

## STEP 1: PREPARE MICROSOFT® WORD TO CREATE ACCESSIBLE PDF

### Consider Document Structure

Design your documents with styles. Styles add the structure necessary to make your documents usable to people with disabilities.

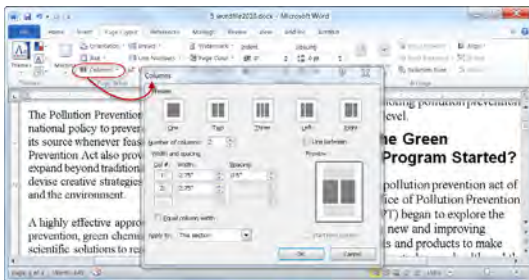
### Headings

Select the Home Ribbon in Word and select the proper heading from the Style Group.



### Columns

To create columns, do not use the tab key or the spacebar to create space between columns of text. Also avoid using text boxes or placing text in a table. The proper method is to use Word's Column layout feature.



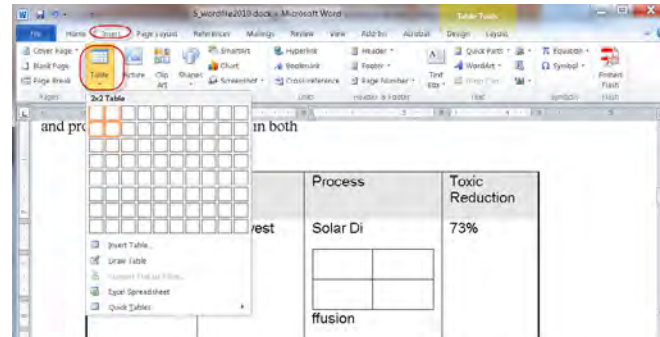
### Lists

Use Word's list styles when creating bulleted or numbered lists to ensure that the structure represented by the list is transmitted to the PDF document. The list styles are found in Word's Ribbon in the Paragraph Group.



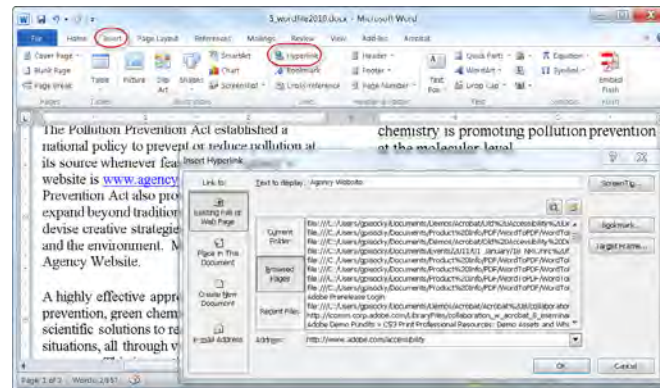
### Tables

Use Word's Table Editor. Do not use tabs or spaces to create the appearance of a table. The Insert Table command is on the Insert Tab of the Ribbon in the Tables Group.



### Links

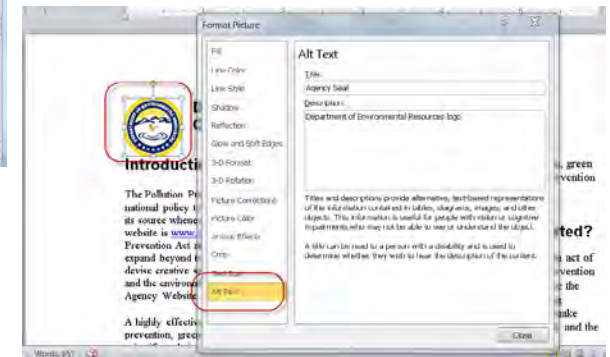
Allow Word to turn web addresses into hyperlinks. Word hyperlinks are automatically converted to PDF hyperlinks. Use the link dialog to provide a meaningful description of where the hyperlink will go. Avoid the term "click here". The link dialog is found on the Insert Tab of the Ribbon (shortcut is Ctrl + K).



### Provide Equivalents (Alt Text) for Images

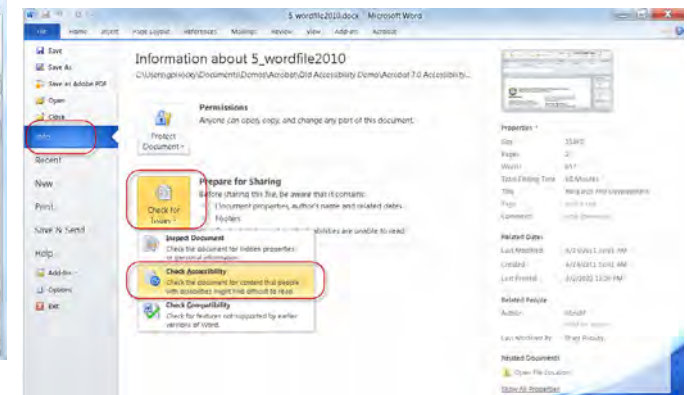
All graphics and images should be provided with a meaningful description of the graphic or image. This is known as Alt Text. This text is read by screen reading software used by persons with visual disabilities. To add Alt Text:

