ACCESSIBLE DOCUMENTS – PDF

CREATING PDFS FROM WORD

➢ After you have created an accessible document in Word, you can export it to a PDF.
  o The goal here is to preserve your accessibility features in your Word document. Be sure not to use the print to PDF option as this will not carry through any accessibility features.

WINDOWS - WORD 2010 AND 2013

➢ Choose File > "Save As…" and select PDF from the choices presented. By default this produces a PDF that preserves the document's accessibility features.
  o When saving, select Options and ensure that "Document structure tags for accessibility" is checked. This should be checked by default, but may become unchecked depending on your options and defaults.
➢ If you select "Minimize Size" to reduce PDF size, make sure to repeat the step above, as this could uncheck the "Document structure tags for accessibility" option.
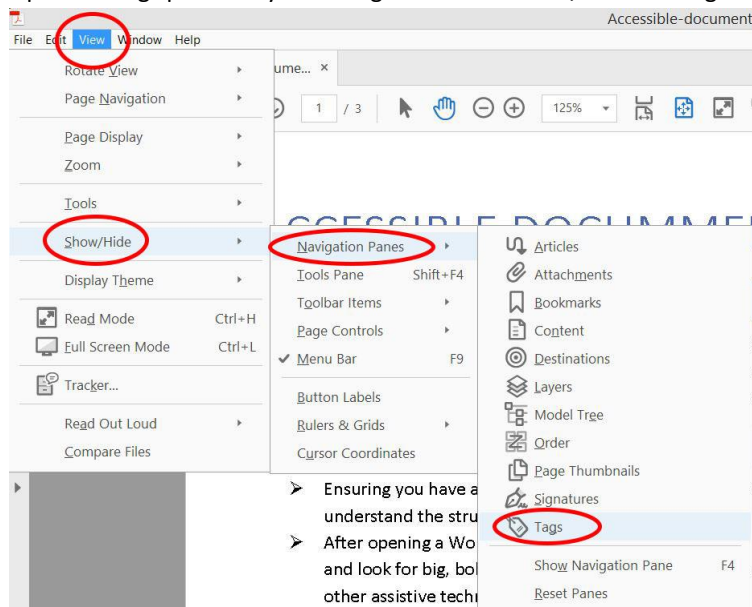
MAC – WORD 2016

➢ Choose File > "Save As…" and select PDF from the choices presented. By default this produces a PDF that preserves the document's accessibility features.
➢ When saving, ensure the box labeled "Best for electronic distribution and accessibility" is checked.

WHEN EXPORTING TO A PDF, BE SURE TO PRESERVE ACCESSIBILITY

➢ To be accessible, a PDF must be "tagged". This means the PDF must have an underlying tagged outline or structure that contains all of the features included in making an accessible document.   No matter what software you are using, there are correct and incorrect ways to export to a PDF. You can check for the existence of tags by opening the tags panel.

USING THE TAGS PANEL IN A PDF

➢ 3 things you can check for when assessing your tag structure
  o Check if the tags exist
  o Check for correct tags
  o Check if your tags follow the correct order of your document structure
➢ Open the tags panel: In your PDF go to View > Show/Hide > Navigation Panes > Tags
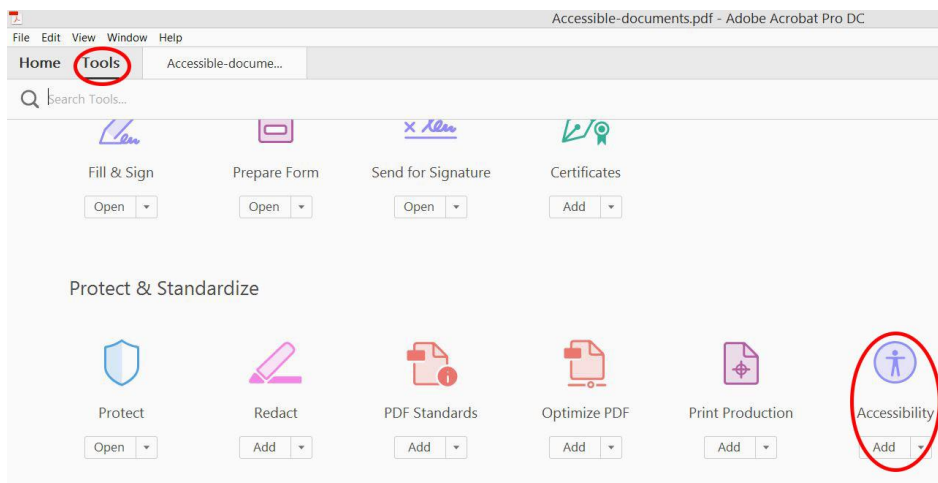
➤ If you find your PDF file contains incorrect tags, you can modify these by right-clicking the tag you want to change, selecting Properties, then the Tag tab, and then selecting the appropriate new tag type from the dropdown list labeled Type.
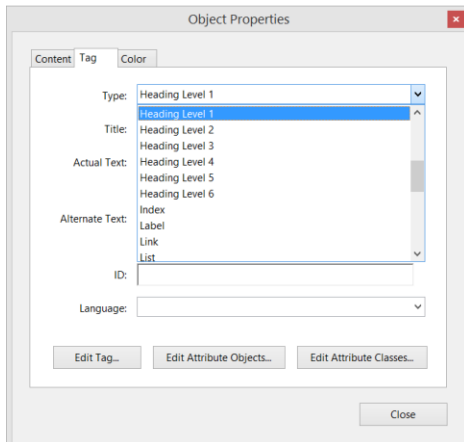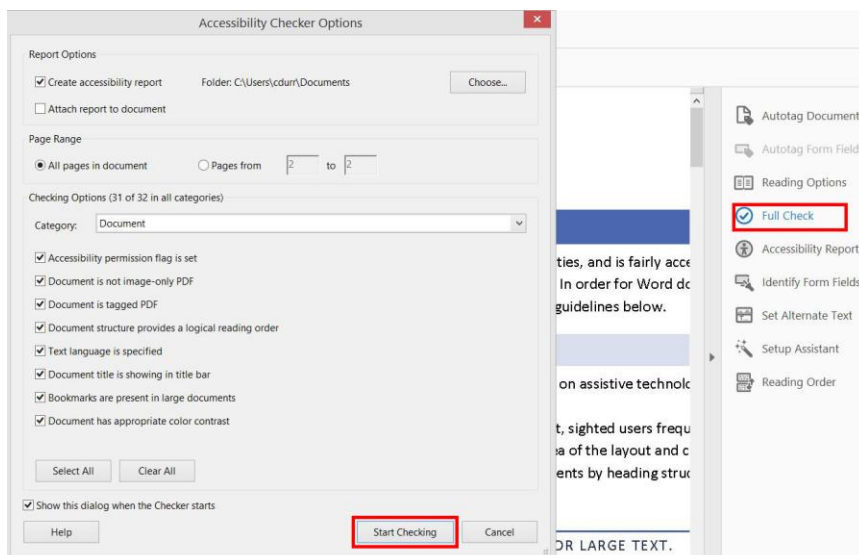

