

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

In general, it is essential to embed certain formatting and structure within a Word 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 2010 for PCs. See the [UC Electronic Accessibility website](#) for more detailed information and [instructions for making accessible pdfs](#).

### **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 as Heading 3, Heading 4, etc.

### **2. Body**

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

### **3. Paragraphs**

Instead of hitting Enter twice to create line spaces between paragraphs, set the spacing 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, located at the bottom. Provide a brief description in the Description field.

### **5. Links**

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 Insert Table function to create tables.

### **8. Columns**

Use the Columns function under Page Layout to create columns.

### **9. Check**

Test your Word document for accessibility. Go to File, then Info, then Check for Issues, and then Check Accessibility.

### **10. Convert**

Convert your accessible Word document into an accessible PDF: Go to File, then Save as Adobe PDF.