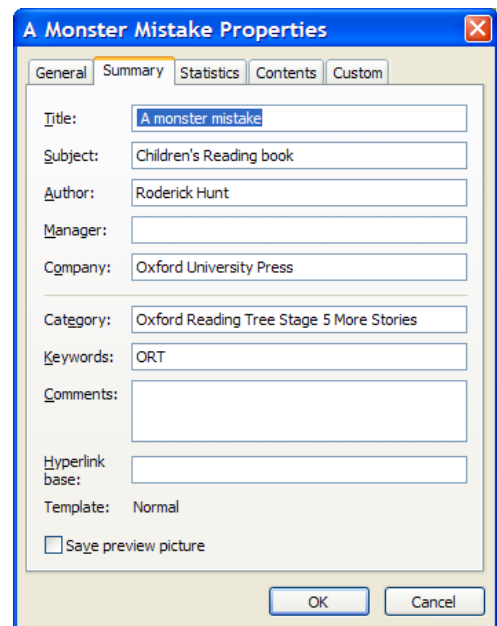


Making Accessible Copies from MS Word Intermediate Files

Once you have created an Intermediate File in Word you can edit it and convert it into different formats, such as Large Print, PDF, audio or Daisy.

1. First check the **meta-data** is correct in **File > Properties** (refer to the Making Intermediate Files handout)
2. Check that the correct **Copyright or permissions statement** is at the beginning of the book. Again, refer to the guide on Making Intermediate Files.



Make an 18 point Large Print version

Change the Int Normal Style

First make a new style for 18 point text, which we'll call 'LP 18pt'.

1. Click on any paragraph of the **Int Normal** text in the document and check that **Int Normal** text is selected in the **Format Pane**.
2. Select Styles and Formatting **Format > Styles and Formatting**. Click **New Style**.
3. You now need to name the style. We'll call it **LP 18pt**.
4. Change the characteristics of the new **LP 18pt** style's font, size and paragraph spacing.
 - a. Click on **Font**, and change the font to your preference.
 - b. Click **Size** select **18 point** using the drop down triangle if necessary.

5. Amend the **Paragraph spacing** so the document will automatically set spacing between paragraphs, rather than using extra carriage returns.
 - a. Click the **Format button**.
 - b. Click **Spacing > Before > drop down triangle** and change from 6 to 9 pt. Repeat for **After**. Click **Ok**.

Having set font **LP 18pt** for one paragraph we apply this to all 'Normal' text.

6. Place your cursor in a paragraph containing **Int Normal** text. Check that **Int Normal** is shown in the **Format Pane**.
7. With the rectangular box around **Int Normal** highlighted in the **Format Pane** click the **Select All** button. You will now have all instances of Int Normal in the document selected (highlighted).
8. In the **Format Pane** Click on **LP 18pt**

Change the Heading Styles

Because our document is large print we want the Heading to be larger than the main font size. So we need to change the Heading style as well as the font style.

You'll make a new style called **Heading 1 24pt**.

1. Click in any **Heading 1** of the document. Check in the **Format Pane** to see that **Heading 1** text is selected.
2. Click **New Style**.
3. Name the new Heading style. We'll call it **Heading 1 24pt**.
4. Change the characteristics of the new **Heading 1 24pt** format for font, size and paragraph spacing.
 - a. Click on **Font** and choose the font you want .
 - b. Click **Size** and select **24 point** using the drop down triangle if necessary.
5. Amend **Paragraph spacing** so the document will automatically set spacing between paragraphs rather than depend on extra returns.



- a. Click **Spacing > Before** > drop down triangle and change from 6 to 12 pt. For **After** select 9pt. Click **Ok**.

Having set the font **Heading 1 24pt** for one paragraph you now want to apply this to all Heading 1 paragraphs.

Repeat the procedure carried out for converting **Int Normal** to **LP 18pt** but replacing Heading 1 with larger text and spacing.

1. Place cursor in a paragraph containing **Heading 1** text. Check that **Heading 1** is shown in the **Format Pane**.
2. With the rectangular box around **Heading 1** highlighted in the **Format Pane** click the **Select All** button. You will now have all instances of Heading 1 in the document selected (highlighted).
3. In the **Format Pane** Click on **Heading 1 24pt**.

