What NOT to do
with accessibility.

What is PDF?

- PDF (Portable Document Format)
  - Common end product
  - Preserve format and security
  - Created by Adobe (company)
  - Edited and viewed in Acrobat (program)
- Adobe > Acrobat > PDF = Microsoft > Word > doc

PDF Accessibility

- Match "image" and back-end structure
  - Use **PDF tags** to provide hidden, back-end structure
  - Tags are used by AT, such as screen readers
- Source document is supreme!
  - Easier to remediate
 - Easier to work with in general

Conversion to PDF

- Never "print to PDF" from Word, PowerPoint, or anything and expect it to be accessible
  - Produces a PDF that is image-only and has no tags
  - Useful for print-only documents, not digital documents
- Correct methods
  - File > Save As in Word, PowerPoint, etc.
  - Acrobat PDF conversion plug-in (File > Save as Adobe PDF **OR** Acrobat tab)
    - *Only if you have Acrobat installed

Print to PDF – don't use this one!
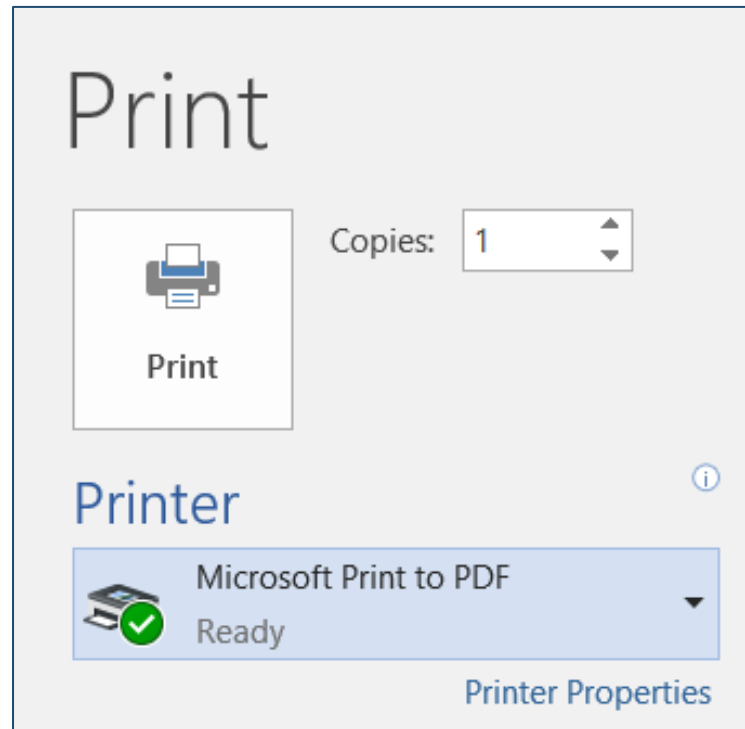
Using File > Save As

