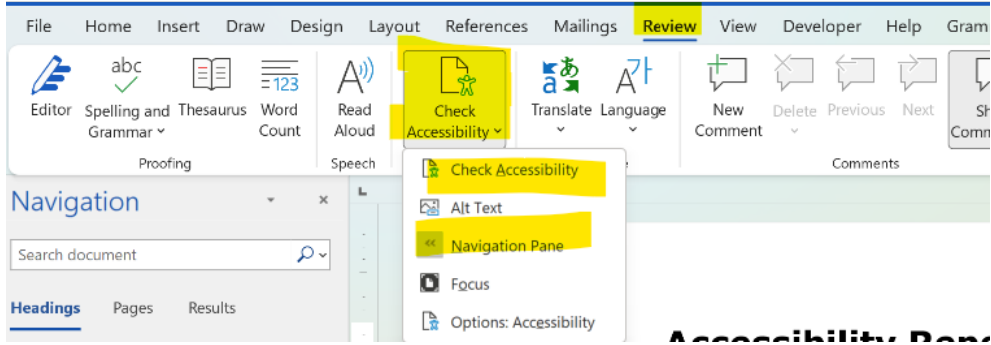


How to Make an Accessible Word File for a PDF

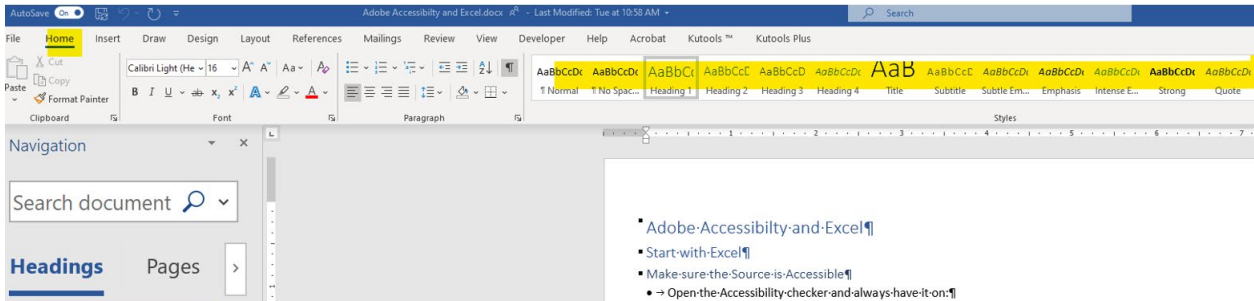
Make sure the Source is Accessible

- Open the Accessibility checker and always have it on (this is a two-step process)
 - Click on - Review > Check Accessibility > Check Accessibility > - to open the accessibility checker
 - Click on - Review > Check Accessibility > Navigation Pane > - to view the heading structure

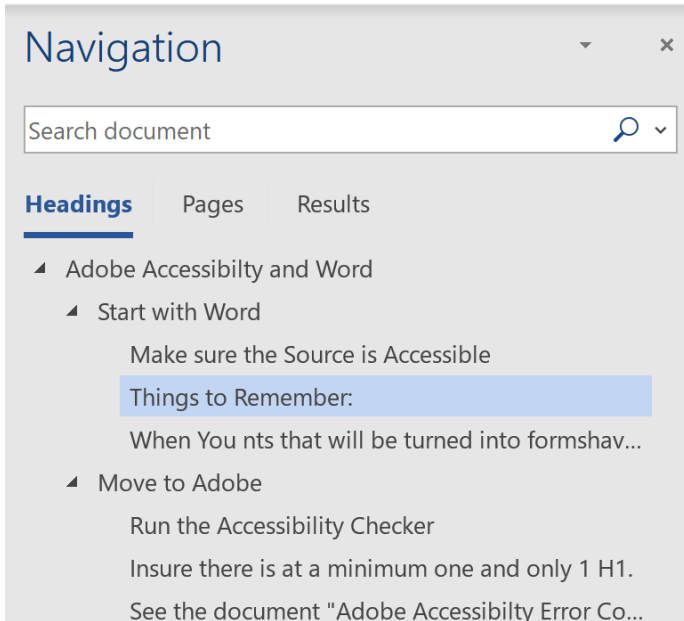


Things to Remember:

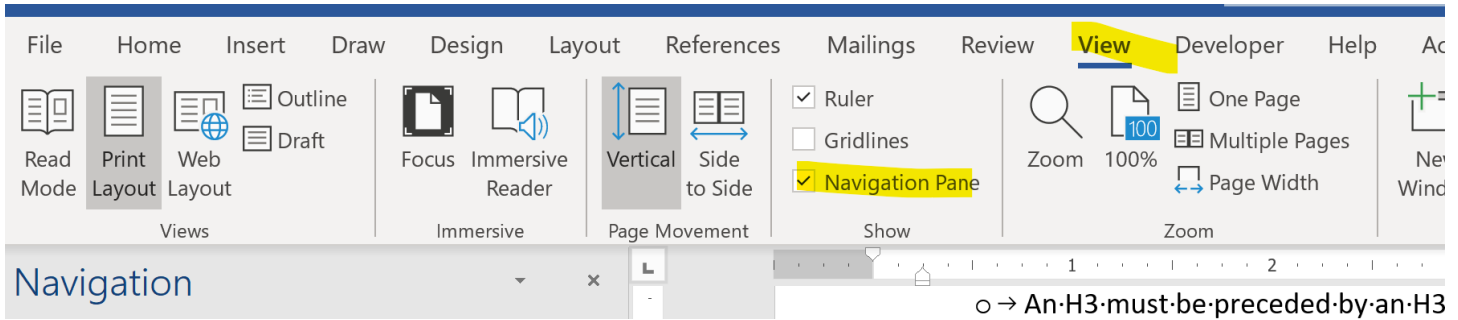
- Every document must have a minimum of a H1 and there is only 1 H1 (there is no error message if there are no headers but Accessibility needs this).
- Subsequent headings need to be in equivalent or descending order, and it cannot skip levels going down. For example:
 - An H2 must be preceded by an H2 or H1
 - An H3 must be preceded by an H3 or H2
- Heading Records can be assigned/viewed via the styles toolbar:



