# Creating Accessible .pdfs

Save time and effort by properly structuring the document you intend to convert to a .pdf. These instructions should work for documents prepared in Word or Open Office. If you are using another tool, such as InDesign, to create documents, look for "accessibility" in its Help files.

The most important things:

1. Use heading styles (1, 2, 3, etc.) for logical structure, not appearance. For instance, the document title might get a Heading 1 style; major subsections Heading 2, sub-subsections Header 3, etc. (You can still define each heading style with whatever font, size or color settings you prefer).

2. Make sure all images carry identifying tags: After you insert an image, right click and choose "Description." Fill in both sections with a short description of the image. (Typically, the "title" tag will show as floating text when someone hovers a mouse over it; "description" will be read by assistive devices for those who cannot see the image).
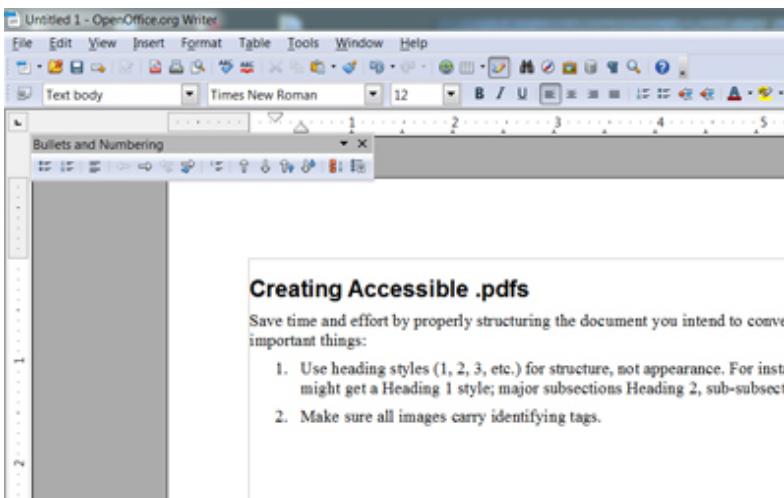
3. IMPORTANT: When exporting your document to .pdf format, *disable security settings*. You will be able to turn security back on after performing an accessibility check in Acrobat pro.

4. In the Export to PDF settings choose "Save as tagged .pdf" if that option is available to you.

Open the new .pdf in Acrobat Pro (version 8 or later)

From the menu, chose Advanced>Accessibility>Full Check; leave the settings in their default state and click "Start Checking"

1. If you get a "no problems" report - congratulations, you've just produced an accessible .pdf!
2. If the report finds accessibility problems, it will tell you how to fix them, then save them.
3. If you would like to increase the .pdf's security levels, you may do so via Acrobat Pro's Advanced>Security menu

That's it!

Questions? Need help? Contact Pat Kight at 7-2011.