

Creating Web Accessible PDF Documents

Start by Creating Accessible Word Documents

Headings

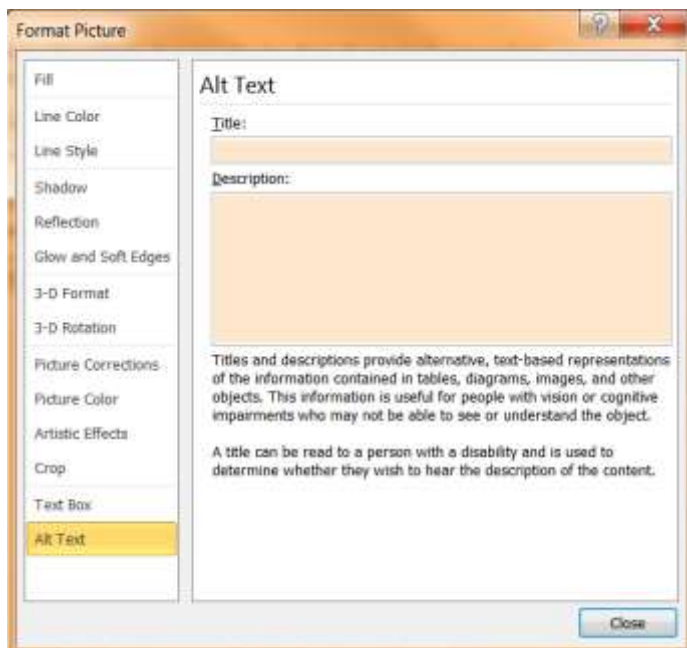
Always use Words heading styles to format section headings.



Do not simply enlarge fonts and apply bold or italics as this will not provide any discernable document structure for a screen reader. Headings should be used in sequential order: H1, H2, H3, H4, etc. Do not skip from H2 to H4. Read the [Web Style Guide](#) for more information about [Headings](#).

Images

Ensure that alternative text is added to all images by right-clicking on the image and selecting **Format Picture > Alt Text**.



Alt text should be added to the **Description** field, not the Title field. Information in the Title field will not be saved as alt text when the file is saved as a PDF.

The WebAIM website provides some great examples for writing good [Alternative Text](#).

Tables

Tables should only be used to display complex, tabular data, not for page layout. When saved as PDF, the cells in the first row will be defined as table headers so if you must use a table, make sure the first row has column headings.

Links

Use meaningful, descriptive link text, not URLs. Read the Web Style Guide for more information about creating meaningful links. Make sure to test all embedded links for accuracy.



Other points to remember

- Use proper numbered or bulleted lists
- Avoid using coloured fonts
- Font 12 or higher is recommended
- Create a Table of Contents for lengthy documents
- Use [plain language](#)

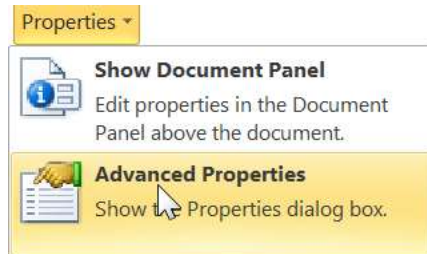
Learn more about [creating accessible Word documents](#) from WebAIM.

Converting Word Documents to PDF

Before Converting the Document

1. Add Title properties to your document for better search results. Having a defined Title format is not captured when the PDF is created.

- Select **File > Info**. In the right pane, click on **Properties** and **select Advanced Properties**



