

CREATING AN ACCESSIBLE PDF IN MICROSOFT WORD



The following guide offers best practices for converting Microsoft Word documents into accessible PDFs.

BEFORE SAVING

- Use built-in heading styles (Heading 1, Heading 2, etc.) to organize content.
- Add alternative (alt) text to all meaningful images, charts and graphics.
- Use descriptive hyperlink text (avoid using "Click Here").
- Ensure tables include a header row; avoid merged cells when possible.
- Run **Review > Check Accessibility** in Microsoft Word and fix any errors.

SAVE AS AN ACCESSIBLE PDF

- Select **File > Save As** (or **Save a Copy**).
- Choose **PDF (.pdf)** as the file type.
- Select **More Options**, then click **Options**.
- Verify **Document structure tags for accessibility** is checked.
- Click **Okay**, then **Save**.

FINAL REVIEW

- Open the PDF and confirm headings, links, tables and images are displayed correctly.
- Verify hyperlinks work as expected.
- Run Adobe Acrobat's **Accessibility Check** (if available) and address any remaining issues before sharing.