



# How to Make Accessible PDFs



For more information  
[www.pcc.edu/access-pdf](http://www.pcc.edu/access-pdf)

Method	Software / Hardware	How to Make it Accessible
Convert MS Office to an Accessible PDF document	<ul style="list-style-type: none"> <li>Microsoft Office 2010, 2013 Pro</li> </ul>	<ol style="list-style-type: none"> <li>Start with a well-structured word document or presentation.</li> <li>Click the <b>File</b> tab and select <b>Save as</b>. In the <b>Save as type</b> field, select <b>PDF (*.pdf)</b>.</li> <li>Enter a file name in the <b>File name</b> field.</li> <li>Click on the <b>Options</b> button and make sure the <b>Document structure tags for accessibility</b> and <b>Create bookmarks using Headings</b> checkboxes are checked.</li> <li>Click <b>OK</b> and <b>Save</b>. This will tag all of the text formatting, so page headings and lists are correctly interpreted by a screen reader.</li> </ol>
Save your original files (PPT, Word)	<ul style="list-style-type: none"> <li>MS Office 2011 (for Mac)</li> </ul>	<ul style="list-style-type: none"> <li>Microsoft Word &amp; PowerPoint 2011 for the Mac cannot produce a fully accessible PDF.</li> <li>Go to <a href="http://www.pcc.edu/resources/instructional-support/access/pdfs-from-mac.html">http://www.pcc.edu/resources/instructional-support/access/pdfs-from-mac.html</a> for options on how to create an accessible PDF.</li> </ul>
Run Optical Character Recognition (OCR) on scanned document	<ul style="list-style-type: none"> <li>Adobe Acrobat Professional (Version XI Pro)</li> </ul>	<ol style="list-style-type: none"> <li>Open the scanned PDF file.</li> <li>Open the <b>Tools</b> panel (click <b>Tools</b> in top right) and click <b>Text Recognition</b>.</li> <li>Click <b>In This File</b> and the <b>Recognize Text</b> window will open.</li> <li>Click the <b>Edit</b> button to adjust OCR settings. Select <b>English (US)</b> for <b>Primary OCR Language</b>, <b>Searchable Image</b> for <b>PDF Output Style</b> and <b>600 dpi</b> for <b>Downsample To</b>.</li> <li>Click <b>OK</b> when done.</li> </ol>
Run Adobe Acrobat Built-in Accessibility Checker	<ul style="list-style-type: none"> <li>Adobe Acrobat Professional (Version XI Pro)</li> </ul> <p>All versions. No matter what you are converting to PDF, it's important to save your original files in case a student needs an alternate format.</p>	<ol style="list-style-type: none"> <li>Click the <b>Tools</b> tab to open the <b>Accessibility</b> panel on the right hand side.             <ul style="list-style-type: none"> <li>If you don't see it, click the <b>View</b> menu and select <b>Tools &gt; Accessibility</b>.</li> </ul> </li> <li>Under <b>Accessibility</b>, select the <b>Full Check</b> button.</li> <li>The <b>Accessibility Checker</b> window will open.             <ul style="list-style-type: none"> <li>Under the <b>Report Options</b>, check on the <b>Create Accessibility Report</b>.</li> <li>Under the <b>Checking Options</b> section:                 <ul style="list-style-type: none"> <li>Category: <b>Document</b> and check all the items.</li> </ul> </li> </ul> </li> <li>Click the <b>Start Checking</b> button.</li> <li>The <b>Accessibility Checker Report</b> will display on the left pane.</li> </ol>

## 6

**Save your original files.** You may need them if you have a student who needs alternative formats.

