MICROSOFT OFFICE TO ACCESSIBLE PDF FOR WINDOWS

In Microsoft Office 2013/2010 (specifically Word, PowerPoint, Excel, and Access), it is possible to create a "tagged" PDF. Tagging sections of a PDF is a way to programmatically specify the order of the file's elements. This will allow visually impaired users to more easily navigate the document with assistive technology, and will reduce the amount of work needed to optimize the PDF for accessibility later on. This page gives instructions for creating a tagged PDF in Microsoft Office 2010 for Windows.

Always start by creating a Word, PowerPoint or other Microsoft Office file following the recommendations for Word accessibility and PowerPoint accessibility As well as running the Accessibility Checker tool.

OFFICE 2011 FOR MAC

The instructions below only apply to **Office for Windows.** At this time, you must user a Windows computer to save your file as a PDF for the greatest accessibility.
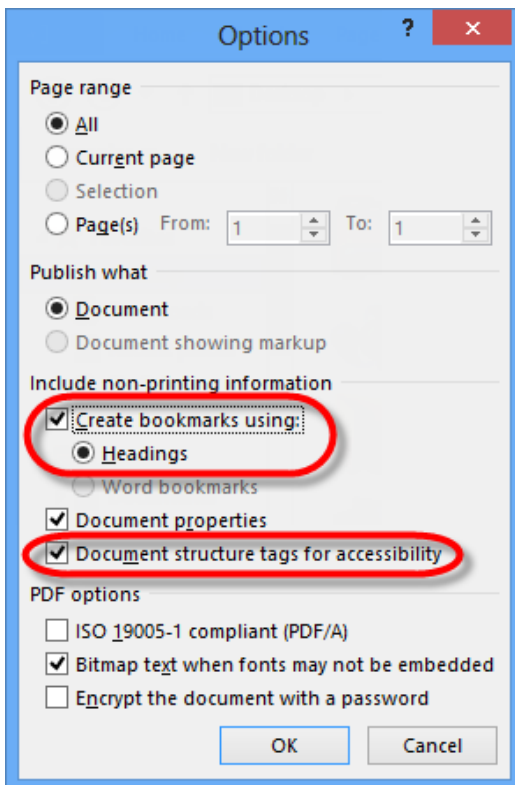
OFFICE 2013 FOR WINDOWS

1. From the **File** menu, select **Save As...**
2. Select the **Computer** option, then select **My Documents, Desktop or Browse** option to select your specified directory.
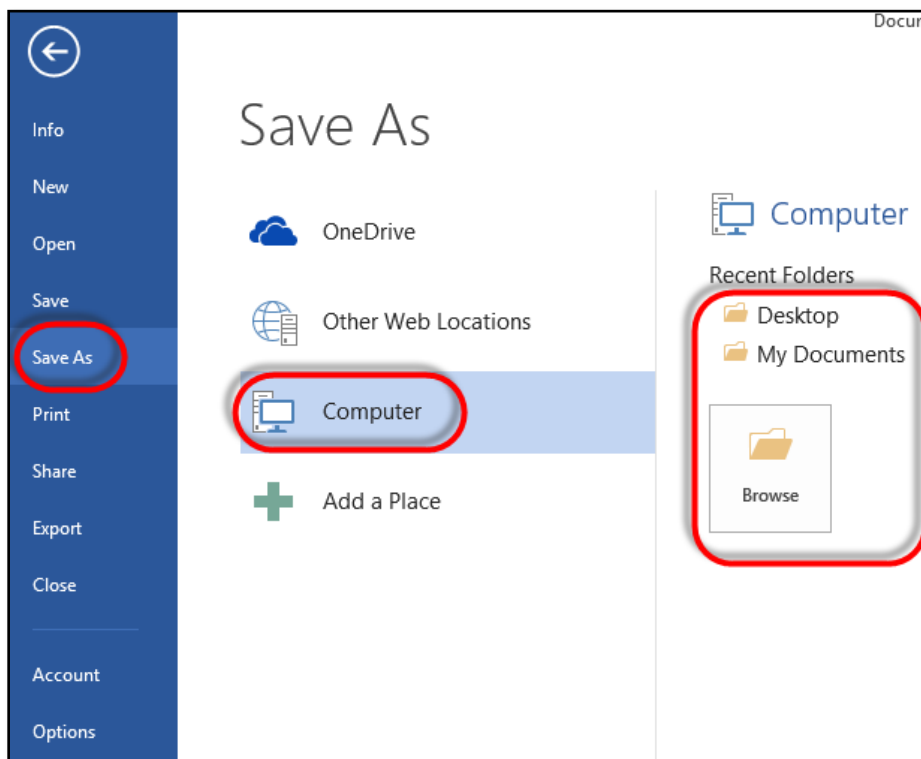
3. In the **Save As** dialog box, change the **Save as type:** to **PDF** format.

