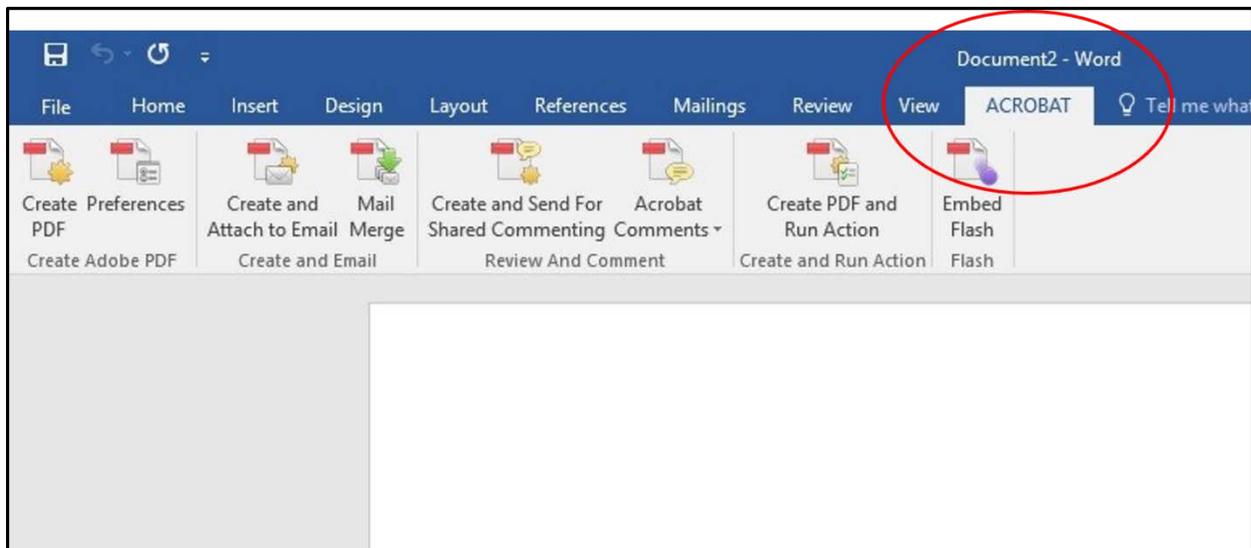
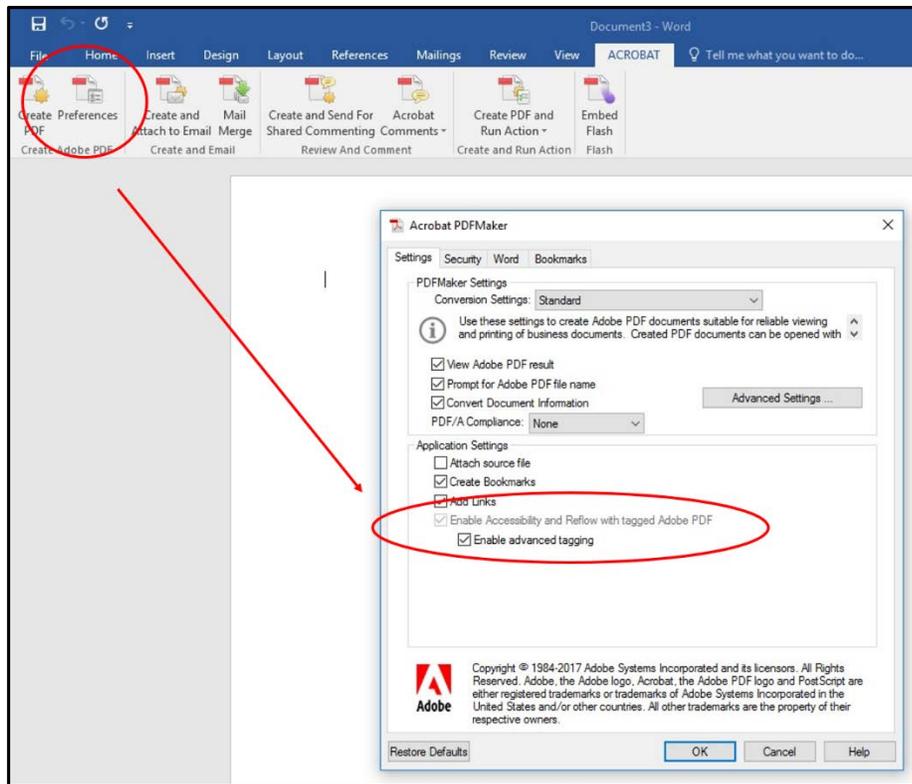