- Enter the document title in the **Title** field

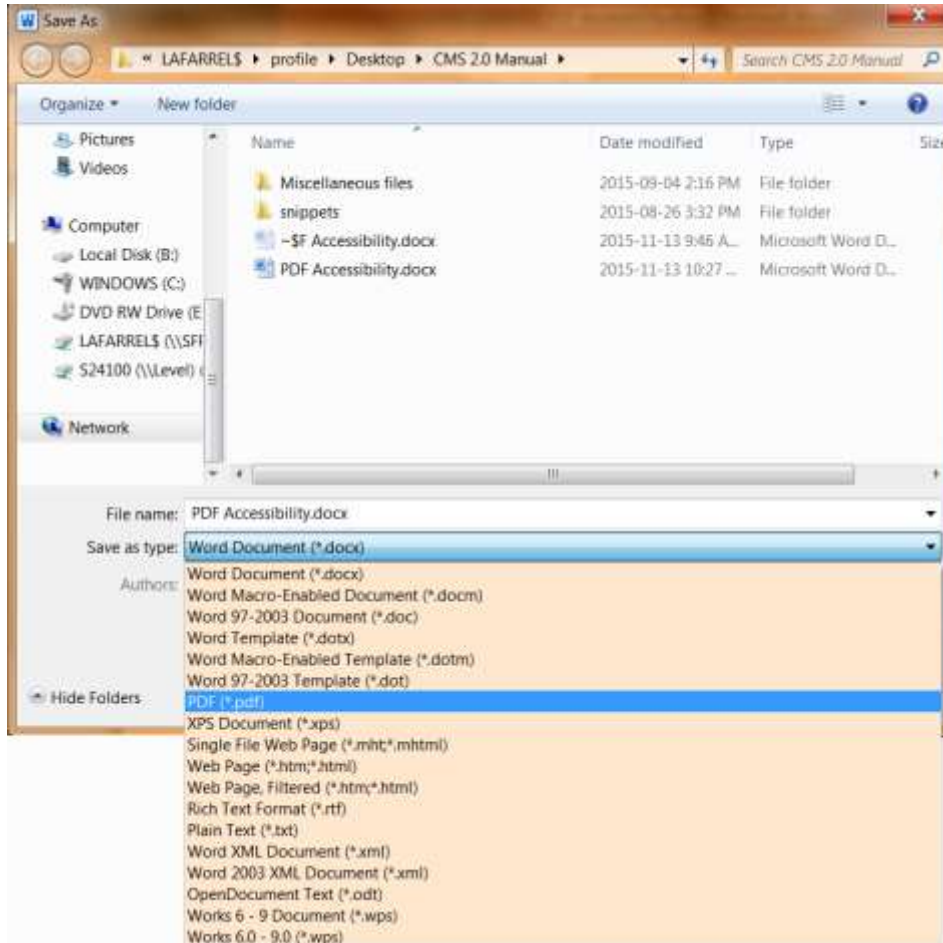


2. Run the Accessibility Checker provided in Word 2010.

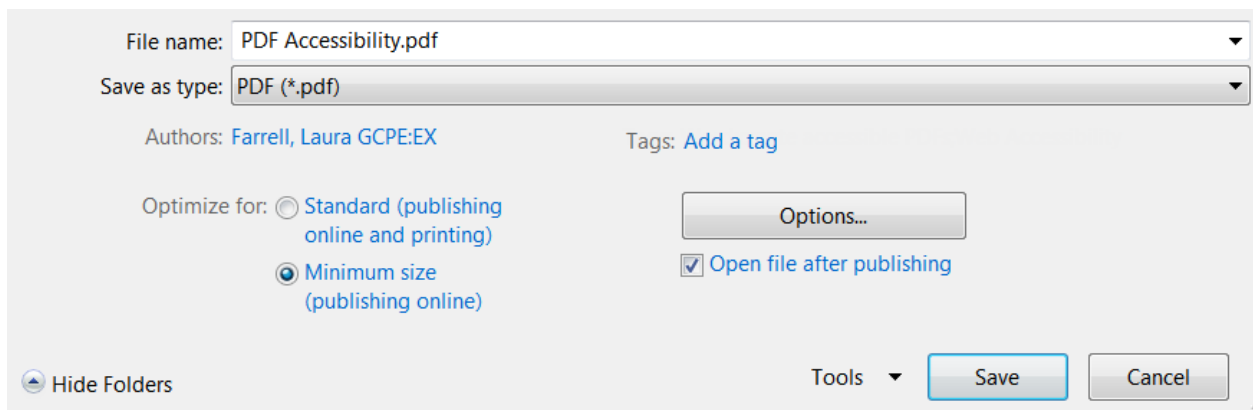
- Select **File > Info > Check for Issues > Check Accessibility**

Saving a Document as a PDF

From Word, **Select File > Save As**. From the **Save as type**: drop-down menu **select PDF (*.pdf)**.



