Department for Transport

Instructions for organisations producing reports for DfT: RTF/Word, CSV/Excel, PDF and Zip files

Contents

Background

Organisations contracted to produce reports for the Department for Transport must follow these guidelines. Following these guidelines will help the Department meet its online accessibility, usability and transparency obligations.

Creating Word files

Use Word's 'styles and formatting' to create and structure Word documents. At a minimum, all Word files should have:

- document property metadata
- a correct document structure
- alternative text tags for images
- no visible track changes
- an active table of contents (longer documents)

Steps for creating Word files

- create a Word file of the final document, ensuring that it includes all final changes and edits
- the content of the Word file should be structured and formatted using standard Word 'styles and formatting', e.g.
  - headings: at least top level headings Heading 1 to Heading 3
  - lists: Format > Bullets and Numbering
  - data tables: highlight first row > Table > Table Properties > Row tab > Options:
    - Allow row to break across pages [**do not** tick]
    - Check Repeat as header row at the top of each page [tick]
  - paragraph spacing - do not use 'enter' to create spacing: Format > Paragraph > Indents and Spacing > Space after or Space before
  - use left aligned text (do not use justified text)

- do not use double spaces between sentences (Word adds a 1.5 space after full stops)
- ensure all track changes and comments are removed from the document
- if content needs to be masked (redacted) or removed from the document follow these steps to finalise the document in 'safe mode'
  - accept all track changes and ensure no track change mark-ups are visible
  - replace any withheld text with 'xxxx' or, where large pieces of text are removed, either
    - create a new document with only the information that is to be disclosed
    - replace the deleted information with the words 'text removed as per exemption(s) X (and Y)'
  - copy, paste and save the content into a new Word document
- do not include extraneous graphics, images or designs in the Word file - images and graphics that are core to the document, e.g. referenced in the text, must be included
- add alt text to images: right click on an image > Format picture > Web > Alternative Text
- add document metadata: File > Properties > Summary > complete Title (mandatory), Author (mandatory), Company (mandatory) and Keywords (optional)
- include an active table of contents (longer documents): Insert > Reference > Index and Tables > Table of Contents
- 'File > Save As' the Word file to create a new version with reset date created, date modified, date accessed, revision number and editing statistics (File > Properties > Statistics)

DfT publication Word template

The DfT Word template for publications can be used to format and structure Word documents inline with the DfT publishing policy. A stand-alone version of the DfT publication template is available from the Print Publishing and Distribution Team (email print-tenders@dft.gsi.gov.uk).

Creating RTF files

RTF files must be optimised for the web to reduce their file size:

- before creating RTF files make this Windows registry change to minimise the file size of RTF files http://support.microsoft.com/default.aspx?scid=kb;en-us;224663 (note: administrator rights are required to make this change on a networked PC)
- only include images and graphics that are core to the document, e.g. referenced in the text (extraneous graphics, images or designs may be removed)
- right click on an image in the Word document > Format picture > Picture > Compress > Apply to all pictures in document > Change resolution, Web/Screen > Options, Compress pictures > Options, Delete cropped areas of pictures
- File > Save As > Save as type > Rich Text Format (*.rtf)

Creating PDF files from Word using Adobe Acrobat 9.0 Professional

Preparing Word files for conversion to PDF
Ensure that the 'steps for creating Word files' (above) are followed.

Checking that the Adobe conversion settings are correct
From the Word menu bar toolbar select (these settings will persist after being set once)

- Adobe PDF > Change Conversion Settings
  - Settings > PDFMaker Settings
    - Conversion Settings: Smallest File Size
    - View Adobe PDF result [tick]
    - prompt for Adobe PDF file name [tick]
    - Covert Document Information [tick]

- Settings > Application Settings
  - Attach source file [do not tick]
  - Create bookmarks [tick]
  - Add links to Adobe PDF [tick]
  - Enable accessibility and reflow with Tagged PDF [tick]
- Security
  - Note: Do not password protect PDF files. If password protection is required DfT will set password security before publishing the PDF file to the web
  - Password: do not password protect
  - Permissions: do not use a password to restrict options
  - Enable text access for screen reader devices for the visually impaired [tick] (this should be greyed out)
- Word > Word Features
  - Convert displayed comments to notes in the PDF [do not tick]
  - Convert cross-references and table of contents to links [tick]
  - Convert footnote and endnote links [tick]
  - Enable advanced tagging [tick]
- Bookmarks > Bookmark Options
  - Convert Word Headings to Bookmarks [tick]
  - Convert Word Styles to Bookmarks [do not tick]
  - Convert Word Bookmarks [do not tick]

