

Creating an Accessible PDF Document

It is important to ensure that your documents are accessible to all members of the Loyola community. This guide will show you how to create PDF documents that are accessible. There are several ways to do this, and this guide will show you how to create an accessible PDF starting from a Word 2010 document.

Creating an Accessible PDF from Word:

You will need to make sure your Word document has a few important elements in order to convert it into a PDF that is accessible.

Preparing Your Word Document:

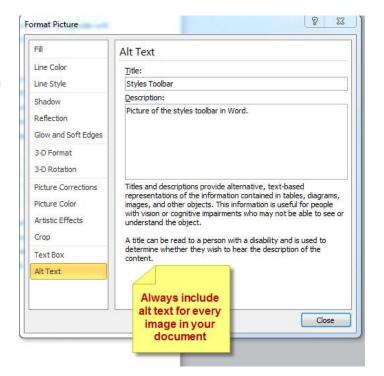
1. Headings

Make sure your Word document is well-structured. Use heading styles to structure your pages, instead of simply typing a heading for a section and making it bold. Although you can make text larger and bold to indicate that you are beginning a new section in your document, a screen reader will interpret this as simply part of the paragraph and not a new section. You can ensure a good experience to someone using a screen reader to access your document by using headings styles.



2. Alternative Text

Provide alternative text for any images you include in your document. If a person is using a screen reader to read your document, the screen reader will read any alt text that you provide when it comes to a picture or image. If you provide no alt text, the person will not have any idea as to what picture you included or its significance. This is easy to do. After inserting your image, right click on the image and choose "Format Picture." Click on Alt Text. Fill in a title and a description as instructed.





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3. Appropriate Text for Links

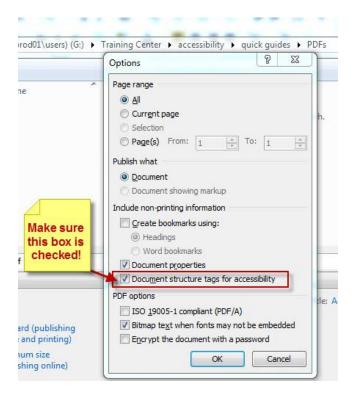
Be sure that the text you use for any links included in your document is clear. It is good usability practice to never include "click here" as the text for your links. Links should be obvious on a page. Instead of saying "Click here for a training schedule," you can say "View Our Training Schedule" as the link text.

4. Checking Accessibility

You can check on the accessibility of your document in Word. Click the File tab, and then the Info button. You will see a button called "Check For Issues." Click that, and then choose "Check Accessibility." Word will point out any accessibility options it finds with your document.

Saving Your Document as a PDF:

In Microsoft Word 2010, click the File tab, and then click on "Save As." Give your document a name, and choose "PDF" as the file type. Click the Options button. Be sure the checkbox for "Document Structure Tags for Accessibility" is selected:



You can also select the checkbox for "Create bookmarks using headings." Then click OK and then Save.

You have now created an accessible PDF. If you have questions, or for further information on accessibility at Loyola, visit our <u>Accessibility website</u>.