- Click on the graphic to select it
- Right Click and Select Format Picture
- Select the Alt Text Category



### Check Your Work

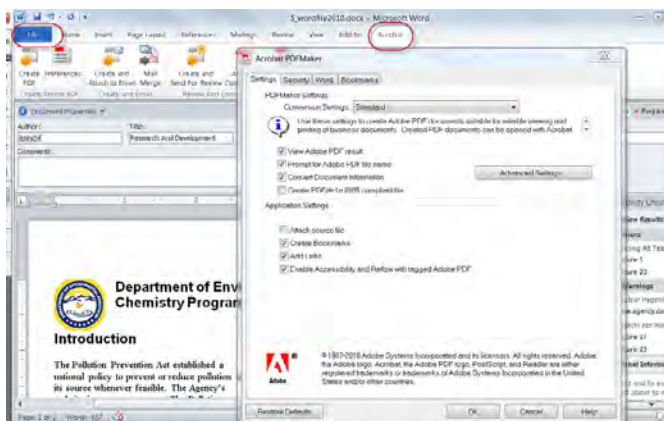
Word 2010 has a Check Accessibility Option. Select the File tab and the Info category. The Accessibility Checker is available in the Check For Issues button.



## STEP 2: CONFIGURE ACROBAT PDFMAKER AND SAVE AS PDF

### 1. Display the PDF Maker

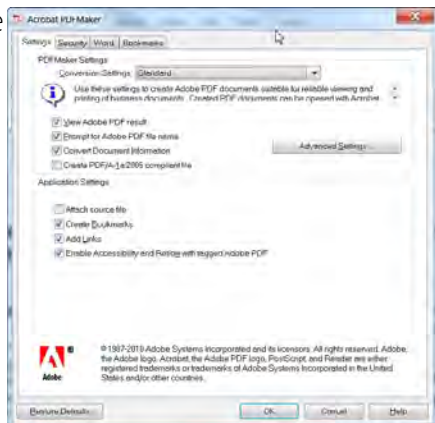
1. Select the Acrobat Tab on Word's menu bar
2. Select preferences from the Ribbon



### 2. Configure Acrobat PDFMaker

#### Settings Tab

- View Adobe PDF Result
- Prompt for PDF file name
- Convert Document Information
- Create Bookmarks
- Add Links
- Enable Accessibility and Reflow with Tagged Adobe PDF



#### Security Tab

- If security is applied, check the option that says enable text access for screen reader devices for the visually impaired.

#### Word Tab

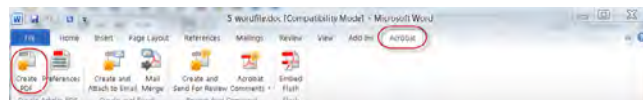
- Convert footnote and endnote links
- Enable advanced tagging

#### Bookmarks Tab

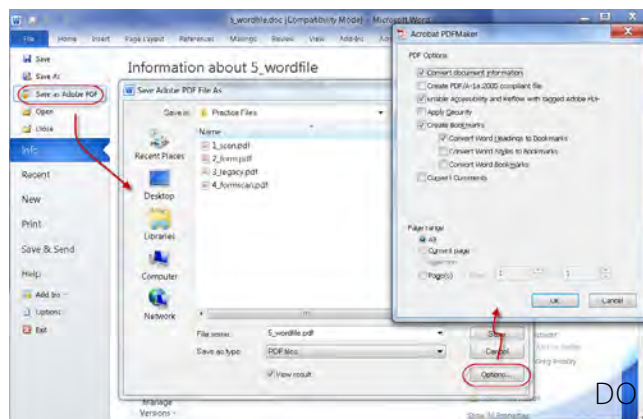
- Convert Word Headings to Bookmarks
- Set the proper Heading level

### 3. Save As Accessible PDF

- You can select the Create PDF icon from the Acrobat tab in the Ribbon.

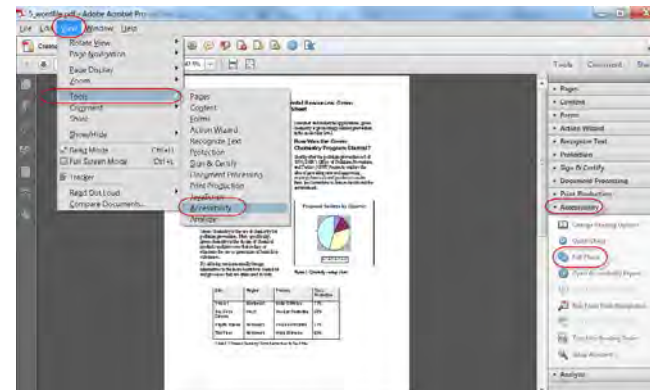


- From the File tab in the Ribbon choose Save as Adobe PDF. You can use the Options



### 4. Check Your Work in Acrobat X

- Reveal the Accessibility Checker in the Tools Panel (if it is not already visible).
- Select Full Check under the Accessibility Pane



### Further Information

- [adobe.com/accessibility](http://adobe.com/accessibility)
- [adobe.com/accessibility/products/acrobat/](http://adobe.com/accessibility/products/acrobat/)

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