4. Click the **Options** button to open a new window.
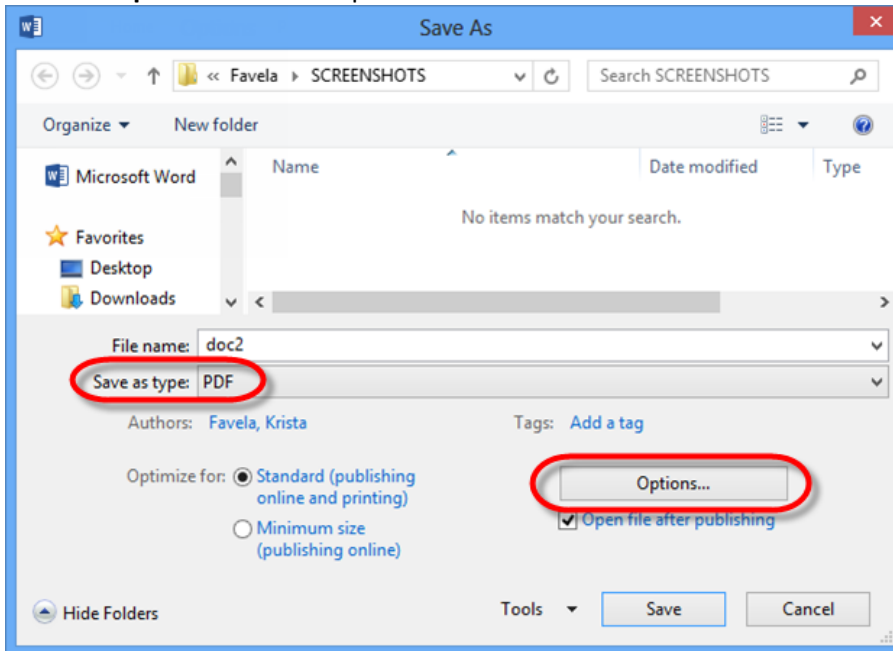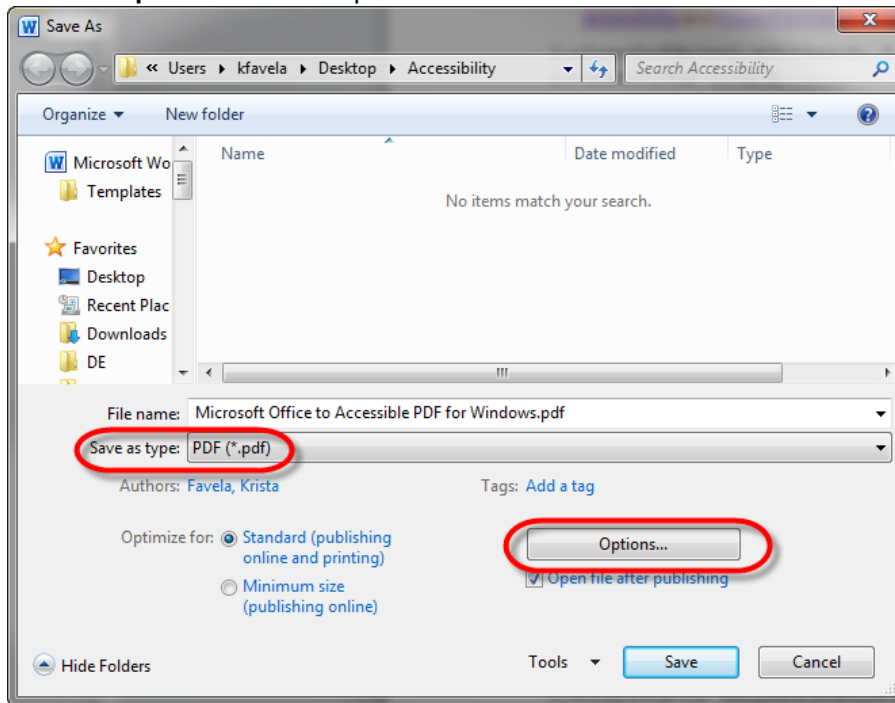

5. Ensure that the **"Document structure tags for accessibility"** option is checked.

6. Check the option for **"Create bookmarks using:"**

7. Select the **Headings** option.

8. Click **OK** to close the window.

9. Click **Save** to save the document in the specific location as a PDF.
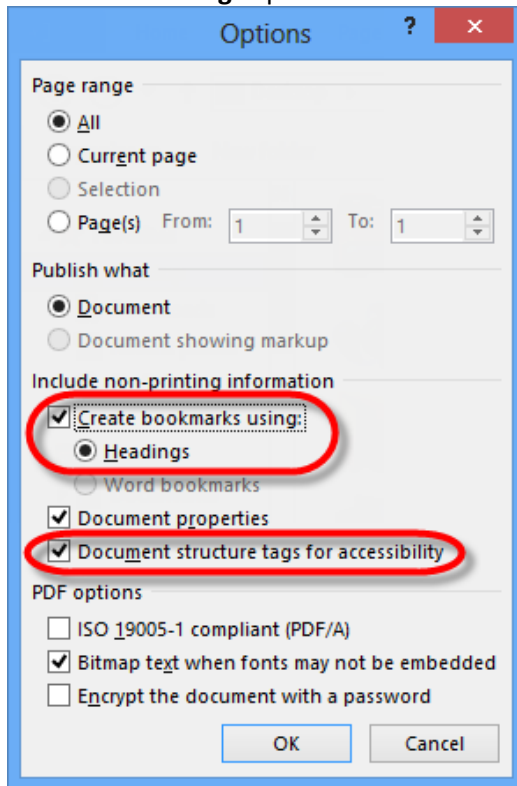
OFFICE 2010 FOR WINDOWS

1. From the **File** menu, select **Save As...**

2. In the **Save As** dialog box, change the **Save as type:** to **PDF** format.

3. Click the **Options** button to open a new window.

4. Ensure that the **"Document structure tags for accessibility"** option is checked.

5. Check the option for **"Create bookmarks using:"**

6. Select the **Headings** option.

7. Click **OK** to close the window.

CHECK ACCESSIBILITY IN ADOBE ACROBAT

All PDFS should be inspected in Adobe Acrobat

1. Open the PDF in **Adobe Acrobat** to verify reading order and tagging.
   NOTE: Adobe Acrobat XI is available from the ITSC.

2. In Adobe Acrobat, confirm that the reading order is set correctly.
   NOTE: This is important for documents with multiple columns, shapes and/or text boxes.

3. Confirm that images are marked as "Figures" and include alt text.

Refer to WebAIM's PDF Accessibility website for additional information and directions for how to verify and change reading order and tagging.