

Using Microsoft Word to Create Accessible PDFs

Why be accessible?

Unknown Audience
Ethical and Legal
Easier than Remediation



Preserve reading order

Avoid textboxes
Use multiple columns instead of a textbox
Smart art, shapes and charts cause problems too

Microsoft Word documents should have style

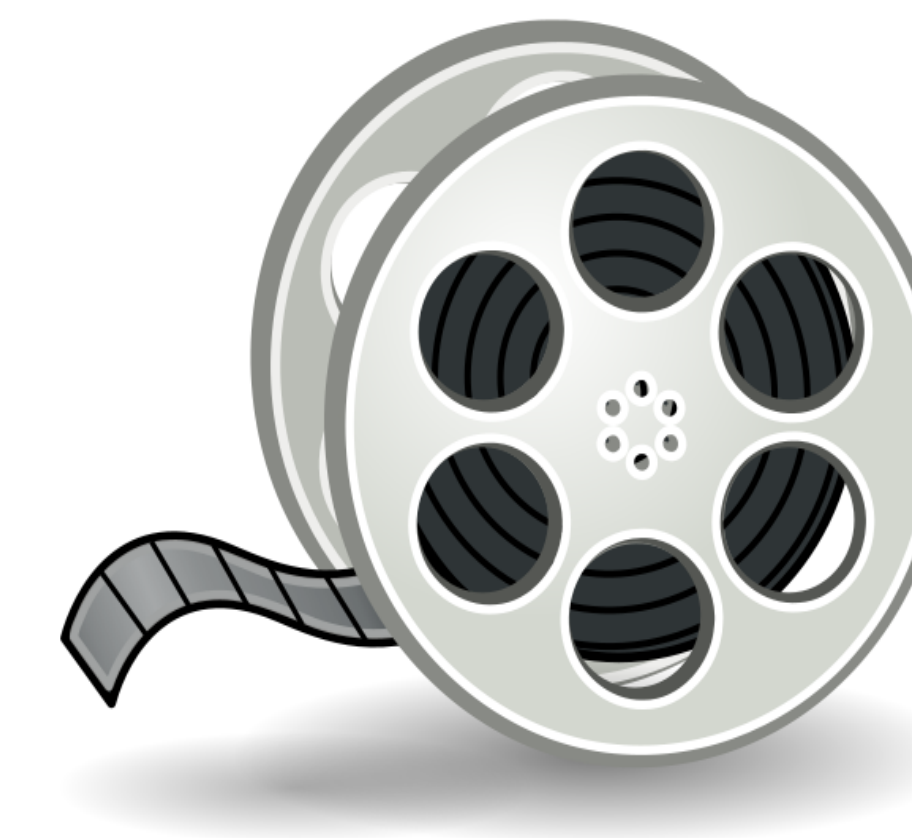
Heading 1
Heading 2
Heading 3

Its all fun and games until you create a PDF wrong

Use “Save As” a PDF or
Use the “Create PDF” button in the Adobe ribbon (plug-in)

Help videos for PDF accessibility

https://www.youtube.com/channel/UCBq_WrEQabFb_gUTPHDrwTw/



Perceivable, operable, understandable, and robust content (WCAG* 2.1)

Consistent, accurate, and unique
Use text color with care
Do not require use of senses only

Be selective with images

Use screenshots sparingly
What is the purpose of the image?
Is it decorative?
Is there alot of extra “stuff” in the image causing a long description?

An image description by any other name ...

Bad alternative text is no better than no text
Should describe or reflect the purpose of the image
Any text should be known



Avoid drawing elements

Avoid smart art, shapes and charts
Individual lines will be figures
Causes reading order problems
Can paste as a picture

