

Dokument Titel

Standarddokumentvorlage für
GD ITEC

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Executive Summary

This document template aims to simplify the life of our document authors and ensure a uniform presentation of documents throughout DG ITEC.

It was created following the introduction of a new visual identity for our DG by the DG ITEC Communication Service at the request of our staff.

We trust that this template will provide a suitable canvas for the skill and knowledge of our colleagues.

Purpose of this document

Producing quality writing is hard work. Sadly, we cannot help you with that. But, you do have our encouragement, and we trust that you will produce content that we can all be proud of. We want you to focus on your content and not lose sleep over its presentation. To that extent, we have created this document template, in the hope that it will simplify your life and allow you to focus your attention to what really matters in your document: what you are writing.

However, it is not all about you either. By applying a uniform look to your quality content and that of your colleagues, we are raising the visibility of our DG and building a stronger DG ITEC brand.

We hope that this template will be useful to you, and welcome your feedback at itec.communication@ep.europa.eu.

For all the accessibility-related questions, please contact the ITEC Accessibility team of CUSTEX Unit at itec.accessibility@europarl.europa.eu.

Scope of this document

This document is useful as a template for documentation, procedures, reports and other more or less lengthy documents that you may need to prepare.

1 Typography

This 'Typography' header is an example of heading 1. Heading at level 1 should be preceded by a page break.

We use the Myriad Pro font for all headings. The colour reference for headings at levels 1 to 6 is #294C9B. Headings for level 7 and 8 are black.

1.1 Styles

Every item is assigned a different style (i.e. even a standard paragraph has the style "Normal"). The purposes of the style are to:

1. Create an internally homogeneous document.
2. Save formatting time for the editor.
3. Have a consistent publishing style for DG ITEC's documents.
4. Allow screen reader users to move easily inside the document and understand the hierarchy of the content.

For these reasons we kindly request that you use the styles in this template (Home > Styles). If you need to create a new style be sure to follow the general appearance of the document and to make it readable by the screen readers.

1.1.1 Headings

Text has to be formatted with heading styles every time a new chapter or subchapter is created.

To modify the heading style:

1. Select the text that represents the title of the new paragraph.
2. In the menu that appears click the button "Styles".
3. Select the right heading depending on the hierarchy of the content.

The types of heading styles in this document are:

Document Title

This is an example of Document Title Style. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 1

This is an example of heading 1. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 2

This is an example of heading 2. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 3

This is an example of heading 3. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 4

This is an example of heading 4. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 5

This is an example of heading 5. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 6

This is an example of heading 6. We also include this small paragraph in the example so you can see how the paragraph is spaced.

Heading 7

This is an example of heading 7. Note that paragraphs of level 7 indent a little, as the heading on this level does.

Heading 8

This is an example of heading 8. Note that paragraphs of level 8 indent a little, as the heading on this level does.

1.2 Main text

We use the Calibri font for the normal style, with a font size of 12 points.
The font colour is black.

- **Do not create text smaller than 12 points** because it could be difficult to read for people with limited vision.
- **Do not create text with light colours** or very light grey colours because it could be difficult to read for people who cannot easily distinguish the colour contrast between foreground and background.
- **Do not highlight important content just by changing the colours** because it could be difficult to read for people who are colour blind.

1.2.1 Default paragraph style

By default, paragraphs are justified and the line-height is 16 points. This text is an example of a default paragraph.

A new line will add some whitespace between your paragraphs. To avoid that, use Shift-Enter for a soft break.

Doing so will cause your previous sentence to be justified. You can avoid that by terminating the sentence with a tab character as we did above.

1.2.1.1 Paragraph style under heading 7 and heading 8

To add structure to documents that have a deep heading hierarchy, the last two levels (levels 7 and 8) have paragraphs that are slightly indented on the left side.

These paragraphs are not justified but rather outlined on the left. The alternative paragraph styles are applied automatically after headers of level 7 or 8. See above under the section headings for an example.

1.2.2 Alternative paragraph styles

1.2.2.1 Bold

Use the bold style to make a paragraph stand out.

1.2.2.2 Quote

Use the Quote style a quote (Home > Styles > Quote / Quote Author).

By default, they are followed by a Quote Author paragraph that formats the name of the person that is quoted.

To send light into the darkness of men's hearts - such is the duty of the artist.

If we were all determined to play the first violin we should never have an ensemble. Therefore, respect every musician in his proper place.

