Creating an accessible PDF using Microsoft Word.

H\]g˙XcW̷a Ybh˙]g˙XYg̶][bYX˙h̶c˙dfcj]XY˙X]fYW̶]cb˙]b˙k \]W̶UW̶W̷gg̶]V˙Y˙D8: ̃ŋ˙W̷b˙VY˙ created in effort be compliant with the Americans with Disabilities Act.

In creating an accessible PDF document from scratch, we want to be sure of the following:

The heading ss̶theade̶bsG( )]TJET̶ẼMC /P ̷MCID 6≫DC q0.00000912 0 612 792 reW˙*nB

eea c   c

Headings are used to indicate sections in a document and their hierarchy. When headings are applied properly, you can easily see the outline of the document in order from Heading 1, Heading 2, Heading 3 etc. Especially when used online, headings are not for aesthetic use, but are functional for screen-readers to keep their bearings in a given document. When headings are implemented properly, a person using a screen-reader can easily navigate frontwards and backwards h\fci [\˙h\Y˙g\W]cbg˙cZ˙U˙Xc\Wa Ybhg˙\YUX]b[g˙

For proper heading implementation, no headings should ever be sequentially skipped. Just simply mirror the fundamental structure of an outline as illustrated below. Rarely will a Heading 6 or more be needed.
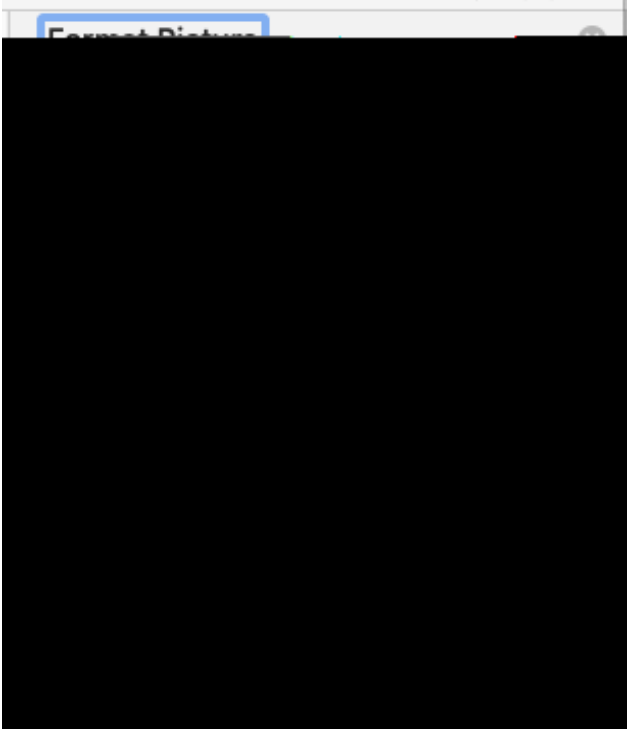
Title	Heading 1
I. Main Topic	I. Heading 2
a. Sub-topic	a. Heading 3
i. Detail	i. Heading 4
1. Sub-detail	1. Heading 5

eea c   a c   d   ab

Why Alternative text? Alternative text with images is vital for people with visual impairment.

H c Wa c

Screen-readers need to know certain information about a table so it can most effectively convey information to its user. The parts of a table needing to be identified are, identified by the screen-reader are, the header row, first column and last column.

Heading/Row Cell 1	Heading Cell 2	Heading Cell 3
Row Cell 2		
Row Cell 3		

1. GY`YWnh\Y Î ÞgÝfï¨ HÜV]b hcd f]VVcb
2. Click the down arrow to the right of the table icon
3. Select the desired number of columns and rows by highlighting the appropriate number of columns and rows
4. 7`]W_ Ubmk\YfY cb h\Y HÜV Y hc a U_Y h\Y ÎHÜV Y XYg][ bï UbX Î `Umci h HÜV appear in the top ribbon.
5. Click on ÎHÜV Y XYg][bï
6. Make sure the boxes are checked for Header row, First column and last column.

At this point in the PDF creation process, your content can be mostly done. With this in mind, there are still some steps to be applied as the PDF is in its final stages. 6YZcfY df]bh]b[h\Y D8: `Yh g Udd `mh\Y `Z `ck]b["

c a c Wdd b

If the document has 21 or more pages, bookmarks will need to be added. Bookmarks allow for navigation to sections in the PDF with a single click of a button. They work exactly like a link to a website except, they do not navigate outside the PDF. They will consist of organized links towards the top of the document, and targets throughout the document usually being section headings. In this example VY`ck ž W]W_]b[ `h\Y Î: YXYfU`¨@Ub `ÞZcfa Uh]cbÏ `Vcc_a Uf_ `]b[k ci `X bUj ][ UhY `h\Y reader to the section about Federal Loans.

