PDF Document Accessibility Checklist

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| **Convert Word, PPT, or Excel Documents to PDF** | * Open the Office file * Select Save as * In the file name list, type or select a name for the document * In the Save as type, list, click PDF * Click Save |

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| **Bookmarks** | **\*\*\*Adobe Acrobat Pro or CS must be purchased and downloaded first\*\*\***   * Choose Edit * Add Bookmark (Ctrl+B)   ***OR*** you can also create a bookmark from the Navigation Pane   * Choose Options * Add Bookmark (Ctrl+B) |

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| **Tags** | **If you have Adobe Acrobat DC installed:**   * In Word go to File * Options * Add-ins * Select Adobe PDF Maker * Click Add   An ACROBAT tab should now be available in Word  **Manually add tags in Acrobat Pro or CS:**   * Choose Advanced * Accessibility * Add Tags to Document   Once applied, tags can be edited to improve or customize document organization. |

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| **Zoom and Reflow** | **Zoom and Reflow work only when a document contains real text and is tagged.**   * Choose View * Reflow (Ctrl+4) |

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| **Checking for Accessibility** | * Select Tools in the right hand column * Advanced * Accessibility * Full Check |

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