| **Step** | **Action** | **Graphic** |
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| Creating document in Word first: | | |
| 1. | If creating in Word and saving as pdf file you must check the items that makes the document accessible to reader software.  Note: Ensure you run the Accessibility check in Word before saving as a pdf. | Save as pdf options |
| 2. | Select accessibility items:   * Document structure tags for accessibility * PDF/A compliant | Select accessibility items |
| 3. | Click OK, then Save. |  |
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| Checking a Document’s Accessibility After Saving as a PDF in Acrobat Pro: | | |
|  | From an open pdf file, click Tools. |  |
|  | On the Tools page, scroll down and click Accessibility. |  |
|  | On the right-side panel that opens, click Reading Order. |  |
|  | Use this tool to ensure the document is in the correct reading order. You draw a rectangle around content and then can designate it as a Header, a paragraph, a table, etc. or fix the item if it is not correct after your conversion.  Note: There is Help embedded in the tool. |  |
|  | You can also select Show Order Panel. |  |
|  | This shows you the order of pages and images. |  |

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| Using Acrobat Pro Accessibility Wizard | | |
|  | From an open pdf file, click Tools. | A screenshot of a cell phone  Description automatically generated |
|  | Select Make Accessible. | A screenshot of a cell phone  Description automatically generated |
|  | Select Start and follow the prompts to complete your review. | Make PDFs accessible |
| For more assistance visit [Create and verify PDF accessibility (Acrobat Pro)](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html) | | |