CREATING A PDF

PDFs have built-in accessiblity tools, but you need to start with a PDF. This sheet will show you three ways to make any digital file like a: Word Doc, Excel Sheet, Webpage, PowerPoint Presentation, etc an accessible PDF.

SAVE AS A PDF

1. Click the File tab

2. Click Save As.

3. In the Save as type list, click PDF (*.pdf).

4. Click Save.
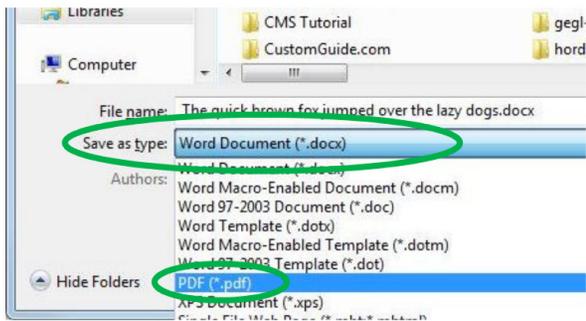
EXPORT A PDF

1. Choose File > Export > Create PDF/XPS

2. In Publish as PDF or XPS, navigate to where you want to save the file. Also, modify the file name if you want a different name

3. Click Publish
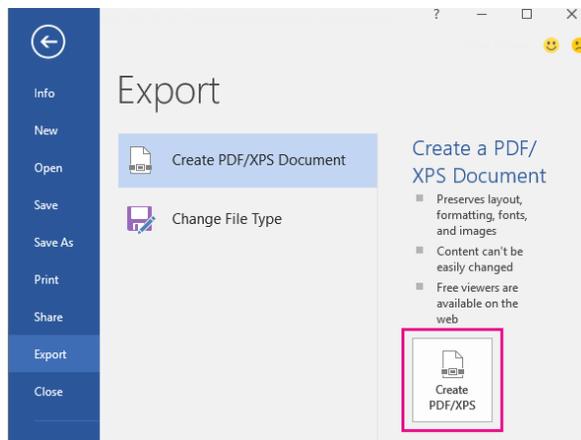
PRINT TO A PDF

1. Open a webpage, select Print as you normally would.

2. But instead of selecting an actual printer you can select "Print to PDF"
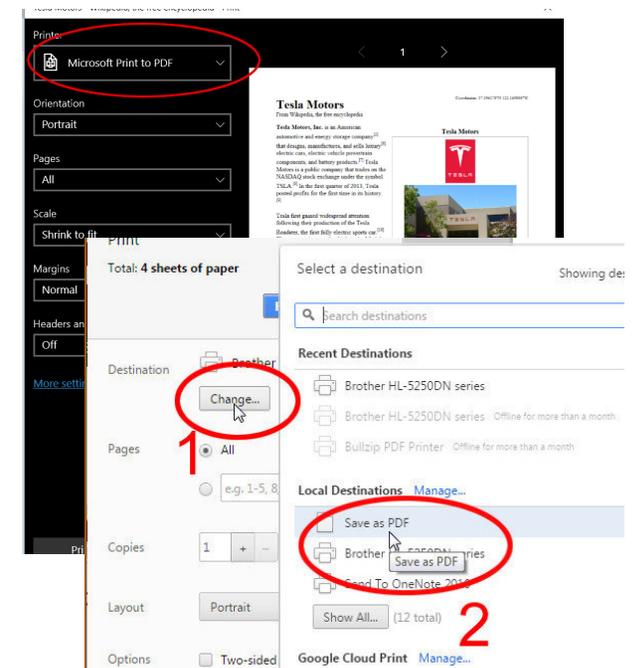
MAKE PDFs ACCESSIBLE IN ACROBAT PRO

The Make Accessible action walks you through the steps required to make a PDF accessible. It prompts to address accessibility issues, such as a missing document description or title. It looks for common elements that need further action, such as scanned text, form fields, tables, and images. You can run this action on all PDFs except dynamic forms (XFA documents) or portfolios.

More information about accessible PDFs: **https://adobe.ly/1ybtDD4**

1 OPEN ACROBAT PRO THEN CHOOSE TOOLS > ACTION WIZARD
The Action Wizard toolset is displayed in the secondary toolbar. Note: A list of available actions is displayed under the Action List in the right-hand pane.

2 FROM THE ACTION LIST, CLICK MAKE ACCESSIBLE
The right-hand pane changes to display each task included in the Make Accessible action, as well as the instructions to execute the action.

3 CHOOSE YOUR PDF(S)
Select the files that you want to apply the Make Accessible action to. By default, the action runs on the document that's currently open. Select Add Files to select additional files or a folder to run the action on.

4 CLICK START
Follow the prompts to complete the Make Accessible action.

← **Make Accessible**

Files to be processed:

📄 Acrobat Pro FAQ.pdf

📄 Add Files... ▼

Start

1. Prepare

Set a title and ensure it displays in the window title bar.

📄 Add Document Description