Guide to Make PDFs ADA Compliant

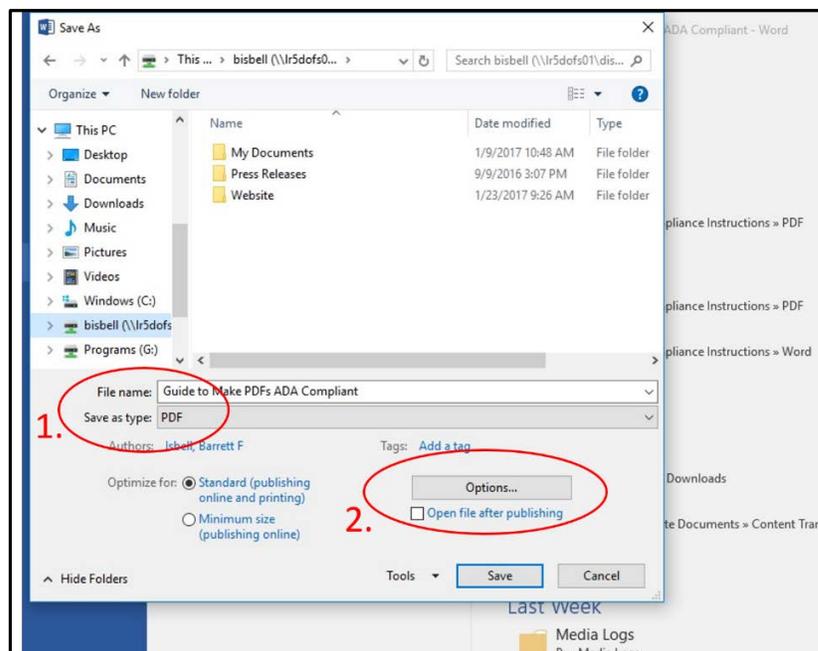
- **Please note that the following instructions can also be used to convert a PowerPoint file to a PDF. Publisher files do not give you the ability to check for ADA Compliance so you must convert your file to a PDF first and then add ADA Compliance tags to the PDF version (see instructions below on how to do this).**
- It is important to note that if you make a document ADA Compliant then convert it to a PDF, it will keep your compliance and make the process much easier for you when converting to a PDF!
- **Converting a Word document to a PDF** – Once you have your file ready to be converted (assuming you are working in Microsoft Word), simply hit the File button at the top left of your document and select “Save as Adobe PDF.”
- If you have the Acrobat Ribbon as one of your Word tabs at the top, then you can use this too by clicking the ACROBAT tab then selecting the “Create PDF” function. See image below as to what the Acrobat Ribbon looks like:

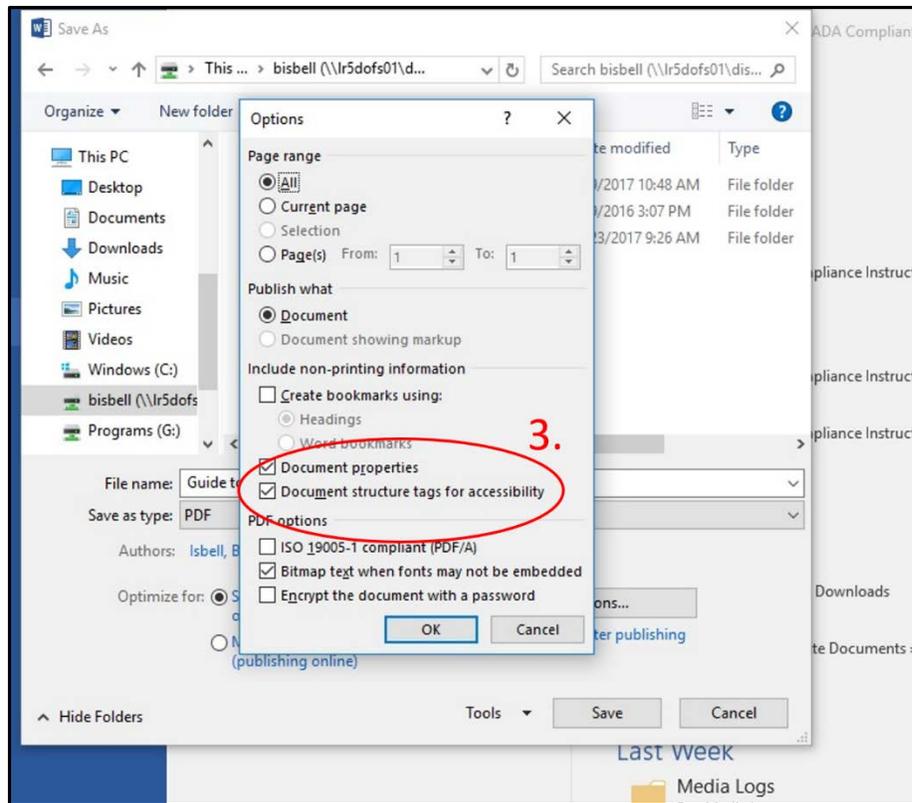


- Either one of these options will work and the program should create a tagged (ADA Compliant) PDF file by default. To ensure this works you can check to see if the “Enable Accessibility and Reflow with tagged Adobe PDF” function is selected in your word document. You can do this by using the ACROBAT Ribbon tab at the top. Once you are there click the Preferences tab (it is next to the Create PDF tab on that particular toolbar).
- Once you click Preferences it will open the following dialog box (see below). Make sure you check “Enable Accessibility and Reflow with tagged Adobe PDF” box.

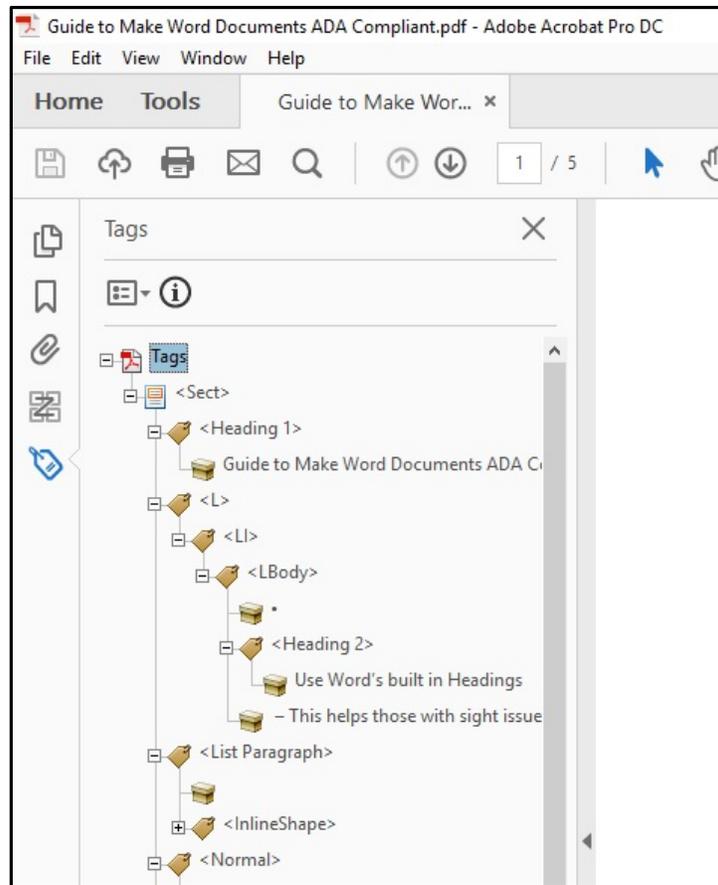


- Word 2010 and up allows you to create tagged PDF files *without* installing Acrobat. The tagging process may not be as efficient as with the Adobe add-in, but most content should be accessible.
- To convert to PDF using this method, Select File > Save As > Save as PDF. **Before you save the file, select the options button and ensure that the “Document structure tags for accessibility” option is selected (see below).**

