

CREATING AN ACCESSIBLE PDF DOCUMENT

Portable Document Format (PDF) files are one of the most common document formats in classrooms. As such it is important to make the creation of accessible PDF documents a priority. PDF files can be difficult to make accessible after the fact, so if possible we recommend starting with an [accessible Word document](#) before saving as a PDF file (File>Save as...>PDF). If you are starting from a scanned PDF, however, you will need to use the full version of Adobe Acrobat (contact BC [Technology Consultants Team](#) for installation) to allow for the creation of accessible PDFs.

HOW TO CREATE ACCESSIBLE PDF DOCUMENTS IN ADOBE ACROBAT

1. Run “Make Accessible” wizard (Tools sidebar>Action Wizard>Make Accessible>Start)
2. Add a descriptive title
3. Set open options to run automatically
4. Recognize text to ensure all text is selectable and searchable
5. Detect form fields if your page contains fillable forms
6. Tag content properly to indicate a logical reading order
7. Specify reading language
8. Add alternative text to images, graphs, and figures
9. Ensure color contrast is appropriate
10. Run accessibility full check (Tools>Accessibility>Full Check>Start Checking)

SEE THE FOLLOWING FOR MORE COMPREHENSIVE GUIDANCE

[NCDAAE Guidance on Creating Accessible PDF Documents](#)

[WebAIM Guidance on PDF Accessibility](#)

[Adobe Guidance on Creating and Verifying PDF Accessibility](#)