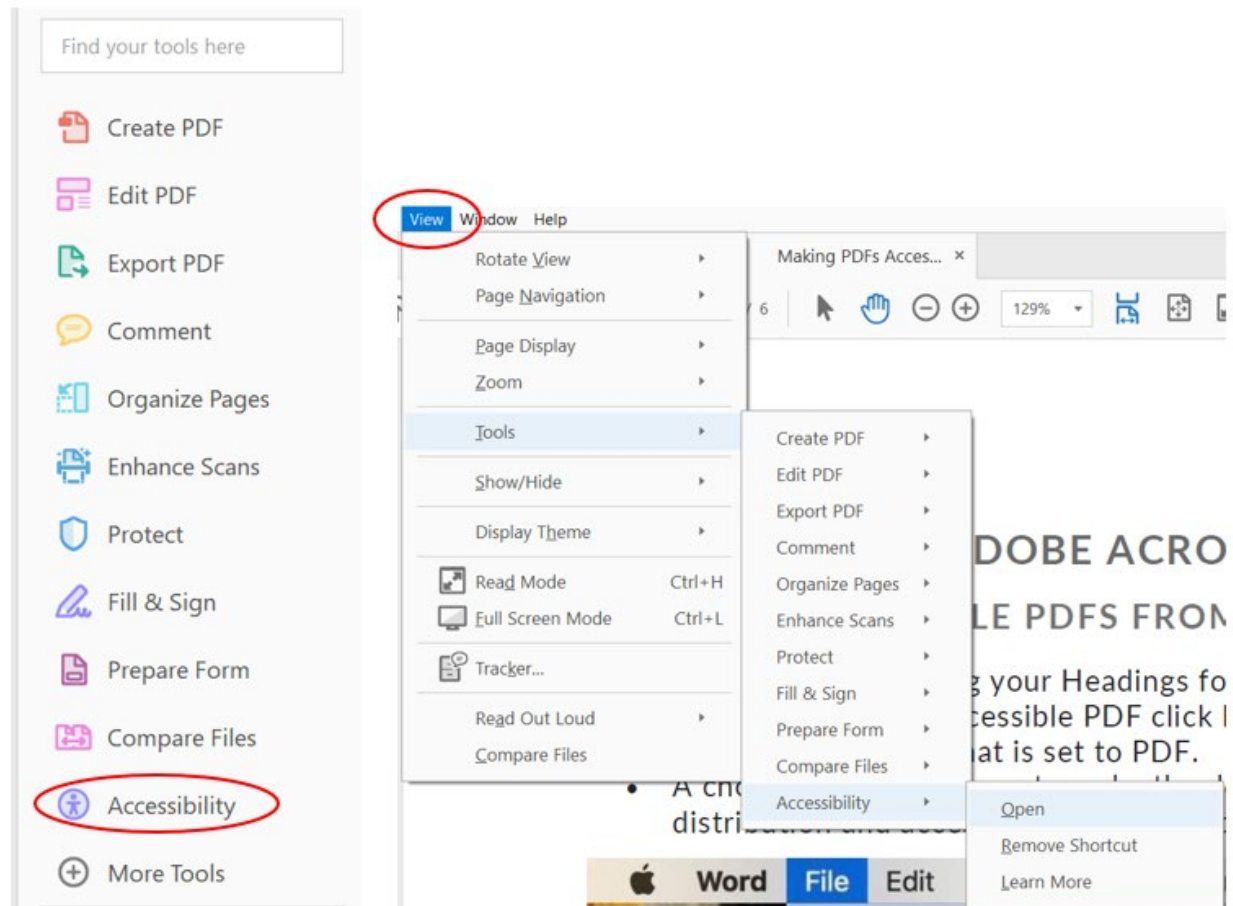


Creating Accessible PDFs from Word Documents

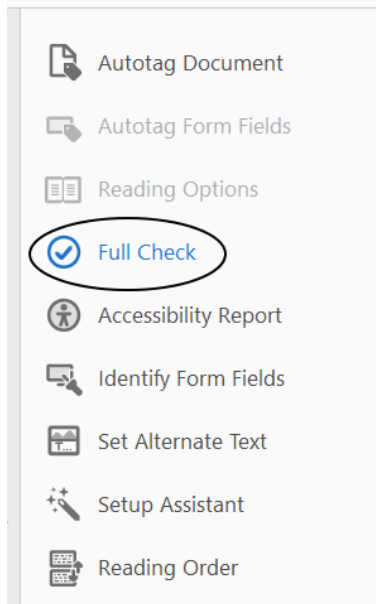
Step 1 – In Word, verify that the document passes the accessibility checker. Once it is accessible in Word, save the document in PDF format.

Step 2 – Open the document in Adobe Acrobat. Adobe Acrobat provides an accessibility checker, which is available from the Tools menu (either from the side tool menu or from the View menu).

