

## **In Macs: Make Accessible PDFs – 10 Easy Steps!**

In general, it is essential to embed certain formatting and structure within a document so that, when it is converted to a PDF, assistive technology can follow the structure clearly and provide the information in a logical order to the disabled user. The basic steps are provided below for Word 2011 for Macs. See the [UC Electronic Accessibility website](#) for more detailed information and [instructions for making accessible pdfs](#).

**Important – use an updated version of Microsoft Office 2011 Service Pack.** From the Help menu, select Check for Updates.

### **1. Headings**

Assign appropriate heading levels to all headings using Styles. The title of the document should be assigned Heading 1; subheads, or the next level down should be assigned Heading 2; continue to assign lower-level subheads Heading 3, Heading 4, as appropriate.

### **2. Body**

Use the Normal text style for the body text of the document.

### **3. Paragraphs**

Set the spacing between paragraphs instead of hitting Enter twice to create line spaces between paragraphs. From Home, go to Paragraph, then Spacing, and select a point size (e.g., 6 pt) in the Before and After fields.

### **4. Images**

Use alt text to provide a short description for each image. Right click the image and select Format Picture. Select Alt Text. Provide a brief description in the Description field.

### **5. Hyperlink**

Use link text that has meaning, such as “instructions for making accessible pdfs,” instead of “click here” or “more.”

### **6. Lists**

Use the Bullets or Numbering list functions for all lists.

### **7. Tables**

Use the Tables function to create tables.

### **8. Columns**

Use the Columns function under Layout to create columns.

### **9. Convert**

Install a free open-source program (Open Office, LibreOffice, NeoOffice) and use it to open the Word document. To then convert your accessible Word document into an accessible PDF, go to File, then Export as PDF. In the PDF Options window, check Tagged PDF, and click Export.

### **10. Check**

Test your Word document for accessibility. Open the file in Adobe Reader, from the Edit menu go to Accessibility, and select Quick Check.