To create book[...]gets:
1. [...]ace cu[...] location [...] ca[...] [...]te to. Th[...]uld be the [...]ading [...] f a sec[...] [...]ur docume[...]at c[...]er[...] particular [...]ic.
2. [...]7`]W ̇Î\V ̇c_[...] ̇Ï"
3. [...]:]``]b Î\cc_[...] [...]f_ ̇bUa Y ̈Ï ̈"`H\[...]g\ci `X\VY ̈[...] ̇hcd]W ̇cZ ̇h ̈[...]g ̈YW[]cb ̇]b ̇cbY ̇ ̇k cfX ̇]Z ̇ possible.
4. Click add

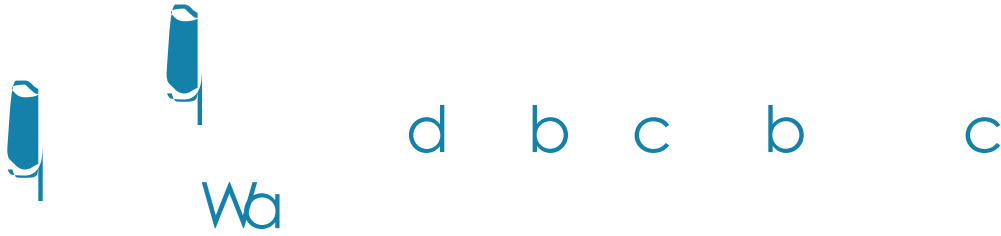5. Highlight appropriate key word

6.

eea c   d b c   a

This is more than making sure your document has a clear title in text at the top of your first page. This has to do with meta-data that a screen-reader is looking for. To set the document title:

1. Click the Î Z]˙Yï ˙XfcdXck b˙a Ybi Uh˙h\Y˙j Yfm˙hcd˙bYl h˙hc˙h\Y˙Î K cfXï ˙ dropdown menu.
2. Click on Î DfcdYfh]Yg˚Å ï "˙
3. In the summary tab, fill in the Title.

c a   l Wa d   dc c

Creating a table of contents for your document helps with being mindful of the document structure, keeping your headings in correct order, and providing bookmarks for sections in your document, especially when it is 21 pages or more. Please refer to the table of contents in this document as an example. It provides easy-to-use navigation along with bookmarks built in to the process.
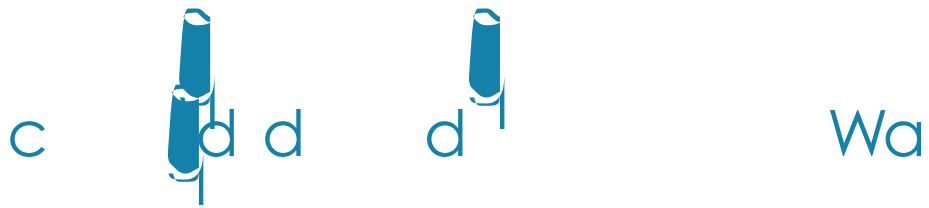
K \Uh̆k Yñ̄fŸ˙ḧfm̄]b[˙h̄c˙Uj c]X˙]g̈]a U[Y-only PDFs, where the text in the PDF is a picture of text, and not actual typed characters.

First, test for this by attempting to highlight any portion of copy.
If you are unable to select individual characters or letters, then the copy is most-likely an image of text.

This is understandable in cases of preserving hand-written documents, but must have the entire document typed in the alt tag of the image. Images should not be intended to read.

If the text is image-only, then it will not be accessible. The text needs to be typed in a word processor such as Microsoft Word.

c d d d Wa

Microsoft Word has a powerful built-in accessibility checker.
    1.

[Using acrobat Pro for accessibility](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html?trackingid=KACNN#TaggedPDF)
(https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html?trackingid=KACNN#TaggedPDF)

[W3C](https://www.w3.org/TR/WCAG20-TECHS/pdf) (https://www.w3.org/TR/WCAG20-TECHS/pdf)

https://www.agileana.com/blog/how-to-make-pdf-section-508-compliant/

[Make an existing PDF file accessible](https://kb.iu.edu/d/bfua) (https://kb.iu.edu/d/bfua)

[applications for making tables accessible](https://www.w3.org/TR/WCAG20-TECHS/pdf#pdf_notes_acc-sup_files_applications) (https://www.w3.org/TR/WCAG20-TECHS/pdf#pdf_notes_acc-sup_files_applications)