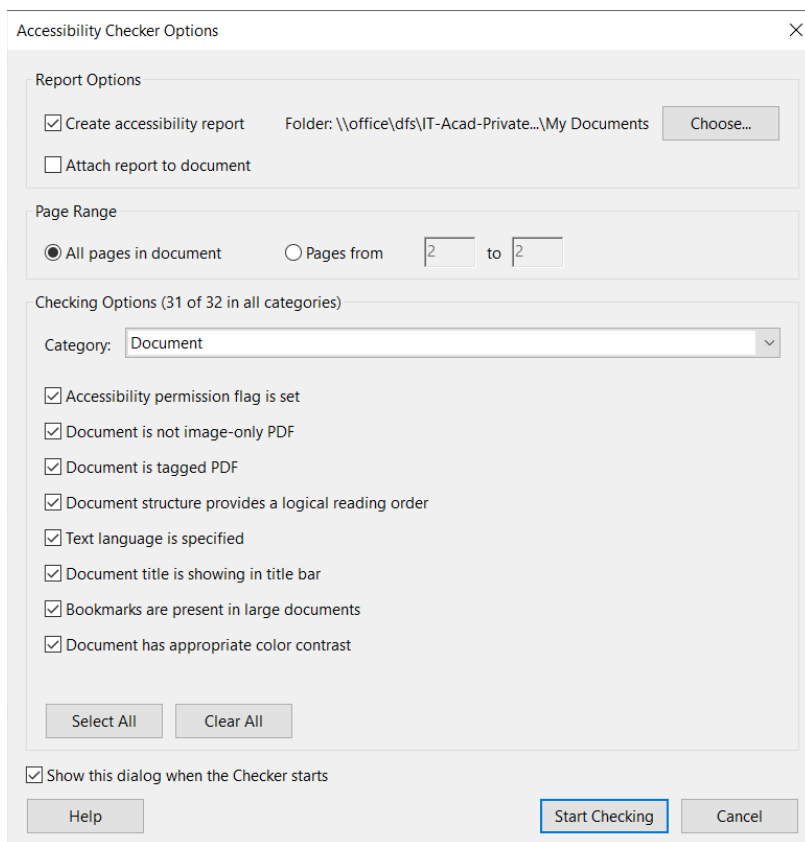


NOTE: Acrobat Reader DC does not provide the accessibility tool.

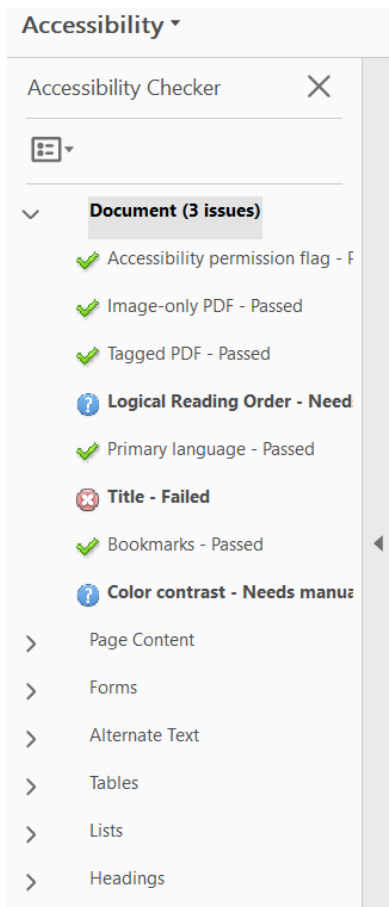
Step 3 – When the Accessibility menu opens, select *Full Check*.



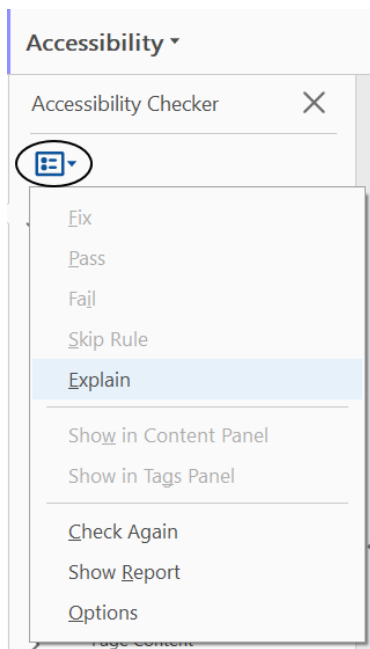
Step 4 – When the Accessibility Checker Options dialog box opens, click Start Checking.



Step 5 – An accessibility checker report is generated. Issues needing repair are bolded in the report.



If you do not know how to repair the issue, click on the bolded text in the report to highlight it. Then, click on the menu icon. Choose *Explain*. A browser page (tab) will open, which contains an explanation of how to fix the issue.



Step 6 – Once all issues have been fixed, save the document.

Images, Graphics, and Alt Text

If you are proficient in Word, it is easier to make images and graphics accessible than by using Adobe Acrobat Pro. If you are a regular user of Acrobat Pro, follow the instructions below. Also refer to the [Workflow for Creating Accessible PDFs](#).

When using images that convey information, make sure to assign descriptive and meaningful alt-text.

Again, if this step was completed in Word, it doesn't need to be completed again in Adobe Acrobat.

Reading Order

The Reading Order tool is intended for repairing PDFs that were tagged using Acrobat, not for repairing PDFs that were tagged during conversion from Word. Whenever possible, return to the source file and add accessibility features. Repairing the original file ensures that you don't have to repeatedly touch up future iterations of the PDF in Acrobat.

Colors

- Don't solely rely on color to convey meaning. When categorizing something by color alone, those who are colorblind may not be able to tell the difference.
- Make sure you use contrasting colors. For example, using a dark gray on black is hard to see for those with low vision. Make sure there is sufficient contrast

between your background and fonts. When in doubt, use this [Color Contrast Analyzer](#) to verify.

Manually Test Your Document

Use a screen reader on your PDF. If it can convey the same or equivalent information that a sighted person would receive in the order they should receive it, then the document is accessible to those who need a screen reader.

- For Mac users, Apple provides a useful [guide to using their Voiceover tool](#) built into their operating system.
- For Windows users, [NVDA is a free screen reader](#) that can be downloaded.