USING THE ADOBE ACROBAT ACCESSIBILITY CHECKER

➤ In Acrobat, open Tools > Accessibility > Open. If it is not added, click Add > Open.

➤ Now you can run a check and analyze your results, click on Full Check > Start Checking
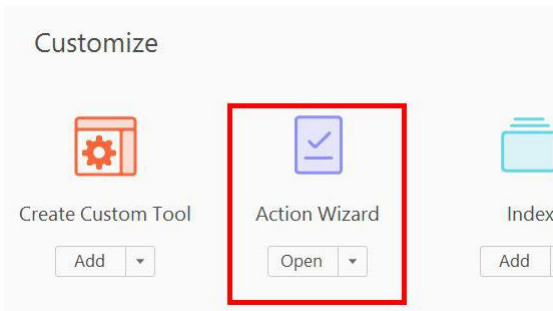
- There are some elements you will need to check manually such as, Logical Reading Order and Color Contrast. You can also right click on each item in the report and choose Fix or Explain to help resolve any issues.
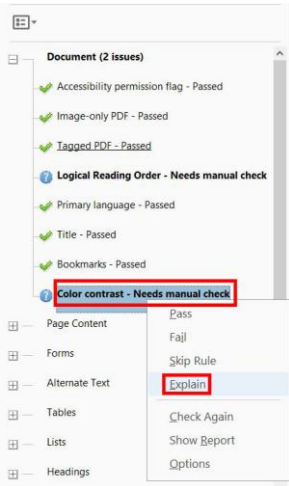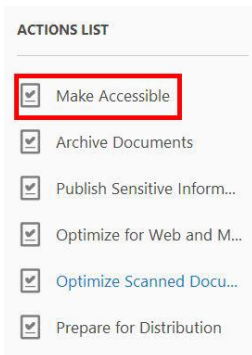

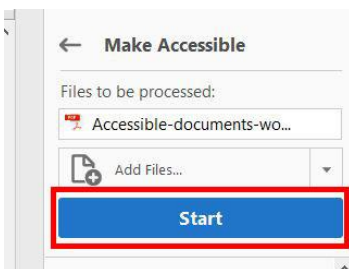## RUNNING THE "MAKE ACCESSIBLE WIZARD

- On the tools menu, open the Action Wizard

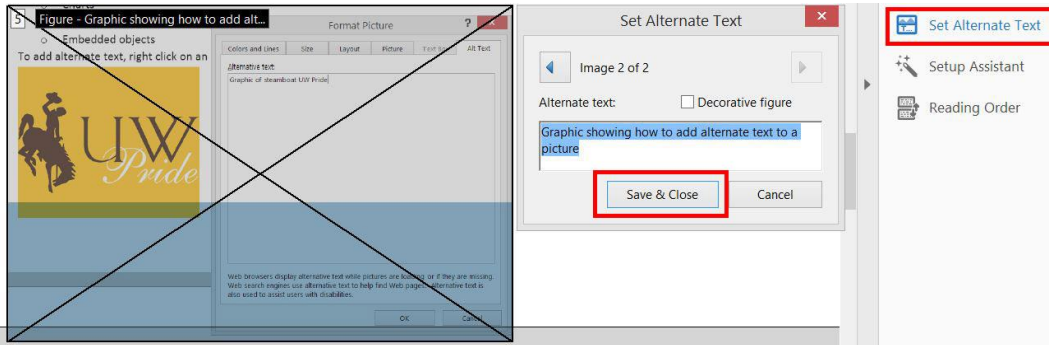- When the action list appears, click Make Accessible

- Click Start to begin adding in accessibility features to your document

SETTING ALTERNATE TEXT

In Acrobat, open Tools > Accessibility > Open. Then choose Set Alternate Text from the left side bar. Acrobat will detect all images in your document.

READ OUT LOUD

> ➢ Read Out Loud is a text-to-speech tool that is available in Adobe Reader and Acrobat. Because it reads the PDF based on the content order, it should not be used in place of a screen reader for testing.