Talent works, genius creates.

Robert Schumann

1.2.2.3 Note



A note in your document can be used to bring additional information to the attention of the reader.

The icon above won't be inserted when you select a Note style from Word. You will have to copy and paste it manually.

The icon is read out as an image. To create an accessible Word file, all images should be put "in line with text": Select Image > Format > Wrap Text > In Line with Text.

Icons should be provided with an Alt Text JUST in the description field (Select Icon > Format Picture > Layout and Properties > Alt Text).

1.2.2.4 Warning



Use a warning in your document when the reader can expect trouble if he doesn't pay attention.

The icon above won't be inserted when you select a Note style from Word. You will have to copy and paste it manually.

The icon is read out as an image. To create an accessible Word file, all images should be put "in line with text": Select Image > Format > Wrap Text > In Line with Text.

Icons should be provided with an Alt Text JUST in the description field (Select Icon > Format Picture > Layout and Properties > Alt Text).

1.2.2.5 Code

Code gets displayed in a fixed-width font and has fixed tab indentation and line spacing. At least when you apply the Code style to it.

```
#include<stdio.h>
main() { polixy_document__
    printf("Hello World");
}
```

1.3 Lists

1.3.1 Unnumbered lists

- Unnumbered lists are styled with bullets. Use the “List Paragraph” style (Home > Styles > List Paragraph) for them.
- Create the Bullet lists with the command “Bullets” (Home > Paragraph > Bullets).
- Use the commands “Decrease Indent” or “Increase Indent” to manage the hierarchy between the bullet lists.

This is an example

- o Of a numbered list
 - It has a bunch of levels too
- o So you can structure
- Your lists
 - o That's all



Screen readers do not recognize different levels of unnumbered lists as nested lists in MS Word. They will be recognised as nested lists only once the file is converted into PDF.

1.3.2 Numbered list

Numbered lists are styled with numbers. Use the Numbers List style for them.

1. This is an example
2. Of a numbered list
3. It has a bunch of levels too
 - 3.1. Like this
 - 3.1.1. And this
4. So you can structure
5. Your lists
6. Use the commands “Numbering”, “Multilevel List”, “Decrease Indent” and “Increase Indent” for managing Numbered lists levels and styles



To get a properly formatted list, you need to use the default Word button and apply the Numbers List style.

1.4 Tables

There are different table styles, depending on what sort of data you want to present. Table styles define the properties of the table. The actual text in the table cells has its own formatting that is largely independent of the table style.

You can also add a caption and/or alternative text to a table.

Choosing Insert > Reference > Caption will automatically apply the Caption style. The text that you type in the caption will be visible on the screen (see “Simple table” below).

How to create a caption for tables

1. Select the whole table.
2. Right click on the selection.
3. Choose “Insert Caption”.
4. In the menu that opens up select “New label”.
5. Enter the table caption.
6. Select “Above selected item” or “Below selected item” in the “Position” menu.
7. Click “Ok”.
8. Edit the caption that has been created by selecting it.

The alternative text for the table is an accessibility feature for blind users that will not be visible on the screen, in which you can summarise briefly the content of the table.

1.4.1 Simple table

Table 1: Simple table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries

1.4.2 Detailed horizontal table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries

1.4.3 Detailed horizontal striped table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries

1.4.4 Detailed vertical table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries

1.4.5 Detailed vertical striped table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries

1.4.6 Two-way table

Austria	Belize	Canada	Denmark	Estonia
Aluminium	Bohrium	Calcium	Dubnium	Europium
Amsterdam	Brussels	Copenhagen	Dublin	Effington
Apples	Bananas	Calamansi	Dates	Elderberries



When you create a new table remember to tick the Header Row and First Column options (Select Table > Design > Table Style Options). This will allow a screen reader to simplify the navigation inside the table and to allocate the various boxes depending on the column and the row in which they are positioned.



MS Word can't detect if the reading order inside the table is correct. You can check yourself the logical order of the represented elements by using Tab / Shift-Tab to move inside it, like a screen reader user would do.



Merge cells and Nested Tables are NOT accessible to screen readers. If it is possible, create simple tables.

1.5 Images

Microsoft Word is mainly a text editing software. It was not built to be a powerful layout and image composition software, like InDesign or Illustrator from Adobe.

Therefore, the **accessibility of images are limited by technical constraints**, depending on the layout options assigned to each image.

