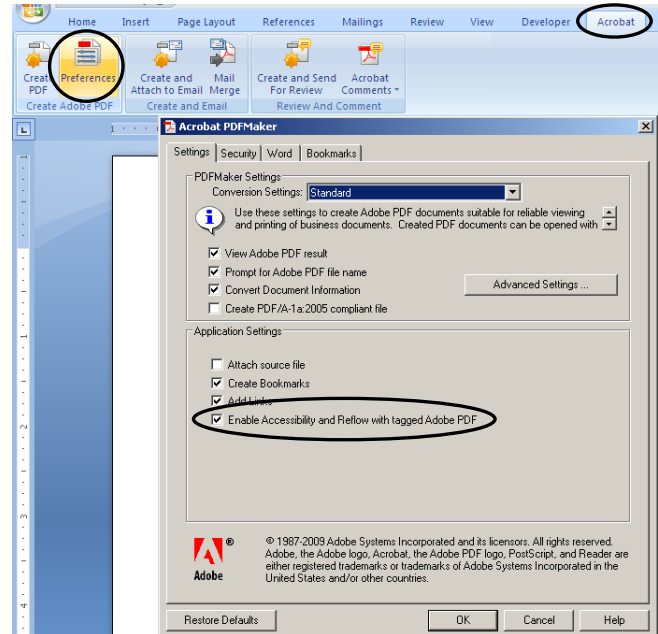
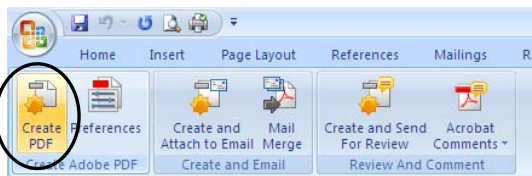


ACCESSIBILITY—FROM WORD TO PDF

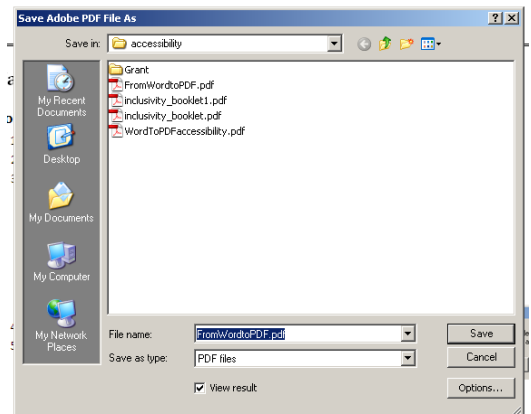
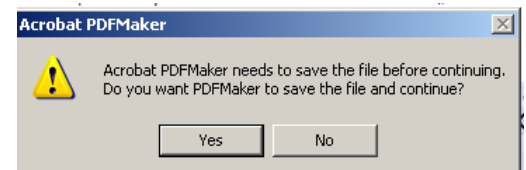
Ways to create a pdf from a Word document

From the Word Ribbon

1. Open the Word document that you want to make a PDF.
2. Click the **Acrobat** tab on the ribbon.
3. Click Preferences
4. Make sure “Enable Accessibility and Reflow with tagged Adobe PDF” is checked.
5. OK.
6. Click the **Create PDF** button in the Create Adobe PDF group.

