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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Please refer to the UDL Document, Adobe Acrobat Portable Document Format (PDF) – Universally Designed located under the faculty support page for more information.