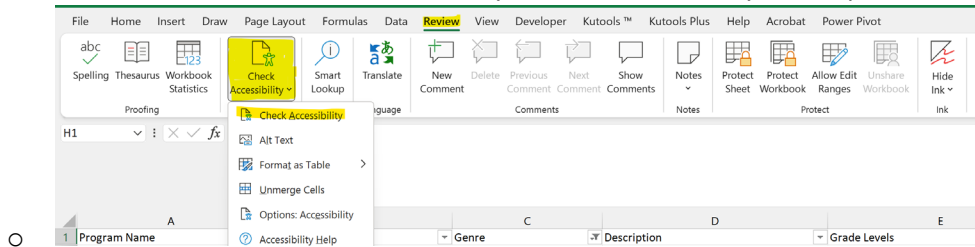


How to Make an Accessible Excel File for a PDF

Start with Excel

Make sure the Source is Accessible

- Open the Accessibility checker and always have it on:
 - Click on - Review > Check Accessibility > Check Accessibility > - to open the accessibility checker

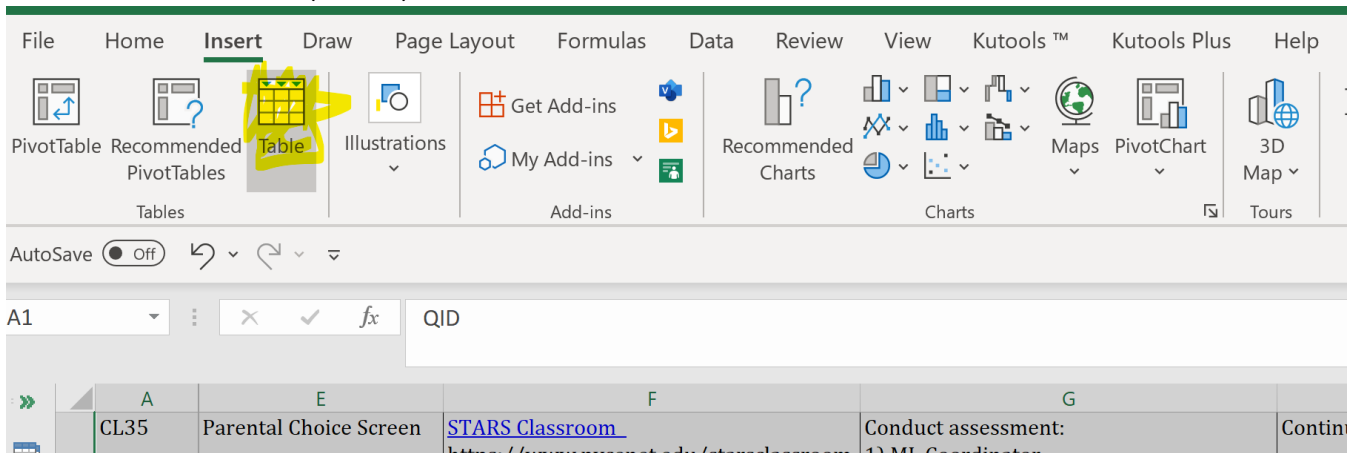


Things to Remember:

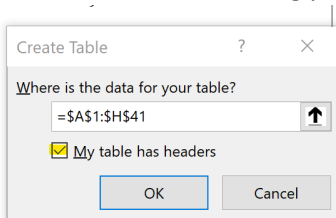
- Merged Cells are not accessible
- There are no layered heading or subheadings – headers and detail rows need to be consistent and regular
- With a Table all content must be in the table with no other/extra content is allowed
- You can use headers and footers
- Prior to creating the PDF, you need to make sure the Excel print set up creates the document you would like:
 - Are there print titles to repeat at the top
 - Are the headers, footers, page numbers correct
 - Are the margins good
 - Is the page orientation (portrait or landscape) appropriate