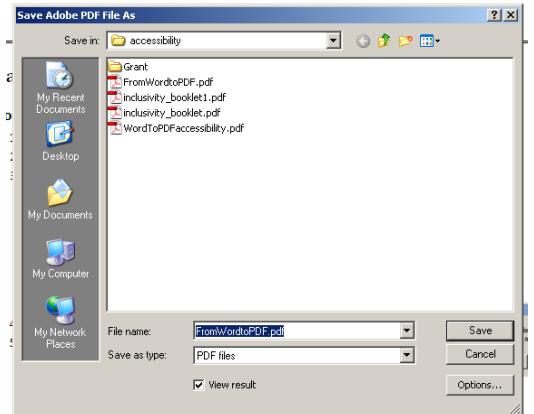
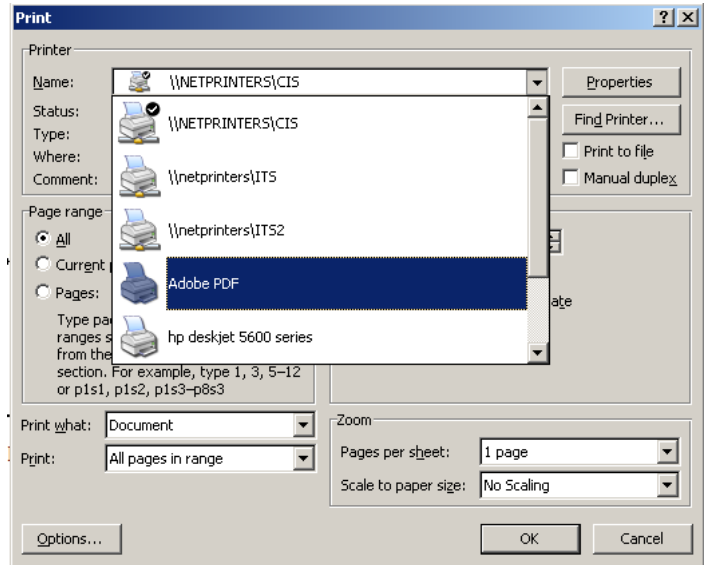


7. If a popup box asks if you want to save the file, click **Yes**.
8. A dialog box will open asking where you want to save the pdf.
9. Click the **Save In** drop down list, **navigate** to where the file should be saved.
10. **Name the file** (by default Adobe uses the file name of the Word document.) For best Web practices, remove spaces from the file name.
11. **Save as type** should be left as a PDF file.
12. Click **Save**
13. The file will be processed and opened up in Adobe.



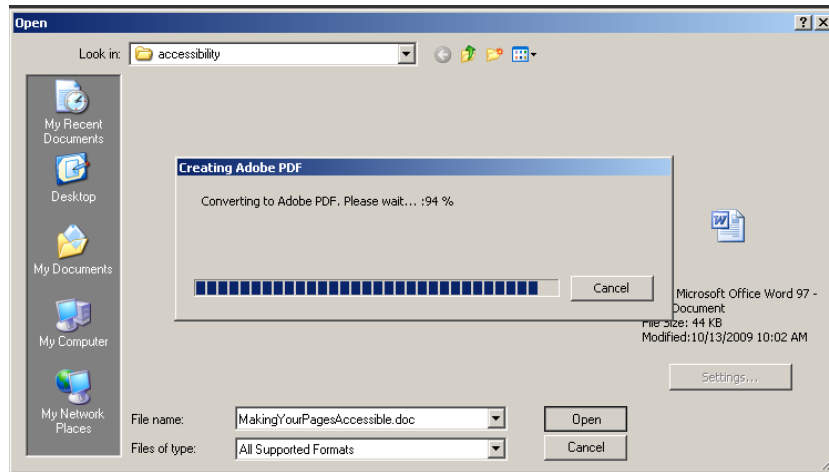
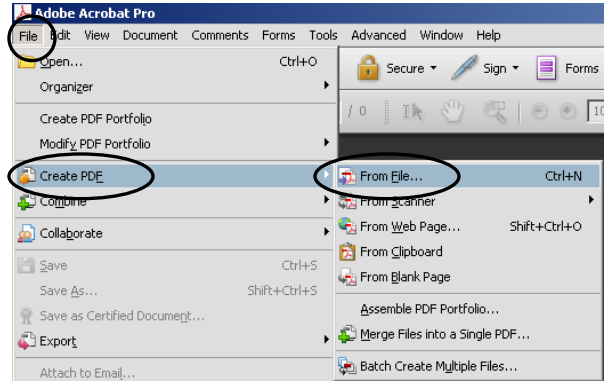
From Print Menu