1. In Word, click "File", then "Save As"
2. Next, select where you'll save the file
3. Change the type to PDF and click Options
4. In the options, make sure Document properties & Document structure tags for accessibility are selected.
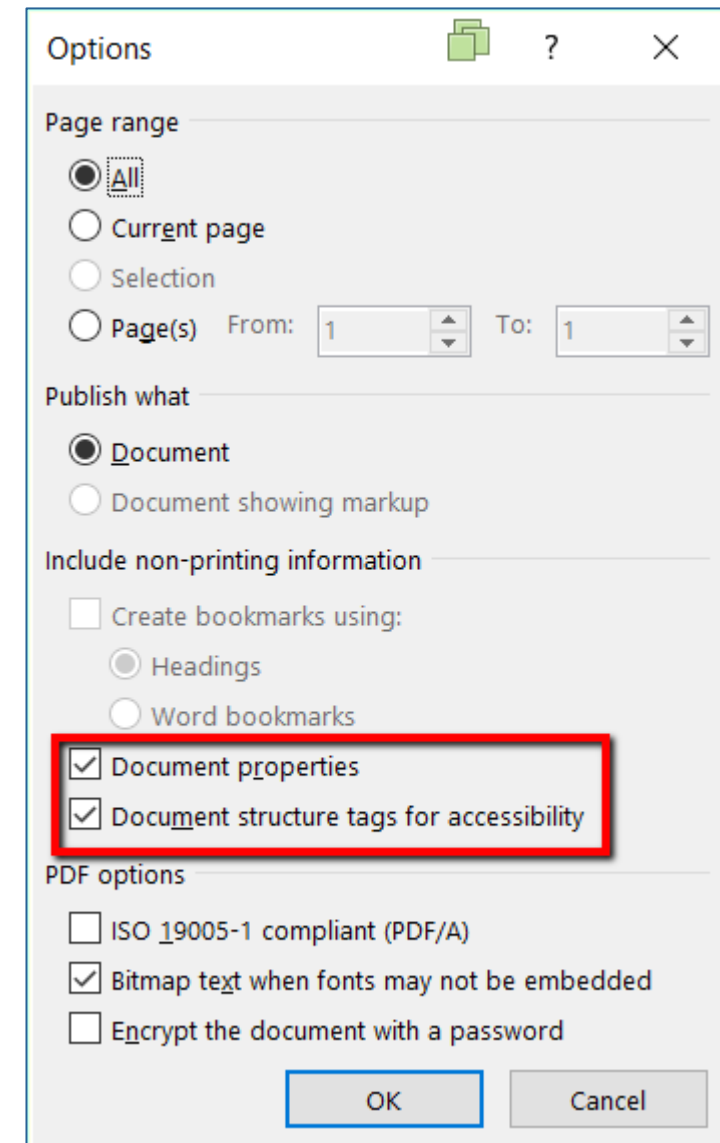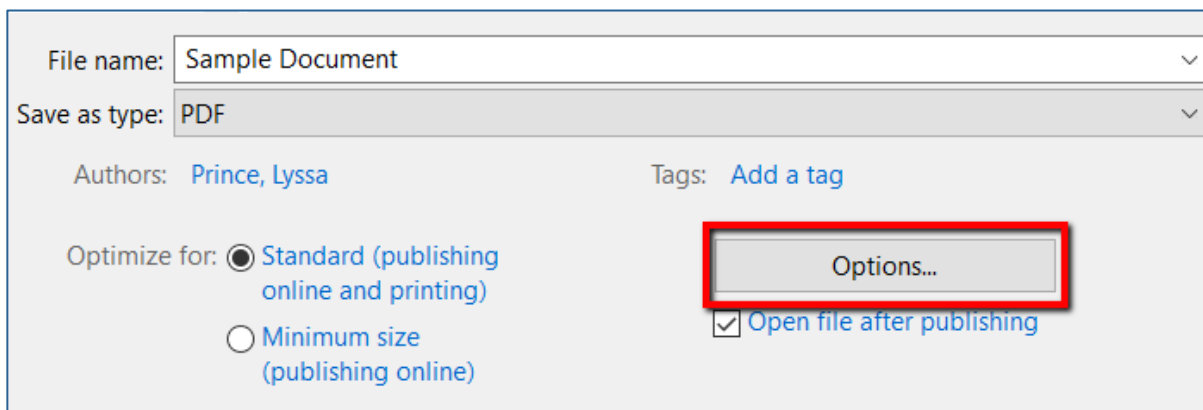
Using Adobe Acrobat Plug-in

- Option 1: Click "File" and then "Save As Adobe PDF" (not pictured)
- Option 2: Use the Acrobat tab in the Word ribbon (pictured)

| File | Home | Insert | Draw | Design | Layout | References | Mailings | Review | View | ACROBAT |

Demo in Acrobat Pro

1. No headings
2. No alt text
3. Improperly structured lists
4. Incorrect table structure
5. Complex table with no scope defined
6. Paragraph stops
7. Missing document title
8. Color contrast & color use

Next up…

- Switching to Microsoft Word 2016
- More about these concepts and how to avoid creating such an inaccessible PDF