The only accessible layout option for an image, figure or graphic element is **“In Line with Text”**.

Any other option is not read out by screen readers.

The only **workaround** for having your images accessible, while using other layout options than “In Line with Text”, is to **save your Word document as a PDF and then remediate it with Adobe Acrobat PRO DC**.

1.5.1 Single image



Figure 1: Inside the European Parliament hemicycle in Strasbourg, France

To better optimise your page layout (while applying the rules explained above as much as possible), single images should follow these two simple recommendations:

- when possible, choose images in landscape orientation, instead of portrait
- if you can (and the quality of the image permits), set the size of the image to match the text margins and make sure you always keep the correct width and height ratio (just like in Figure 1 above), otherwise the image will look distorted.

When none of the above applies to your image, because, for example:

- you only have a portrait-oriented image
- you don't want to use a big image to illustrate your text
- the quality of the image does not allow it
- you simply prefer to use another type of layout other than “In Line with Text” because it looks better in the page layout

Then we advise you to apply the 'Square' layout option. To do this, click on the image and you will notice, next to the right hand top corner of the picture, the Layout Options icon. Click on the icon and choose “Square” under the “With Text Wrapping”.

You can also right click on the image > Wrap Text > Square (just like in Figure 2).

In order to minimize the accessibility issues, the image should be placed on the right side of the page. Otherwise the image itself will interrupt the flow of the text. Any lines of text, if placed on the right side of the image, will be skipped by the screen reader and simply won't be read out to a visually impaired user.

If you need to have an image on the left side and the text wrapped around on the right side, readable by screen readers, the only way is by converting the file into a PDF in the Word "save as..." dialogue (Chapter 1.6).

For a single image, the caption simply sits underneath the image.

Choose Insert > Reference > Caption will automatically apply the Caption style.

If the image is set to be "In Line with Text", the caption will be added as text, inserted in the body text of your document, and therefore be read out by screen readers (Figure 1).

If the image is set as to have the text wrapped around it ("Square" layout option), the caption will be added as text box and be placed directly under and adapted to the image.

Because the caption is in a text box, it is outside the flow of your document's body text (Figure 2). Screen readers will not be able to read the image and caption altogether. One workaround to have it accessible at least in the PDF, is to group the image with the caption. Click on the image, hold the Shift key and click on the caption, and with both items selected, right click > Group > Group.

All images must have Alternative Text (right click on the image -> Format Picture -> Alt Text).

The Alt Text should be written just in the "Description" field, since the title field is not kept in the PDF format and it has been removed in the upgraded version of Microsoft tools (i.e. MS Word 365).

Providing alternative text requires some practice. The text should be as short as possible, but also meaningful. As if you would describe an image to someone over a phone conversation.

It should not be the same as the text in the caption. The alt -text for the image in Figure 2 is: *"Flags of European countries at the Louise Weiss building of the European Parliament in Strasbourg, France, under a colourful cloudy sky."*

We suggest to always anchor the images with their text of reference.

When clicking on the image, besides the Layout Options icon, you will also see a little anchor icon. You can move this anchor and align it with the beginning of any paragraph in the body text. The image will be read out just before that particular paragraph.

To make sure the image is always anchored to the chosen paragraph go to Layout Option > Position > Options > Tick on "Move object with text".



Figure SEQ Figure 1* ARABIC 2:
Louise Weiss building, Strasbourg,
France

1.5.2 Multiple Images

Multiple images should also be inserted “In line with Text” just like single images (Select Picture > Format > Position > In Line with Text).

Make the multiple images the same height and centred on the page (justify them). Control them with the “Size and Position” tool.

Captions are not read out properly with multiple images when set to be in line with the text because they appear as normal text.

To avoid accessibility mistakes you can:

1. Add captions manually in a separate line.
2. Use a single, group caption on another line.
3. Not add captions at all.
4. Put the images with captions but each one on a different line.

Remember that, for optimal accessibility results, you can always remediate the exported PDF with Adobe Acrobat PRO DC.



1.6 Links

Add meaningful hyperlink texts that make sense as standalone information (i.e. out of context) and give readers accurate information about the destination target.

Also, do not use full URLs as link text, as screen readers read the URL letter-by-letter.

Screen reader users sometimes navigate through a document by scanning a list of links. In that case, a screen reader may only read the link text and not the surrounding text. Therefore, links should convey clear and accurate information about the destination. Avoid link text like “*Click Here*”, “*More*” and “*Read More*”; these kinds of links can be confusing when a screen reader reads them out of context.