When You have the Excel You Want

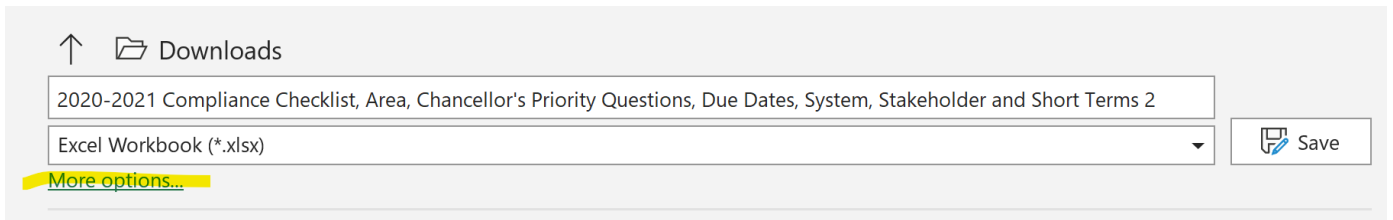
- Select the entire content (CTRL-A) Insert Table:



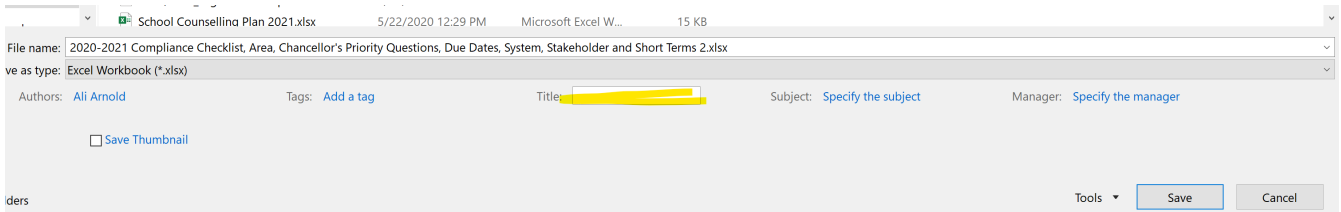
- Hit enter and the following pop up appears make sure My table has Headers is clicked on:



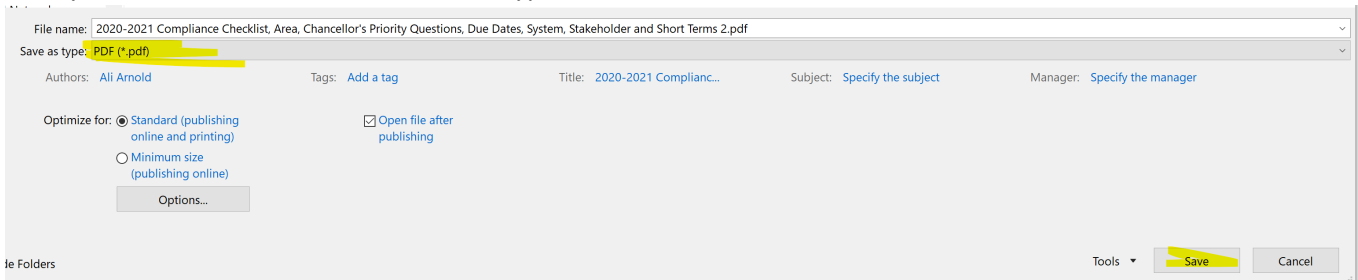
- Save the file and add a title Save As > More Options:



-
- Then add a title:



-
- Finally Save the Excel as a PDF: Select File type PDF and click save:



Move to Adobe

Run the Accessibility Checker

- Solve all remaining issues

Insure there is at a minimum one and only 1 H1.

- In spreadsheet the H1 is normally found in the header and may not be tagged
- You can use the Reading Order function under Accessibility to select the desired Text and tag it as the H1

See the document "Adobe Accessibility Error Corrections" for the Adobe fixes.