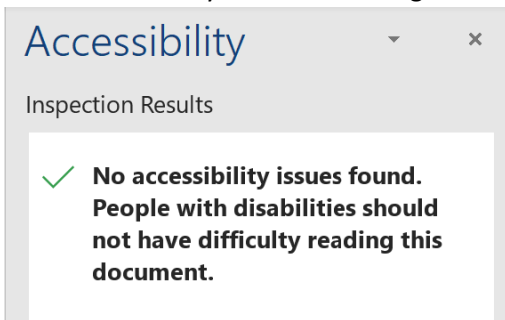
- The Navigation bar also shows the heading structure:



- You can open the navigation panel going to the View tab and clicking the navigation panel in the show box:

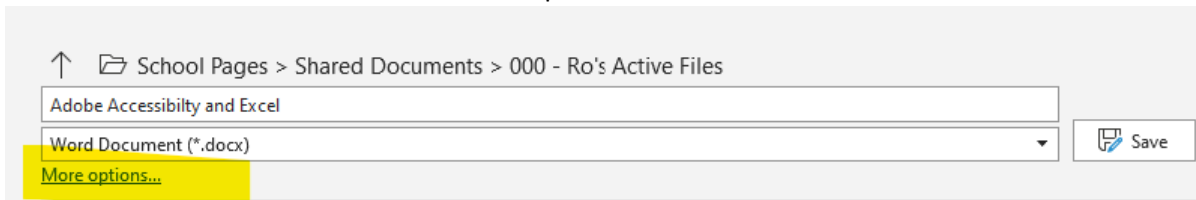


- Avoid Tables – this is especially true for documents that will be turned into forms.
- If you cannot avoid tables:
 - They must be simple/regular and have no merged cells no layered headings/sub headings. Do not include/concatenate table titles to the table.
 - Do not put anything that is not a table in a box.
- Prior to creating the PDF, you need to make sure the Word print set up creates the document you would like:
 - Are the headers, footers, page numbers correct
 - Are the margins good
 - Is the page orientation (portrait or landscape) appropriate?
 - Is the accessibility checker showing no error?

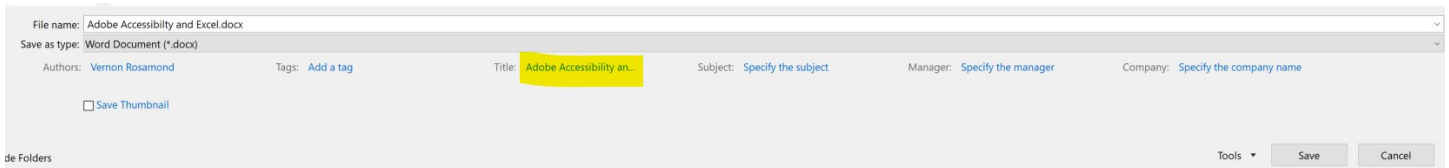


When your document is ready to be made into a PDF:

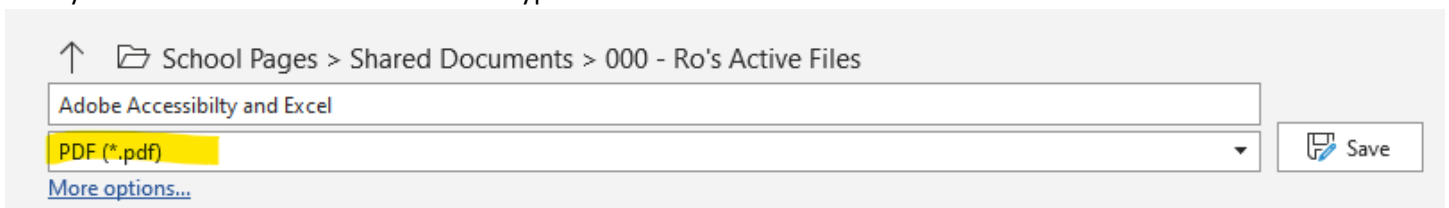
- Save the file and add a title Save As > More Options:



- Then add a title:



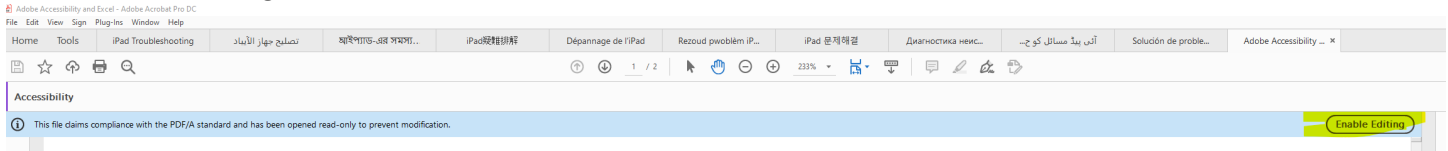
- Finally Save the Word as a PDF: Select File type PDF and click save:



Move to Adobe

Open the new file in Adobe:

- Click on enable editing



Run the Accessibility Checker

- Solve all remaining issues

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 more complete Adobe fixes.