

# Creating Accessible PDF Documents



## 1 Create an Accessible Word Document

Before publishing your PDF...

- Utilize accessible font styles (Helvetica, Avant Garde, Arial, Geneva, Tahoma)
- Ensure accessible color contrast between text and backgrounds with <https://webaim.org/resources/contrastchecker/>
- Include Alternative (Alt) Text for all images
- Run the Accessibility Checker and amend accessibility issues

## 2 Export the Word Document and Create an Adobe PDF

- Go to the "File" tab and click "Export"
- Click "Create PDF/XPS Document"
- If prompted, save the PDF document in a preferred location

## 3 Set the Reading Order

- Select the tool "Accessibility," and within its menu, click "Reading Order"
- Clear the document's automated selections within the Reading Order window by clicking "Clear Page Structure..."
- Move cursor and draw textbox around first piece of text on document
- Select type of content in "Reading Order" window
- In the "Order Panel," right-click on extraneous tags and delete the selection

## 4 Insert Alternative Text (if applicable)

- Right-click on tag number of selected figure
- Select "Edit Alternate Text..."
- If image is decorative, type, "No alternate text needed for decorative image"
- If image conveys information, type information conveyed in the image

## 5 Run Accessibility Check

- In the Accessibility tool's sidebar, select "Full Check"
- In the "Accessibility Checker Options" window, select: "Create accessibility report," "All pages in document," "Category: Document," "Accessibility permission flag is set," "Document is not image-only PDF," "Document is tagged PDF," "Document structure provides a logical reading order," "Text language is specified," "Document title is showing in title bar," "Bookmarks are present in large documents," "Document has appropriate color contrast, and "Show this dialog when the Checker starts"
- Click "Start Checking"
- Within the Accessibility Checker sidebar, review the accessibility issues and right-click to amend errors