# Quick Steps for Making Accessible Documents

## Save a Word Document in Accessible Format (Optional: Save as PDF)

**Step 1:** Format document:

* Use appropriate heading styles (Home Tab, Styles Group) – modify styles as needed (right-click on heading style>Modify).
* Add alt-text on all images (Right-click on image>Edit Alt Text>Write a detailed image description).
* Ensure that all tables have heading rows (Select Table>Layout Tab>Repeat Header Rows).

**Step 2:** Run the Accessibility Checker (File Tab>Check for Issues>Check Accessibility>Make Changes as needed).

**Step 3:** (Optional) Preserve Accessibility when saving as a pdf (File>Save As>Change File Type to PDF>Click More options>Click Options>Ensure “Document Structure Tags for Accessibility” is Checked off>Click Ok>Save).

## Make a PDF Accessible with Adobe Acrobat DC Pro

**Step 1:** Open the PDF with Adobe Acrobat DC

**Step 2:** Open the action wizard (Tools>Customize Group>Action Wizard).

**Step 3:** Click “Make Accessible” in the Actions List on the right-hand menu.

**Step 4:** Click Start.

**Step 5:** Uncheck “Leave As Is” and type a document title (if necessary)>OK.

**Step 6:** On the next screen, make sure “Searchable Text” is selected for the output. Click OK.

**Step 7:** If the document has no form fields, click “No, Skip this Step” on the next screen.

**Step 8:** Select “English” as the Language and click OK.

**Step 9:** Click OK to have Acrobat detect all figures in the document missing Alt Text>Click OK.

**Step 10:** Add Alt-Text for each image (clicking the right arrow to move through each image), click Save. If there are no images, click OK.

**Step 11:** On the next page, click “Start Checking” to start the accessibility checker.

**Step 12:** The accessibility checker will indicate any issues (menu on the left side).

**Step 13:** Use the “Logical Order” icon on the Left menu (looks like a Z inside four blocks).

**Step 14:** Verify the reading order is correct. Right-click on any item in the Order list to change the style. (This is where you can add heading levels).

**Step 15:** (More Advanced), fix any additional accessibility issues as suggested.

* Color contrast issues can be fixed by editing the document (Tools>Edit PDF). Highlight the text, us the Format Menu on the right to select a new color (Box with a “?” or color at the top of the menu).

**Step 16:** Save the PDF.