

# Create Accessible PDF Documents from MS Office



## CommonLook™ PDF Accessibility Wizard (PAW) for MS Office

### Product Features & Benefits

- **Improved Quality of Accessible Documents:** Content authors provide accessibility information at document creation time.
- **Increased Quantity of Accessible Documents:** Accessibility becomes part of the standard authoring process.
- **Lower cost of Compliance with Accessibility Standards:** Reduces need for expensive, after-the-fact accessibility repairs.
- **Author-Level Tool:** Integrated in MS Office and activated when a Word, Excel or PowerPoint document is saved as an Accessible PDF.
- **Comprehensive Verification:** Applies all PDF-relevant Section 508 checkpoints and identifies instances of non-compliance.
- **Easy Remediation:** Corrects Section 508 compliance problems quickly and easily.
- **Easy-to-Use:** Wizard automates most tasks and provides easy-to-understand detailed instructions. No prior knowledge of accessibility is required.
- **Fast:** Takes less than 5 minutes for an average 5-page document.
- **Style Mapping:** Standard MS Word styles are automatically mapped to appropriate PDF tags.
- **Table Formatting:** Fixes complex tables. Generates appropriate PDF structures for headers and creates 'speak text'.

PAW is a breakthrough technology that makes it possible to create accessible PDF documents directly from Microsoft Office applications<sup>1</sup>. Organizations no longer require specialized teams to handle the accessibility process, significantly lowering the cost of compliance with accessibility standards.

PAW makes accessibility an integral part of the authoring process. As easy to use as spell check, PAW enables organizations to greatly improve the quality and quantity of accessible information. Use of PAW does not require prior knowledge of accessibility as the Accessibility Wizard presents simple-to-understand instructions that guide the user through Section 508 and other important accessibility checkpoints.

As an add-in to MS Office applications, PAW adds a "Save as Accessible PDF" command to the main menu of MS Word, Excel and PowerPoint. When the user selects this command, an Accessibility Wizard generates an accessible PDF that conforms to Section 508 standards.

While the majority of the accessibility work done on the document is automated, PAW's Accessibility Wizard guides the author through any issues that require intervention using a series of simple checks.

PAW is designed to minimize the time it takes to add accessibility to MS Word, Excel, PowerPoint and PDF documents. Users are presented with only those checkpoints that are relevant to the content of the MS Office document they are authoring.

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### About NetCentric Technologies

Established in 1995, NetCentric is a leading document compliance management company that provides solutions specifically designed to help government and corporations ensure the accessibility of electronic documents and their compliance with a variety of standards. NetCentric has a proven track record, working with many government agencies and private sector organizations to provide compliance solutions.

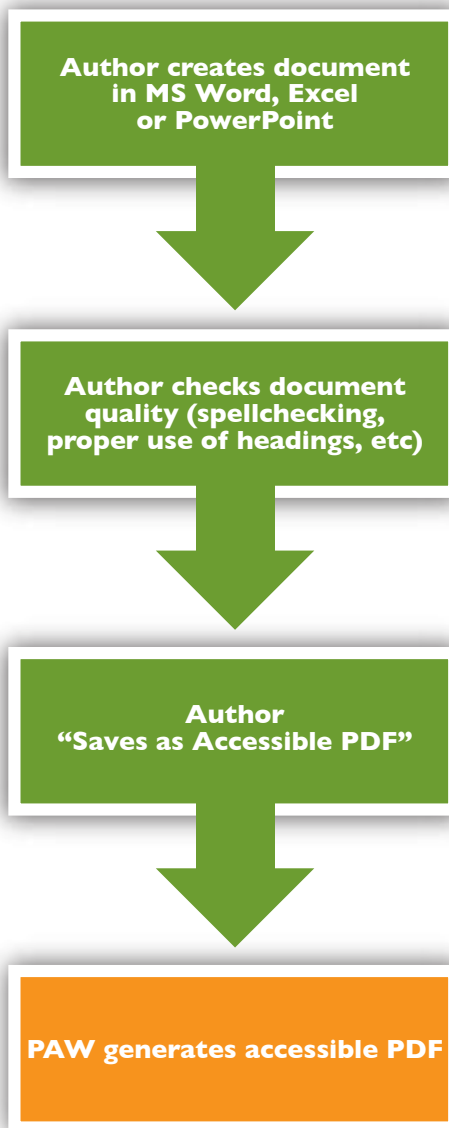
For further information or to purchase PAW, please visit our web site at [www.commonlook.com/products/PAW.aspx](http://www.commonlook.com/products/PAW.aspx) or contact:

**NetCentric**

### NetCentric Technologies

300 March Road, Suite 205  
Ottawa, Ontario, Canada  
K2K 2E2

Tel: (613) 270-9582  
Toll Free (877) 226-0877  
[sales@net-centric.com](mailto:sales@net-centric.com)



Document creation and quality assurance process showing integrated accessibility checking with PAW

<sup>i</sup>PAW is currently available for MS Word only. Versions of PAW for Excel and PowerPoint will be available in the short term.

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