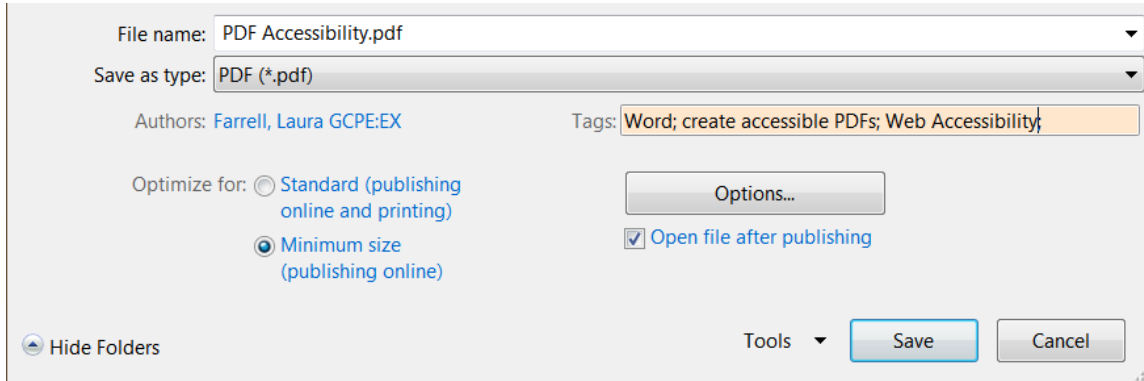
Once you have selected the PDF type, additional links will appear below the **Save as type**: field. Leave the Open file after publishing option selected to automatically open the PDF for review.



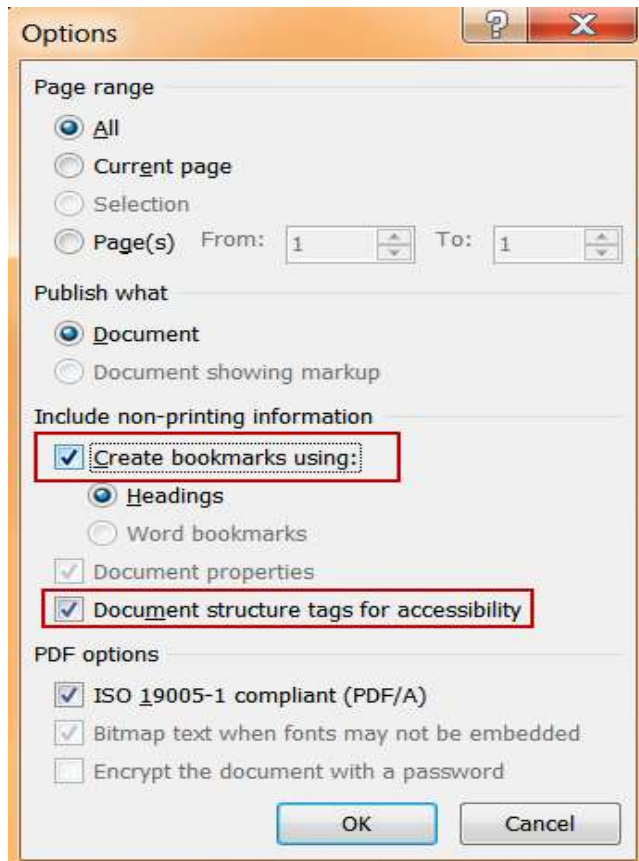
Under Optimize for: select the **Minimum size (publishing online)** radio button and then complete the following fields before you save the file.

Tags

Click on the **Add a tag** link above the [Options] button. In the field, add applicable metadata tags separated by a semi-colon.



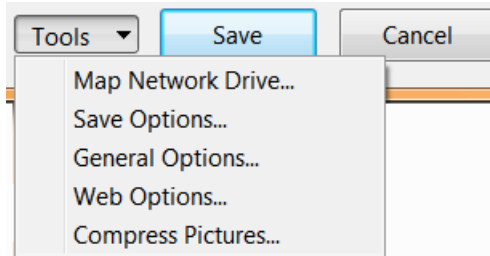
Options



Ensure that the 'Document structure tags for accessibility' radio button is selected. If your document has headings or bookmarks, choose the applicable option under 'Include non-printing information' so that these can be read allowed by a screen reader.