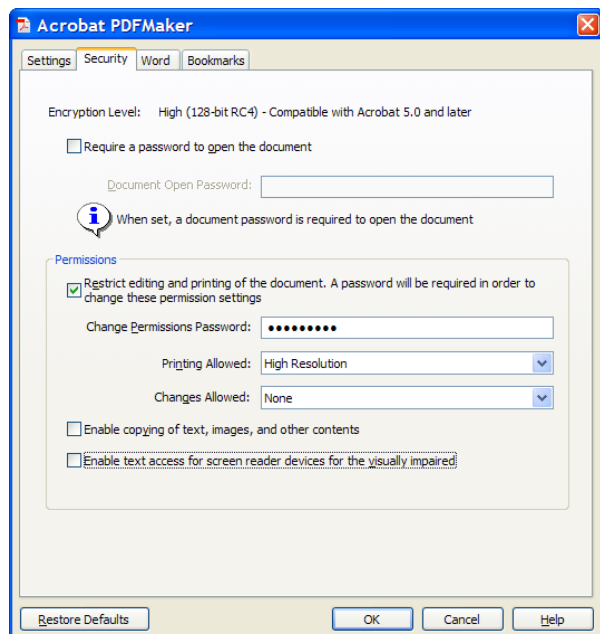
Repeat the exercise if you have Heading 2 and/or 3, adjusting accordingly.

Save the PDF 18 point Large Print copy

You've now completed the major part of the work. You now need to make it into a PDF which, in this example, will be printed out at some point in the future. A few things need to be done to make the book fit for purpose.

Because you are saving this kind of book as a PDF you do these things from the Adobe PDF menu (**Adobe PDF > Change Conversion Settings**). Select:

1. Click on the **Security** tab.
Tick **Restrict editing and printing...**
 - Set **Printing Allowed** to be **High Resolution**.
 - Don't Allow changes.
 - Tick **Enable copying of text, images and other contents**
 - At this point you could type in a Permissions password – we won't.
 - Click **Ok**.



2. Click **Adobe PDF > Convert to PDF**. Name the file as follows: <title of book>LP<details>. e.g. Treasure Island LP18.pdf.
3. Duplicate these details into your spreadsheet.

Make a 24 point Large Print version

Repeat the procedure above but this time make and apply new styles with suggested font sizes and paragraph spacing as follows:

	Int Normal	Large print 18	Large Print 24	Large Print 36
Body Text	12	18	24	36
Body text paragraph spacing before/after	6	9	9	12
Heading 1	14 bold	24 bold	30 bold	44 bold
Heading 1 para spacing before/after	6	12	12	15
Heading 2	13 bold	22 bold	28 bold	40 bold
Heading 3	12 bold	18 bold	24 bold	36 bold

Save a Microsoft Reader LIT version

1. Open your IntNormal version in Microsoft Word
2. Click on the green Reader icon on the toolbar, or on **File > Read**. (If it's not there, download and install the MS Read in Reader tool from www.microsoft.com/reader/developers/downloads/rmr.msp).
3. Make sure the title, author and filename are correct. Name the file as follows: <title of book>.lit. e.g. Treasure Island.lit.
4. If you have a suitable graphic for the front of the book, click **Customise covers** and then find the graphic.
5. **Browse** to the folder where you want to save the book.
6. Click **OK**.
7. Add a new entry to your spreadsheet.

Save a Daisy Full text and audio version

1. To save the book as a Daisy book you need EasyConverter or another tool such as the Microsoft Word Save as Daisy add-in, which you can download from <http://www.daisy.org/project/save-as-daisy-microsoft-word-add-in-version-2.1.1>.
2. Open your IntNormal version in Microsoft Word.
3. Save the book as a Word 2007 docx file (**File > Save As > Save as type Word 2007 Document**). If you don't see this option, you need to download the Microsoft Office Compatibility Pack from Microsoft's web site.



4. Click on the **Validate** button and fix and correct any errors (see the Help file).
5. Before you make your Daisy book, you need to set the voice that will be used. The Daisy translator uses the default voice on your computer so go to **Start Menu > Control Panel > Speech** and choose the default voice.
6. Click **SaveasDaisy > Full DAISY (from single docx) > DaisyPipelineTTSNarrator**
7. Create a new folder where you want to save the book. Make sure the title and other details are correct.
8. Click **Translate**.
9. Add the details of the book to your spreadsheet.