1. Open the Word document that you want to make a PDF.
2. Click the **Office** button
3. Click **Print**
4. The Print Dialog box will open.
5. Click the Print drop down list under Name:
6. Select **Adobe PDF.P**
7. If a popup box asks if you want to save the file, click yes.
8. A dialog box will open asking where you want to save the pdf.
9. In the Save In drop down list, navigate to where the file should be saved.
10. Name the file (by default it uses the file name of the Word documents.) If there are spaces in the file name, remove them if the pdf will be used on the web.
11. Leave pdf file in the Save as type box.
12. Click **Save**
13. The file will be processed and open up in Adobe.



From within Adobe Pro

1. Open Adobe Acrobat Pro
2. Click **File**
3. Select **Create PDF**
4. Click on **From File**.
5. Navigate to where the file is located.
6. Click **Open**
7. Adobe will begin the conversion process.
8. When it is complete the new pdf will open.

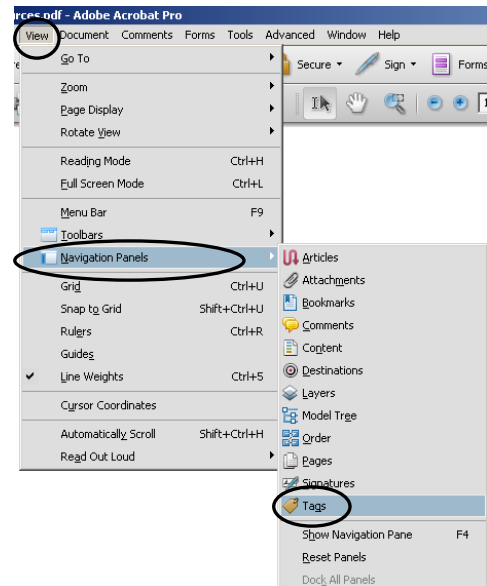


Accessible PDF

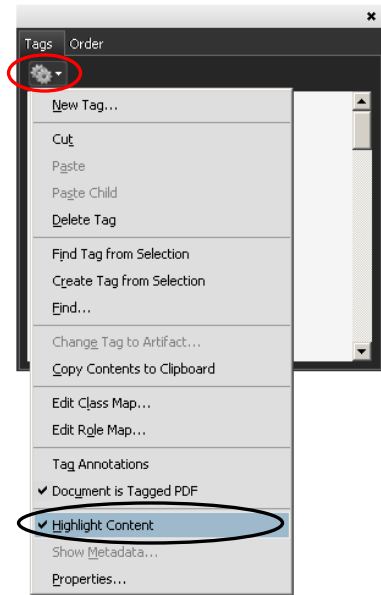
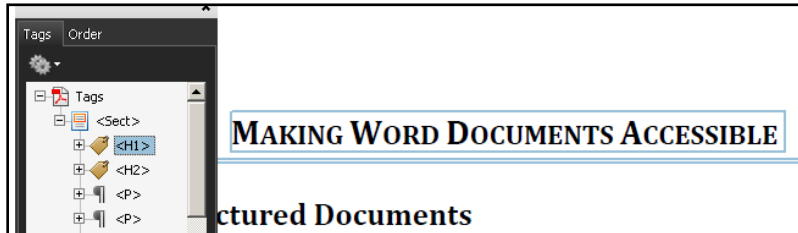
When you create an "accessible" version of your PDF, you are essentially creating two copies of your content the one that is visually displayed in the standard view and the tagged version, which can only be seen by opening and reviewing the Tags Palette. Screen readers can only read the "Tagged" version of your document.

Opening the Tags Palette

1. To open your tags palette using the menus, go to **VIEW**
2. Then **NAVIGATION PANELS**
3. Then **TAGS**.
4. The **Tags and Order Dialog** box will be opened.