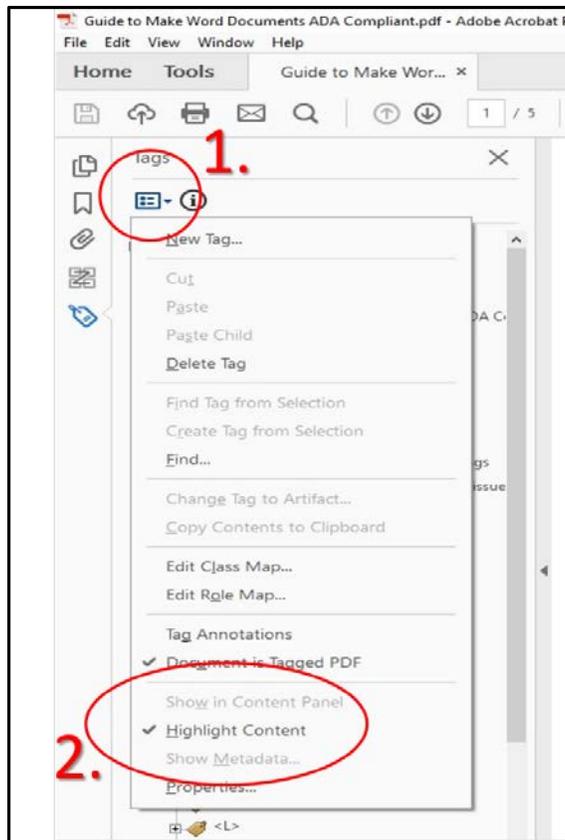




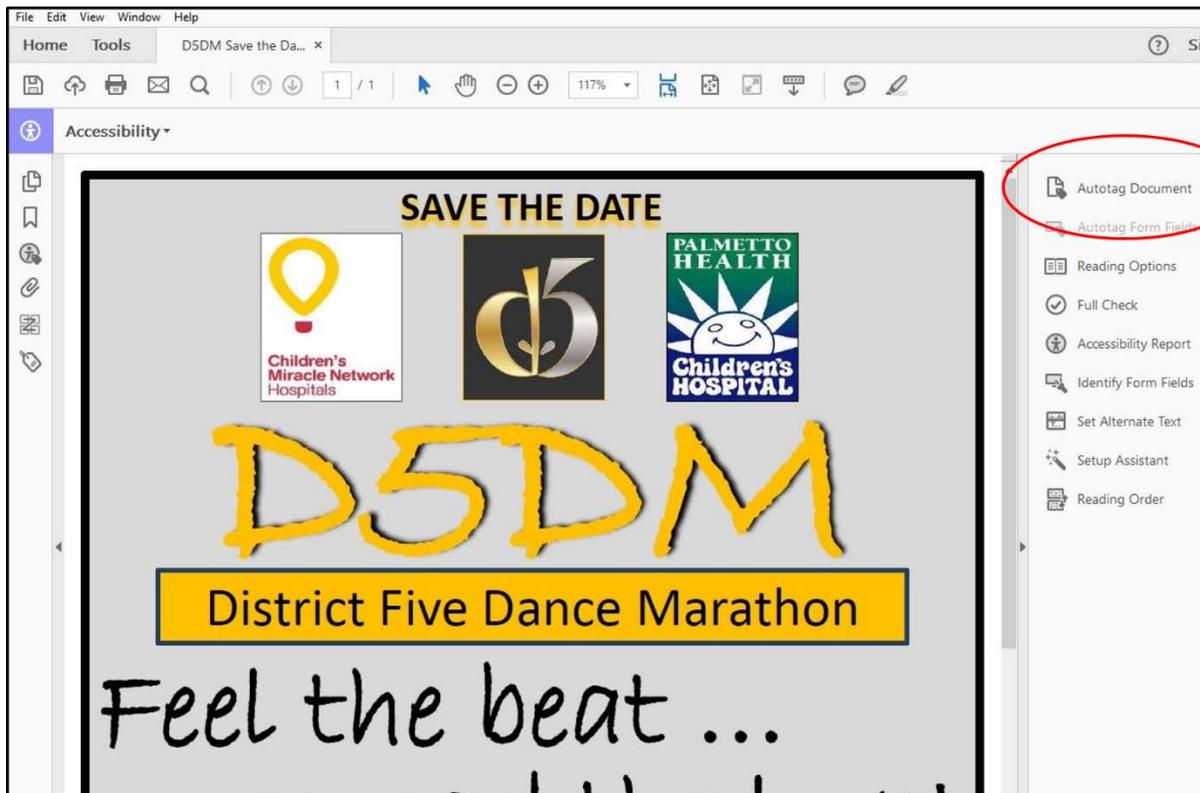
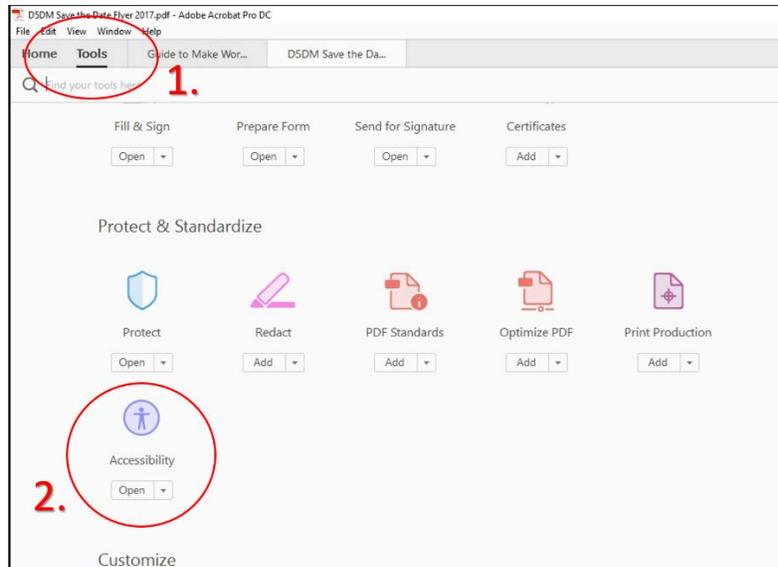
- ***Please note that the instructions just listed can also be used to convert a PowerPoint file to a PDF and keep the file's ADA Compliance.***
- **Converting a Publisher File to a PDF** – Publisher does not allow you to check for ADA Compliance in the program itself. Instead, you must first save the Publisher file as a PDF then you can add ADA Compliance tags to the PDF itself.
- **Adding ADA Compliance Tags to a PDF** – PDF files can contain many things such as text, images, links...etc. In addition to content PDF's give you the ability to "tag" or set a reading structure for those using screen readers.
 - The Tags pane allows you to view, reorder, rename, modify, delete and create tags on your PDF document.
 - To view the Tags pane, select View > Show/Hide > Navigation Panes > Tags. This pane displays all the tags within the PDF, organized in a tree structure. This tags tree can be navigated, expanded, and collapsed using a mouse or the arrow keys on your keyboard (see image below).