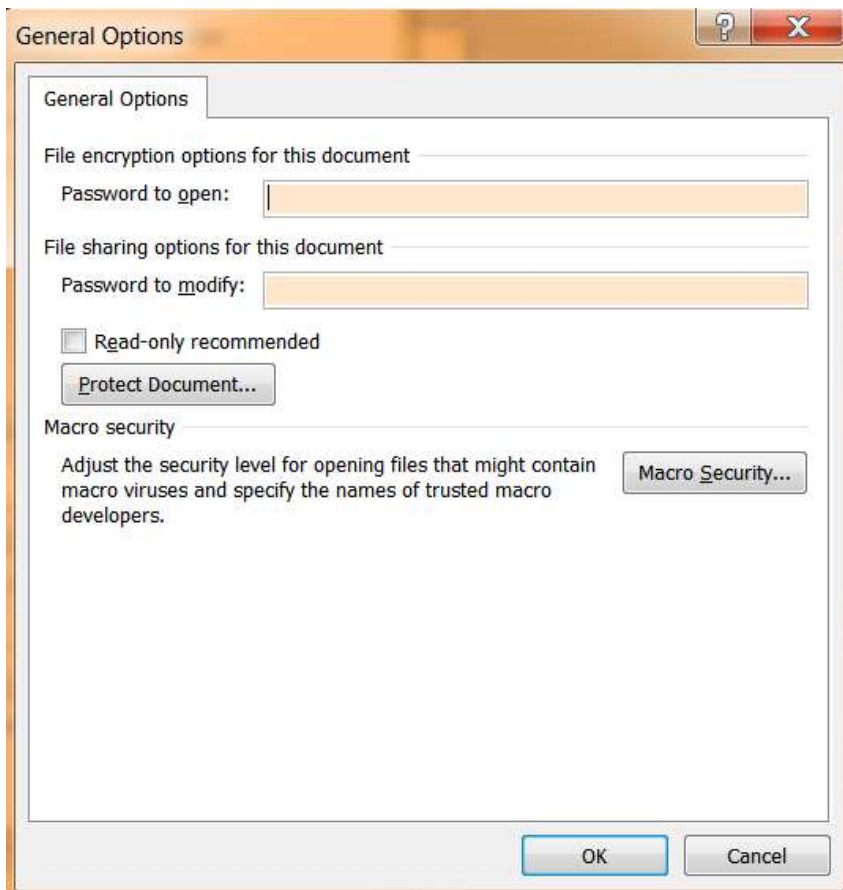
Tools

Under the Tools drop-down menu, select the following options if applicable.



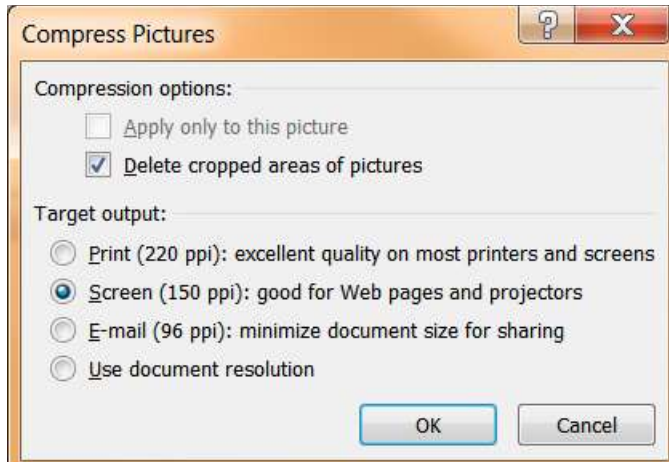
General Options

Check the Read-only recommended if you want to ensure that people with Adobe Acrobat Standard cannot edit the PDF. To further protect your document you may add password protection to allow modification to the document.



Compress Pictures

To further reduce the size of the file, select the 'Screen (150 ppi)' radio button which is good for Web pages and projectors.



Complete the Save and review the PDF in Adobe Reader.

Confirming Attributes in Adobe Reader

When the document is converted, the new PDF will open in Adobe Reader (or Adobe Pro if applicable).

To confirm the Title and metadata tags, as well as any security settings, where applied; select **File > Properties** to display the Document Properties window.