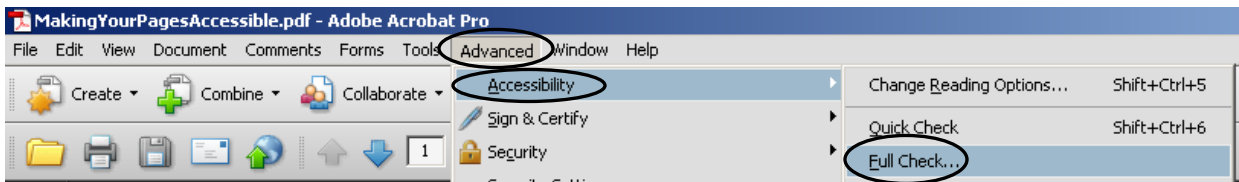


5. Click **Options** drop down list (gears located near the upper left corner of the dialog box).
6. Set tag options to "**Highlight Content**" to automatically see which content is associated with which tag.

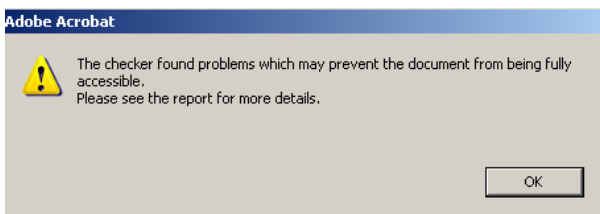


Accessibility Full Check

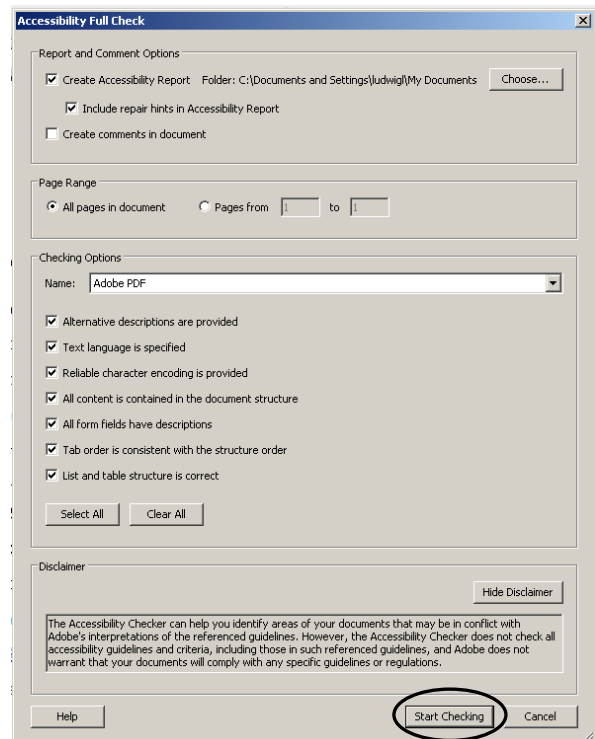
1. With the PDF open
2. Click **Advanced** on the Menu
3. Mouse over **Accessibility**
4. Click on **Full Check..**



5. If you have not saved the document, Adobe will ask you to save before proceeding.
6. See screenshot to the right for all the options with the Accessibility Full Check dialog box.
7. Accept defaults.
8. Click **Start Checking**
9. A box will open stating if problems exit.



10. Click **OK** to see the report.



Possible Report Results

1. Issue: Specify a Language
 - a. Fix: Set the default language for the entire document by choosing File > Properties > Advanced tab and setting the Language field.
2. Issue: Defining Tab Order
 - a. Fix: To set the tab order for links, form fields, comments, and other annotations, click the Pages tab in the navigation pane. Select a page thumbnail and choose Page Properties from the options menu. In the Page Properties dialog, click Tab Order and select Use Document Structure. Repeat the steps for all pages in the document.
3. Issue: Document not tagged
 - a. Fix: Re-create the PDF file from within Word with tagging enable.