

HOW TO PREPARE WORD FILES FOR ACCESSIBLE PUBLISHING



MANUSCRIPTS

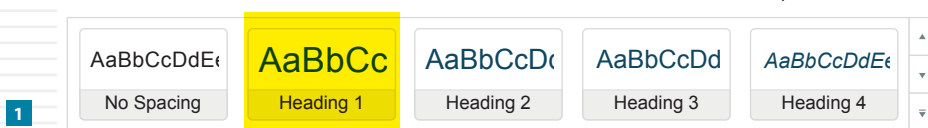


Publications must be accessible, which means that the information they contain can be read, received and understood by anyone, regardless of their abilities. Therefore, as soon as you begin drafting, you should consider the elements necessary to make your final publication fully accessible. The Publications Office is here to guide and assist you from the start.

If you request the use of our layout services for your publication, your Word manuscript should be the final version. We recommend that you do not send us a draft version, as this will generate delays in the production process as well as extra costs.

Structure of the text

- The manuscript should consist of a single file containing:
 - a title page (with complete text);
 - preliminary pages (following the standard model);
 - clear indications for the placing/insertion of images, tables, graphs and boxes in the text (you can use differently coloured text for layout indications).
- The structure should be clearly divided into headings, chapters, sections, etc. and the entire text should appear in the correct reading order.
- Headings must be created using Word's standard heading styles or properly formatted custom heading styles. Paragraphs formatted as headings must be arranged in a correctly nested order: H2 headings under H1, H3 under H2 and so on. ¹



- Do not create headings by simply using a different font or applying bold, italics or another colour, etc.

Titles, headings and labels

- All titles, headings and labels should be short and meaningful.

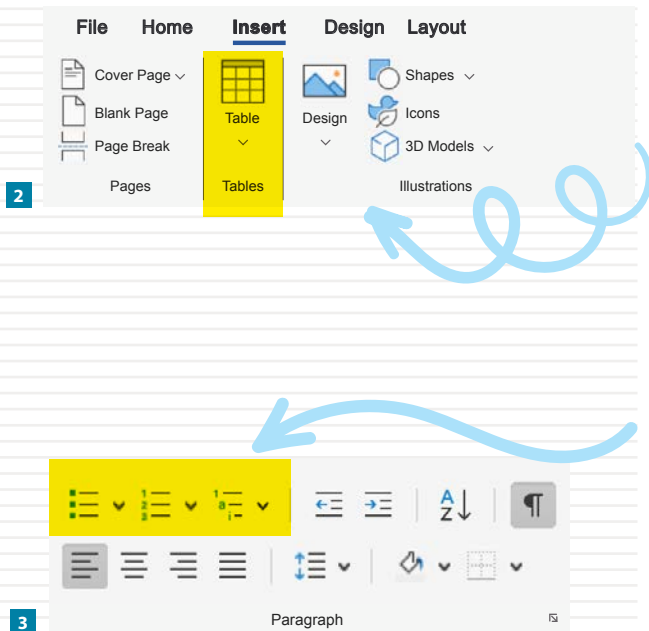
Links

- Instead of a web address, use descriptive text (e.g. 'About the Publications Office') to make the links meaningful.
- Avoid general phrases such as 'click here' or 'more information'.

✕ <https://op.europa.eu/en/web/accessibility>

➔ [About the Publications Office](#)





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Tables

- Do not use tables for layout purposes.
- Create them by using Word's table function and not with tabs or drawing tools. **2**
- Set your table header and use the table style options 'Header row' and 'First column' to mark the header cells. Under 'Table properties', select option 'Repeat as header row at the top of each page'.
- Keep the table structure simple. Avoid merging cells.
- Do not include the table title, table caption or table notes inside the table structure.

Lists

- Use Word's functionality to format text as a list. **3**
- If your list has an extra consecutive paragraph, make sure it is clear that it belongs to the list by indenting the paragraph, and that it is not mistaken for another part of the document.

Images and charts

- Indicate clearly in the text where the image should appear, considering the reading order.
- In addition to image captions, provide alternative text for all meaningful images (including complex ones, such as graphs, diagrams, screenshots, maps, etc.) explaining them, but without repeating the information already provided in the body text and the caption.
- Purely illustrative images that can be skipped by screen readers should be marked as 'decorative'.

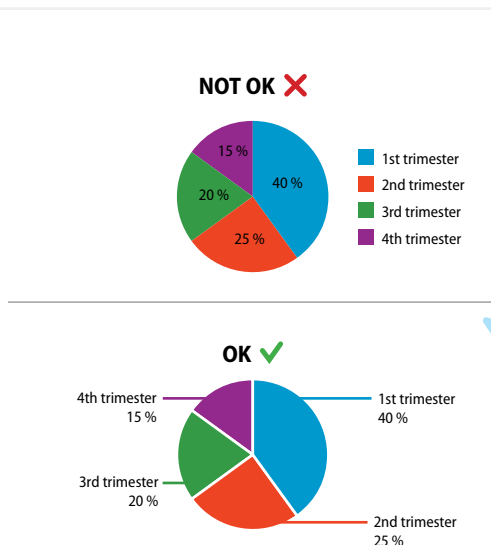
How to provide images/charts

To decrease the file size, inside the Word manuscript file, you can use poor-quality and/or low-resolution images or screenshots.

- Each image should also be provided as a separate high-resolution file (e.g. JPG, PNG, SVG, AI or another image format).
- The resolution of bitmap images (e.g. PNG, JPG) should be 300 pixels per inch (PPI) at its final display size.
- Charts should be provided both as images and as editable Adobe Illustrator, Excel or PowerPoint files with linked Excel data (so that the data can be updated and/or translated).