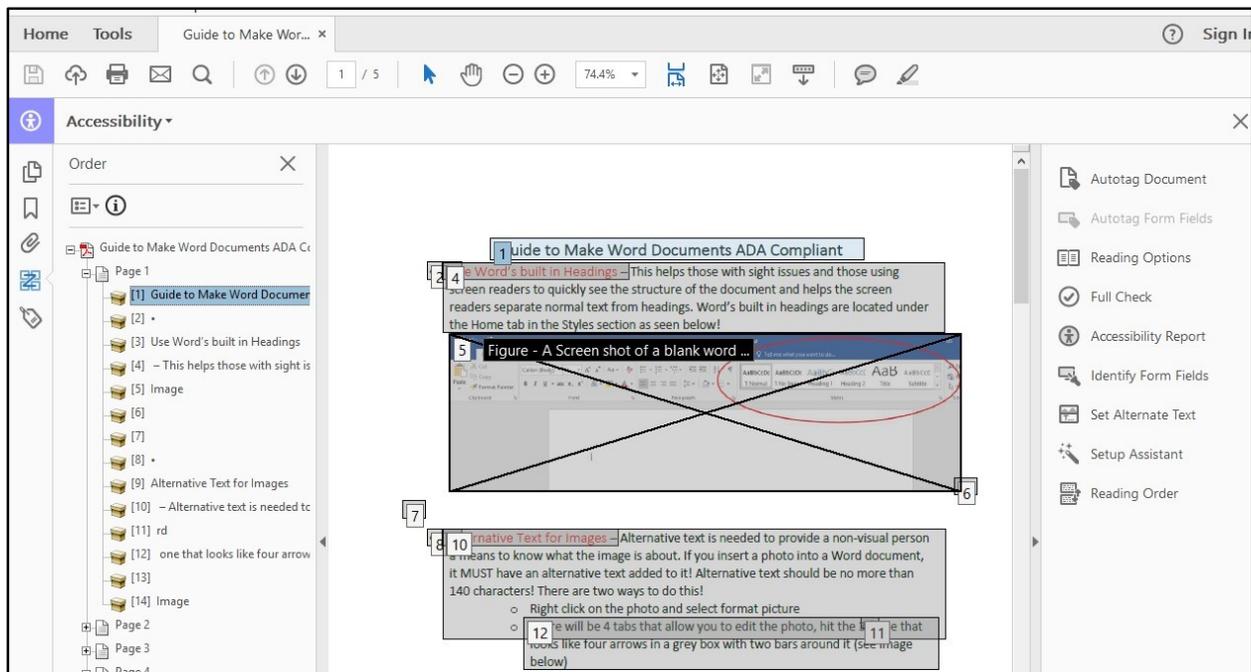
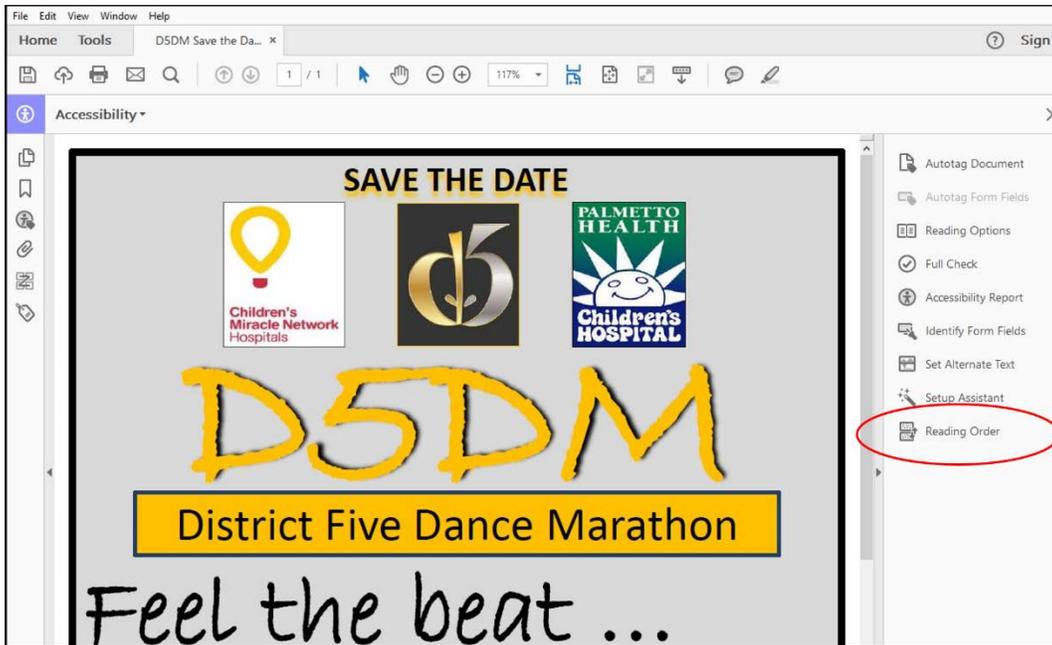
- Highlight content – When the highlight content option is selected in the Tag Options menu, selecting a particular tag should highlight the corresponding text, image, etc. in the PDF file itself (see image below).



