

PDF Accessibility Guideline



It is best to create accessible PDFs by first creating the document in Microsoft Word and then export as a PDF. This process ensures that there are no errors and retains accessibility. However, if you are scanning a document into Adobe Acrobat Pro, follow the guideline below for creating an accessible PDF.

- OCR the document to turn the text into readable, editable text
- Provide alternate text for images
- Ensure that hyperlinks have descriptive text and they link to the correct website
- Ensure that the document is tagged in the correct order
- If the PDF has form fields, ensure that they are accessible by Adobe Reader
- Use the built in accessibility checker