Accessibility Tips Series
Converting to PDF

Important details to understand

- Accessible PDF documents are **not** created in Acrobat!
- Use accessibility best practices before converting to PDF.
- Ensure the document is the final version before converting to PDF.
- Never print a document to PDF.
- Always keep the source document (Word, InDesign, etc.) saved alongside the converted PDF file in case changes need to be made.
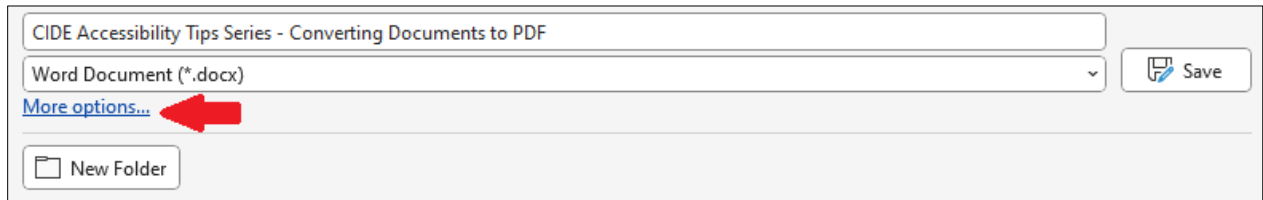
Convert your document

- Run an accessibility check in Word or Google Docs (requires a paid add-on) before converting.
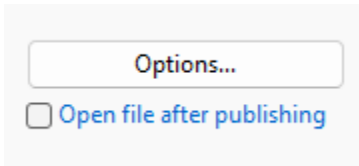
Microsoft Word (Office 365)

1. Select the File menu, then select Save a Copy
2. Select PDF from the Save as Type drop down.

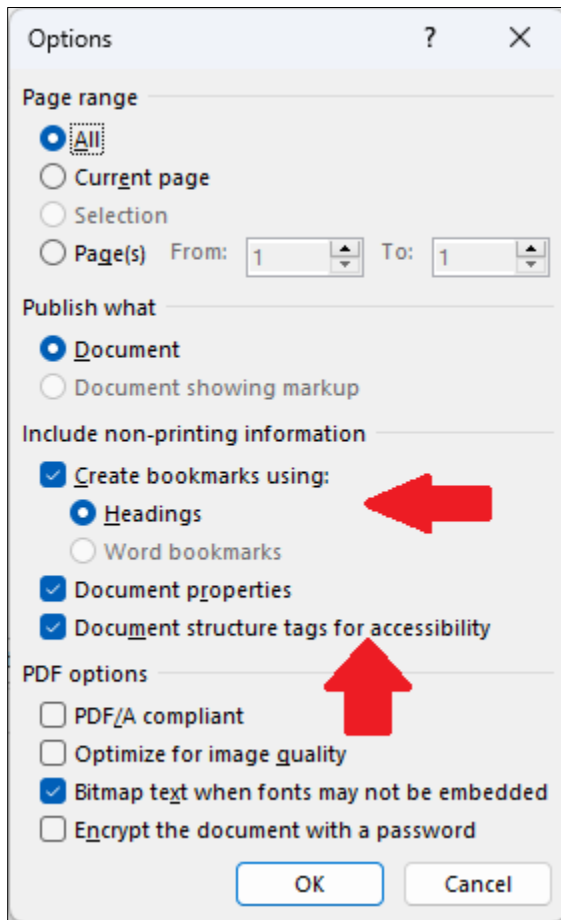| File name:	CIDE Accessibility Tips Series - Converting Documents to PDF.pdf
Save as type:	PDF (*.pdf)

3. Select the more options link

4. Select the Options button.

5. Check the boxes for Document structure tags for accessibility and Create bookmarks using: headings.
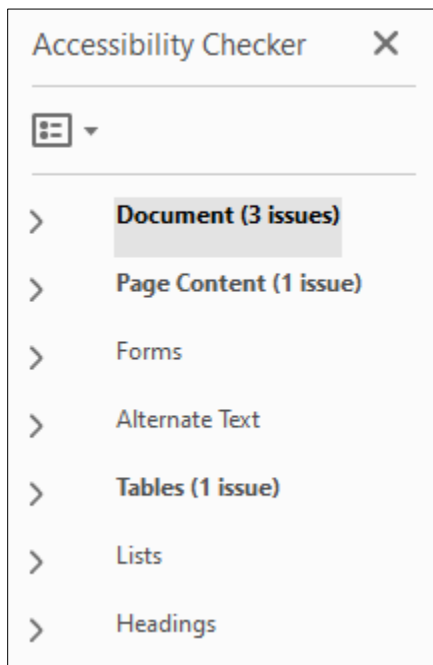

6. Select OK.

7. Select Save from the Save As dialog box.

Google Docs

1. Download the Document as a Microsoft Word document.
   a. Select File > Download > Microsoft Word (.docx)
2. Make any additional accessibility changes that are necessary such as marking images as decorative.
3. Follow the steps for Microsoft Word above to convert the document.

Check Accessibility in Acrobat Professional

1. Open the document in Acrobat Professional (not the reader version)
2. Select the Tools menu at the top of the application.
3. Scroll and select the Accessibility tool near the bottom of the list of tools.
4. Select the Accessibility Check option from the tools side bar.
5. Run the test by selecting the Start Checking button.

If all went well your document will pass the check. You often need to add a title to the document though.

Add a document title in Acrobat

1. Select File > Properties.
2. Type a title in the Title field found on the Description tag.

Additional Resources

- [Google Docs Accessibility Check add-on (Grackle)](#) - www.grackledocs.com/
- [WebAIM PDF Accessibility Instructions](#) – www.webaim.org/techniques/acrobat/converting