Colours

- Do not use only colour to transmit information, as not everybody can distinguish it.
 - Instead of using colours: ● ●
 - Use different symbols: ✗ ✓
- The contrast between colours and text must satisfy the requirements of the WCAG 2.1 level AA (<https://www.w3.org/TR/WCAG21/#contrast-minimum>) throughout the document, including in the images. **4**



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Navigation elements

- The table of contents (created by using heading styles) should provide a way of navigating through a meaningful sequence of content.
- Endnotes, footnotes, citations and captions should be created using the tools offered by Word to allow screen readers to identify them properly.



Checklist

What should I check?	Yes	No
Final approved manuscript		
Title page is included		
Preliminary pages are included		
Elements are placed in the reading order		
Headings are in the correct order		
Links are meaningful		
Meaningful images are provided with alternative text		
Decorative images are marked as 'decorative'		
Photographs and images are of good quality		
Images have enough colour contrast		
Graphs are provided as Excel files		
Tables are not used for layout		
Colour is not used alone to convey information		
Copyright information is included		

ACCESSIBLE WEB-OPTIMISED PDF FILES

Before sending your accessible web-optimised PDF files to the Publications Office, please make sure the following order is respected:

- 1 front cover;
- 2 all inside pages: odd pages numbered on the right and even pages on the left;
- 3 back cover.

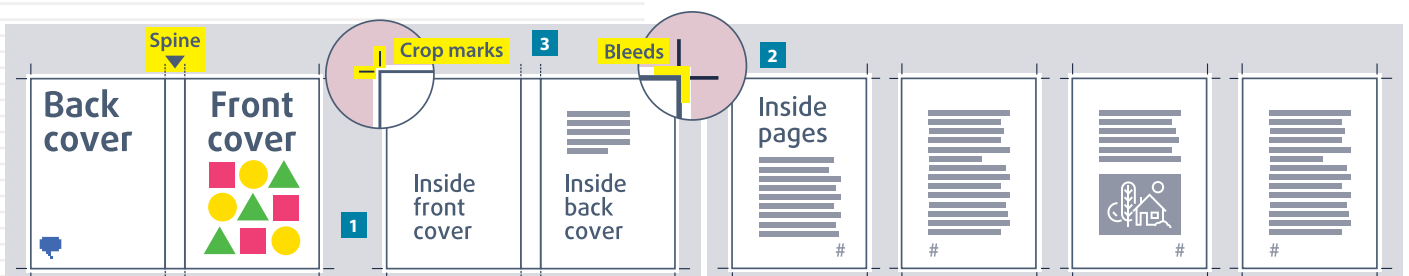


PRINT PDF FILES

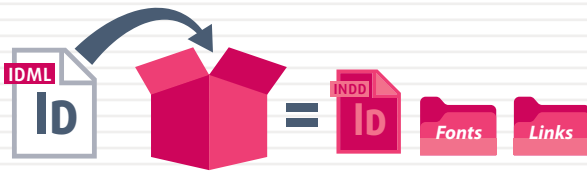
Before sending your print PDF files to the Publications Office, please make sure the following structure is respected:

- 1 the 4 cover pages are displayed in a spread format, including the **spine**;
- 2 inside pages are shown as single pages, not in spread;
- 3 the file includes **crop marks** and **bleeds**.

For publications that are not stapled, the cover file must be provided as a spread, including a spine. The width of the spine will be calculated according to the number of pages, the thickness and the weight of the paper.



OTHER REQUIREMENTS



1. Copyright

Copyright page

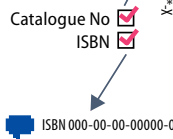
All supports (print, web, epub, etc)

- ISBN
- ISSN*
- doi
- Catalogue No
- Editor

Don't forget to include an appropriate copyright notice. For third party material (texts, images...), the necessary rights must be obtained from the copyright holders before publishing. Include a list with the specific restrictions of use on these elements together with the copyright notice.

2. Identifiers

Back cover



- If your document is going to be printed, make sure that the catalogue number and ISBN are present on the back cover of your publication.
- If identifiers are presented on the copyright page, they are not repeated on the back cover of a web file. If there is no copyright page (i.e. a newsletter or magazine), all identifiers should appear in the same place as the copyright information.

- Additional information such as the publication's QR code can also be displayed.

3. Layout source files

In case you have used InDesign (for example to design your covers), send us the Adobe InDesign package, including the IDML (Adobe InDesign Markup Language) file, in case we need to adjust the print PDF files, or in case we need it for future use.

4. Naming the files

Please respect the following naming convention for bulk upload (for single files the system will take care of it):

- Accessible PDF (PDF-A) 202*.12345_01_**A.pdf.
- Print PDF 202*.12345_01_**C_XX1.pdf (for the cover).
- Print PDF 202*.12345_01_**C_XX1.pdf (for the inside pages).



	Catalogue No	ISBN	doi	ISSN *	QR code
Front cover				●	
Copyright page	■	■	■	■	●
Back cover	■	■		●	●

■ Mandatory

● Optional

* Only periodicals

FOR MORE INFORMATION, YOU CAN CONSULT:

- [Publicare, the catalogue of services of the Publications Office](https://europa.eu/!9GnGyf) (https://europa.eu/!9GnGyf).
- Our [Accessibility services in Publicare](https://europa.eu/!VmC9ck) (https://europa.eu/!VmC9ck).
- The [Accessibility site of the Publications Office](https://europa.eu/!4gtGBD) (https://europa.eu/!4gtGBD).
- The [Interinstitutional Style Guide](https://europa.eu/!WgNpGr) (https://europa.eu/!WgNpGr), for copyrights, identifiers, etc.

CONTACTS

Are you interested in these services of the Publications Office?

Please contact

OP-accessible-publications@publications.europa.eu