For example, instead of linking to the text “*Click here*”, include the full title of the destination page.

Best example:

Please visit the [ITEC Accessibility](#) intranet page.

Worst example:

[Click here](#) to view the ITEC Accessibility intranet page.

1.7 SmartArt



Step 1

-
-



Step 2

-



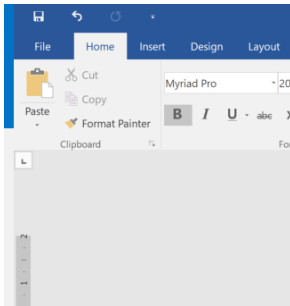
Step 3

-

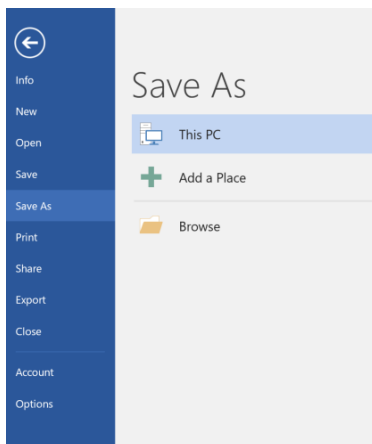
1.8 Convert the file into PDF

To export the document as a PDF and keep the accessibility features of the document, you need to follow these steps:

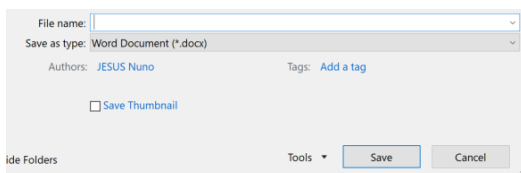
- Go to File > Save As



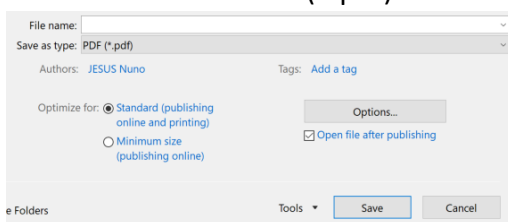
- Choose the folder to where you want to save your PDF file



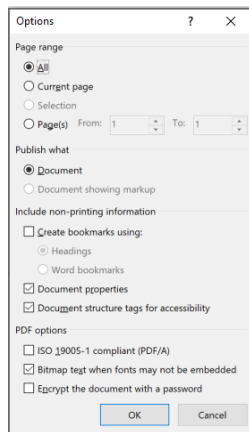
- Give a name to the PDF file in the “File name” section



- Select the “PDF (*.pdf)” format in the list “Save as type” and click on “Options...”



- Make sure that the checkbox “Document structure tags for accessibility” is ticked



- Save your file

2 Metadata

2.1 Page header

The header on all pages (except the cover page) includes the following information:

- Title: ITEC Word Template
- Version: **1.6**
- Date: 18 May 2021

You can edit these values (except Date) in the properties field of the document (File > Properties). Note that Version is a custom field.

When you change the metadata, you need to right-click the fields in the page header and choose 'Update Field' to update them.

2.2 Page footer

The footer on all pages but the cover page includes the following information:

- Page number: XX
- Total number of pages: 20
- Confidential: Only include this label if needed

Page numbers will be updated automatically.



Information in a page header or page footer is not read out by screen readers. People with visual impairments, or in need of assistive technology, will therefore not have access to such information. The best practice is to avoid inserting important information, such as contact details, in headers or footers. If you do need to include such information in a header or footer, then please take care to replicate the same information in the body text too. This constraint regarding headers and footers is due to software limitations.

2.3 Versions

Versions help you keep track of different iterations by the document's author(s). Make sure the name used in the version metadata field is the same as in the document history table.

2.4 Language

Be sure to check the overall document Proofing Language (Review > Language > Set Proofing Language...) and to make it consistent with the language in which you are writing. If you are writing in English, be sure to have selected as Proofing Language "English (United Kingdom)".

Screen readers will read the document with the language set as Proofing Language.

If you have a paragraph or a passage in another language (i.e. French), be sure to set French as proofing language for that paragraph. To do that you need to select the paragraph and change the proofing language (Review > Language > Set Proofing Language...).

References

Include a list of references here. Only if needed.