

# CommonLook Office – Accessible Office to PDF Plugin

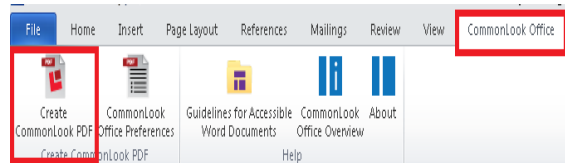
## About

CommonLook Office is an add-in to Microsoft® Word and PowerPoint. This allows authors to test and correct accessibility issues through a series of checkpoints in the process of making accessible PDF documents.

This software is simple and effective. It does not require prior knowledge of accessibility.

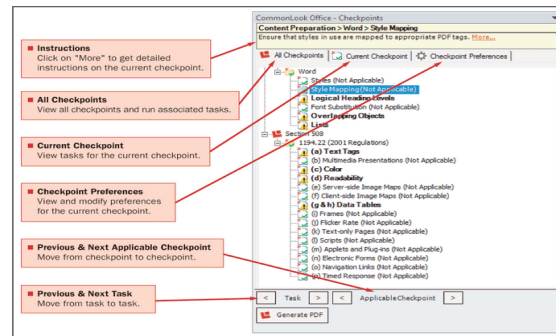
## Add Accessibility

- PowerPoint > select Create CommonLook PDF
- Word > Save As CommonLook PDF

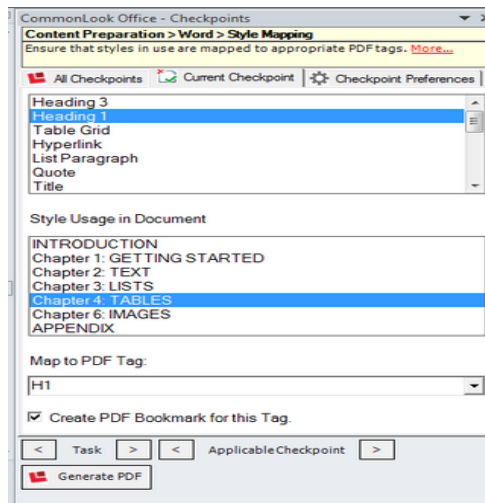


After launch the CommonLook Office panel will be displayed.

CommonLook Office displays the first applicable checkpoint based on the contents of your document.



Follow the instructions to complete each checkpoint. Note that some of the checkpoints may require changes to the Word or PowerPoint file.



Once all the applicable checkpoints are complete, CommonLook Office will generate an accessible PDF document.

## Additional Resources

For Word:

<http://www.commonlook.com/user-guide-commonlook-office-word>

For PowerPoint:

<http://www.commonlook.com/user-guide-commonlook-office-ppt>

## Versus Microsoft Office Accessibility Wizard

- CommonLook Office is a one step process instead of Microsoft's three.
- CommonLook Office's checks and prompts are based on Section 508 standards.
- CommonLook Office reduces the number of iterations, therefore reducing overall development time. Microsoft's Accessibility Wizard locates errors, but the user must learn how to fix them.
- CommonLook Office, for example, automatically tags the document. Whereas, the user would need to learn how to do this within Microsoft Office.

**Note: Please contact ATI to receive a copy of CommonLook Office for your Department.**