

## How to Create a PDF Starting with a Word Document

### **Step 1: Create a Properly Formatted Word Document**

#### Formatting Checklist:

1. Apply heading styles to your document. Headings are required for screen readers to be able to read the document.
2. For more than one column of text, create a table with column or row headings.
3. Apply the appropriate list style to bulleted and/or numbered lists.
4. Provide alternative text for all images in your document.
5. Insert active hyperlinks for all URLs in your document.
6. Check correct formatting guidelines if you use equations.
7. Use bold or italic text to display emphasis. (Please do not use underlined words. Underlined text on a web page indicates hyperlinks.)
8. To ensure accessibility, please do not use colors to indicate meaning (e.g., colored text or highlighted table rows and columns).

### **Step 2: Create a PDF File from your Properly Formatted Word Document**

1. Verify that Adobe Acrobat Professional has the accessibility setting turned on.
  1. Once Adobe Acrobat Pro is open, click on the **Acrobat** tab at the top of the program.
  2. Click the **Preferences** icon.
  3. Click **Accessibility** Under **Other Accessibility Options**, be sure the first two items are checked for tab order and enable assistive technology support.
  4. Click **OK**.
2. Create a PDF from your MS Word document.
  1. Save your MS Word document to your computer.
  2. Click **Create PDF** from the **Create Adobe PDF** box under the **Acrobat** tab at the top.
  3. Enter a file name for your PDF file and save it. **The resulting PDF is tagged so that screen readers can easily read it.**