Converting the Word DOC to PDF

- from the Word menu bar toolbar select: Adobe PDF > Covert to Adobe PDF or
- from the PDFMaker 9.0 toolbar select: Convert to Adobe PDF icon
  - both these methods will automatically add accessibility tags to the PDF file
- Do not use: File > Print > Adobe PDF
  (unless the Word document is corrupt and this is the only way it will convert to PDF)

Adding metadata to PDF files

In Adobe Acrobat 9.0 Professional select:

- File > Properties > Description
  - Title: exactly the same as the title on the cover of the document (plus chapter # etc for split documents)
  - Author: Department's name or consultant's name
- File > Properties > Initial View
  - Layout and Magnification > Navigation tab: Bookmarks Panel and Page
  - Windows options > Show > Document title
- File > Properties > Advanced
  - Reading options > Language: English (CYM for Welsh, GLA for Gaelic)

Checking PDF bookmarks

- close then reopen the PDF file: bookmarks display when the PDF file reopens
- check that the bookmarks are appropriate and meaningful: this will depend on how well the source Word DOC was formatted
- edit, delete or add bookmarks as required:
  - open Bookmarks Panel > New Bookmarks from Structure > select highest Heading level > add title of document to the Untitled parent bookmark
- if bookmarks do not improve the usability of the document, e.g. short documents, set them not to display
  - File > Properties > Initial View > Layout and Magnification > Navigation tab: Page Only

Removing hidden content and comments from PDF files

- save the PDF with a new file name, e.g. xxx2.pdf, as the next step can break some PDF files undoing all the work you have just done
- do not do this for PDF forms
- Document > Examine Document
  - uncheck: Metadata, Bookmarks
  - [tick]: Hidden text, Deleted or cropped content (if these are present)
  - Remove > Save

Checking accessibility tagging of PDF files

Once the PDF file has been created use Adobe Acrobat 9.0 Professional to:

- Check the quality of accessibility tags
  1. Advanced > Accessibility > Quick Check
     - fix errors if unsuccessful, run the 'full check' if successful
  2. Advanced > Accessibility > Full Check
     - tick all options, except 'Create comments in document'
     - Checking Options > Name: Adobe PDF > Start Checking
     - fix errors and recheck until full accessibility check is successful

Creating Excel files

Where appropriate, data or charts can be provided as Excel files, however, all underlying data used in reports **must** be provided as CSV files.

If providing Excel files:

- add document metadata: File > Properties > Summary > complete Title (mandatory), Author (mandatory), Company (mandatory) and Keywords (optional)
- add alternative text to all images that have informational value: right click on an image > Format picture > Web > Alternative Text
- do not add alternative text to decorative images
- give each worksheet an appropriate name in the tab at the bottom on the workbook
- label column and row headings
- include axis information on charts/graphs

Creating CSV files

All datasets and underlying data used in reports **must** be provided as CSV files.

Data is suitable to be provided in a CSV file if it:

- contains a single row of headings in the first row
- does not contain formulas
- see http://data.gov.uk/blog/guidance-very-basic-standard-file-format-data

To create CSV files from Excel files:

- ensure that the Excel file only includes one worksheet (tab); if the Excel file contains more than one tab the content of each tab will need to be saved as separate CSV files
- ensure that the text of all cells containing commas are enclosed in " ("double quotation marks")
- ensure that the first cell (A1) does not contain 'ID' (capital I capital D); cell AI, however, can contain lowercase 'id'
- File > Save as > Save as type: CSV (Comma delimited) (*.csv)
- open the CSV file to make sure that the content still makes sense without formatting etc

Creating ZIP files

All files that make up a report must be zipped together.

- in Windows Explorer, right click the RTF file > WinZip > Add to Zip file > Compression: Maximum (portable) > Add
- right click zip file > Properties > Summary > complete Title (mandatory), Author (mandatory) and Keywords (optional)

Naming RTF/Word, CSV/Excel, PDF and ZIP files

- Save files with a terse and meaningful file name, e.g. titleofreport-chapter01.pdf
- file names: all lower case, no special characters or spaces, < 30 characters
- use the document tile and part title to identify related files,
  i.e. documenttitle-part02.rtf,
  e.g. rail-chapter03.rtf, rail-data.csv, , rail-report.pdf, rail-report.zip