- Changing Tags – You may find that there is an incorrect tag on your document. You can modify a Tag by right-clicking the Tag you want to change and selecting Properties > then the Tag tab, and then select the appropriate new tag from the dropdown list labeled Type.
- Add Tags to an untagged document – To add tags, choose Tools > scroll down and click Accessibility > Open > Autotag Document (see below). This process will most likely require you to change and edit your tags to ensure they are correct. You can do this by following the instructions above!



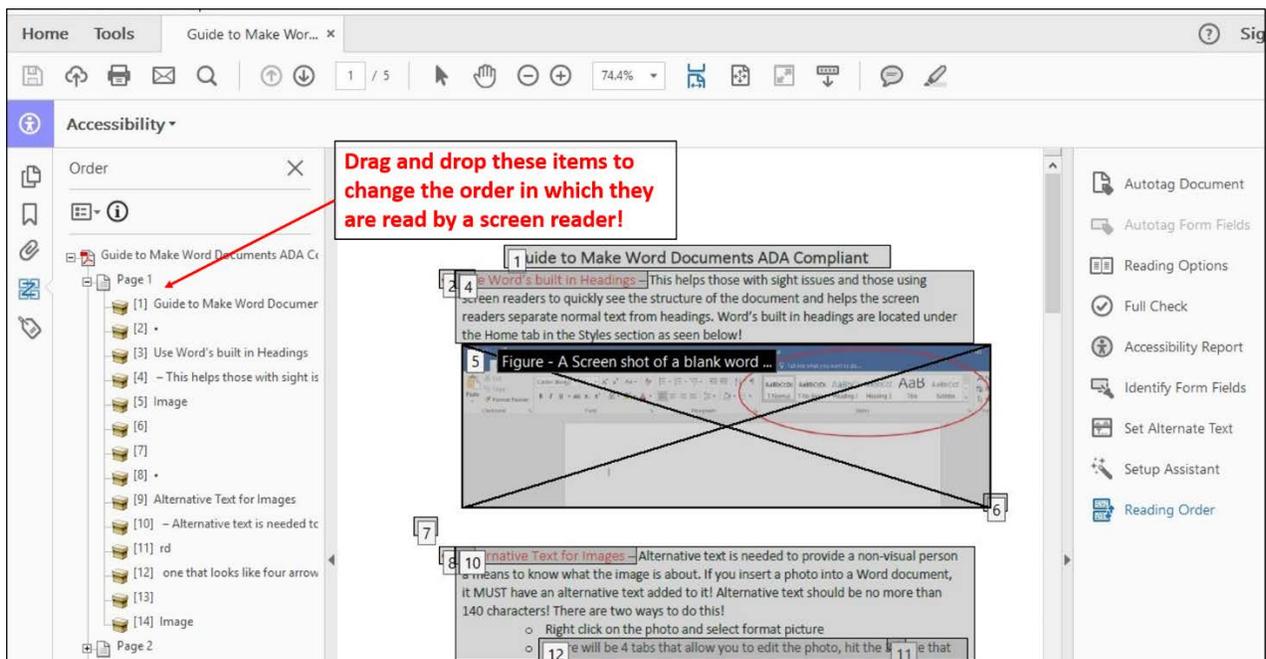
- TouchUp Reading Order Function – The TouchUp Reading Order (TURO) tool allows you to add and edit many common PDF tags, and view the content order of everything on the page. This tool creates numbered boxes around your content so you can see the order in which things on the page will be read by a screen reader.
- To use the TURO tool, select Tools > Accessibility > Open > then select Reading Order in the right pane > Show Order Panel (see below).



- There are two ways to select an area of content in order to add or change its tag.
 1. Drag a box around an element using the crosshairs  that have replaced the default pointer. It is sometimes difficult to select exactly the right area, but it is a little easier if you try drawing a box that is slightly larger than the element. Once you have selected a new element,

you can assign some of the most common tags to that element by clicking on one of the several buttons.

2. You can also select everything within a box by clicking on the number in the top-left corner. Now that you have selected the text, you can assign a tag by clicking on the corresponding button. Once you select a button, Acrobat will place the selected content in the appropriate tag. If you have the Tags pane open, you can view these changes instantly.
 - While in TURO, you can also assign alternate text to images by right-clicking on the image and choosing Edit Alternate Text.
 - The Order pane allows you to view and edit the content order of a page. To change the order of an element, just click and drag the tag to the location that reflects the correct reading order.



- **Accessibility Check** – Once you have added/adjusting your tags and are ready to text the document for accessibility you can select the “Full Check” button and it will check your whole document to ensure it is fully accessible or point out errors.
 - To run the “Full Check” click the Tools button > Accessibility > Open > on the right pane select Full Check (see image below).

Home Tools Guide to Make Wor... x 74.4%

Accessibility

Accessibility Checker

Document (3 issues)

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual check
- Primary language - Passed
- Title - Failed
- Bookmarks - Passed
- Color contrast - Needs manual check

Page Content

- Tagged content - Passed
- Tagged annotations - Passed
- Tab order - Passed
- Character encoding - Passed
- Tagged multimedia - Passed

Guide to Make Word Documents ADA Compliant

- Use Word's built in Headings – This helps those with sight issues and those using screen readers to quickly see the structure of the document and helps the screen readers separate normal text from headings. Word's built in headings are located under the Home tab in the Styles section as seen below!
- Alternative Text for Images – Alternative text is needed to provide a non-visual person a means to know what the image is about. If you insert a photo into a Word document, it MUST have an alternative text added to it! Alternative text should be no more than 140 characters! There are two ways to do this!

Autotag Document

Autotag Form Fields

Reading Options

Full Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

For more help on PDF Accessibility you can visit [WebAIM's](#) step-by-step walkthrough on how to ensure your PDF is ADA Compliant!