tab, in the Create Adobe PDF section of the ribbon, Click on Preferences.
- 2) Be sure that the bottom two boxes are checked for Accessibility.
- 3) To create your accessible PDF, click the **Create PDF and Run Action** button.
- 4) From the menu, select **Make Accessible**.



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December 11, 2015



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5) *Once it has created your Accessible PDF it will open in a new window for you check your accessibility.*

### Think twice about the words you choose

- Screen readers can read a hyperlink even though it gets flagged—as an example the text should say “eLearning link” and then the text should be linked to the URL. In this case it would link to the eLearning website, <http://elearning.gfcmsu.edu/>
- Be careful in telling people to click here, or look there. Be very specific and descriptive with directions. Not only will it help the visually impaired, it is good design.
- Use bulleted text or enumerated text to help with navigation of large amounts of text. This document uses a number of different headings, as well as bulleted and enumerated text.
- Always check spelling and grammar. But, some words sound the same but are spelled differently, have someone else proof read your text based information if you can. (*Or offer extra credit to students that find and report these types of errors.*)

