Steps to create PDFs from a MS Word Doc for Mac Users

- ❖ After you build an MS doc with accessibility, point your cursor to File
- ❖ Choose Save As
- ❖ Choose File Format (PDF)
- ❖ Choose Export
- ❖ The created document now has accessibility features

Steps to create PDFs from a MS Word Doc for Window Users

- ❖ After you build an MS doc with accessibility, point your cursor to File
- ❖ Choose Save As
- ❖ Choose File Format (PDF)
- ❖ Choose Save
- ❖ The created document now has accessibility features

Steps to create PDFs from Google docs

- ❖ After you build Google docs with accessibility, point your cursor to File
- ❖ Choose Download as
- ❖ Choose PDF Document (.pdf)
- ❖ The created document now has accessibility features

Steps to make PDFs accessible with Acrobat Pro

Acrobat Pro can address accessibility issues, including to add a missing document description or title, and making scanned text, form fields, tables, and images accessible. You can run **Action Wizard** on all PDFs except dynamic forms (XFA documents) or portfolios. Here are the steps to make your PDFs accessible.

- ❖ Place your cursor to choose **Tools** > **Action Wizard**
- ❖ From the Action List, choose **Make Accessible**
  The right-hand pane changes to display each task included in the Make Accessible action. It gives instructions to execute the action.
- ❖ Choose the file for the **Make Accessible** action. You can also choose **Add Files** to place additional files or a folder to run the action on. Then click Start to run the action.
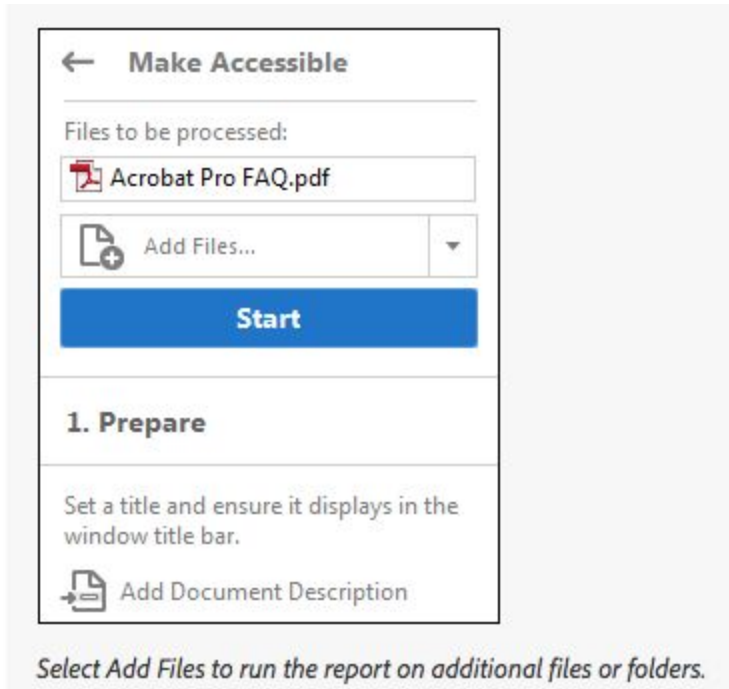
❖ Follow the prompts to complete the Make Accessible action

Steps of Using Acrobat Pro to check accessibility of PDFs

1. Choose **Tools** > **Accessibility**.
   The Accessibility toolset is displayed in the secondary toolbar.
2. In the secondary toolbar, choose **Full Check** and choose the Accessibility Checker Option
3. In the **Report Options** section, choose how you want to view the results. You can save the results as an HTML file on your system, or attach the results file to the document itself.
4. Select a page range if you want to check individual pages of a document.
5. Choose one or more of the **Checking Options**.
6. Click **Start Checking**. The results are displayed in the Accessibility Checker panel on the left, which also has helpful links and hints for repairing issues. If you created a report in step 2, the results are available in the selected folder.
   Because the Full Check feature cannot distinguish between essential and nonessential content types, some issues it reports do not affect readability. It is a good idea to review all issues to determine which ones require correction.
   The report displays one of the following statuses for each rule check:

   - **Passed:** The item is accessible.
   - **Skipped By User:** Rule was not checked because it was not selected in the Accessibility Checker Options dialog box.

- **Needs Manual Check:** The Full Check feature could not check the item automatically. Verify the item manually.
- **Failed:** The item did not pass the accessibility check.

[An accessible PDF may have the following features](#):

- ❖ searchable text (recognizable by the computer)
- ❖ interactive form fields (i.e., a user can enter information into the fields, where the tab key lets the user move logically through the form)
- ❖ navigational aids (bookmarks, headings, table of contents, and logical tab order for form fields)
- ❖ specified document language (specify the language to enable people who use screen readers to switch their speech synthesizer to the target language so they willl hear correct pronunciation of the content)
- ❖ title of the document
- ❖ document structure tags (which headings, paragraphs, sections, tables, and other page elements; also allows documents to be resized and reflowed for viewing at larger sizes and on mobile devices)
- ❖ logical reading order (governed by the document structure tags)
- ❖ alternative text for non-text elements
- ❖ formatted tables