

Tips for Accessible PDFs

bit.ly/ACDLITePDFs

1. Use UAA's [core tools](#)

- Microsoft Office 365 (better than Google Docs for creating PDFs)
- Acrobat Reader
- If needed to convert PDFs to other formats: Specialty > UA licensed applications > Adobe Acrobat Pro XI

2. Make sure your software is updated

3. Create an accessible Word document and save as a PDF

- a. Run the Accessibility checker and fix issues
- b. File > Info > Title
- c. File > Save As >pdf (Note: If you have Acrobat Pro 2017 or DC, you can add the Acrobat plug-in to Word, but not with the UA-licensed version.)
- d. This is accessible enough for most purposes

4. Use Acrobat Reader to check if PDFs are scanned

- a. View > Read Out Loud

5. Use Acrobat Pro to:

Check if a PDF is accessible

- a. Run the accessibility checker: Tools > Accessibility > Full Check
- b. Use the Read Out Loud function to check the text: View >

Convert a PDF to a Word document for editing

- a. File > Save As Other > Microsoft Word > Word Document
- b. Edit the Word file to make it accessible (see 3)