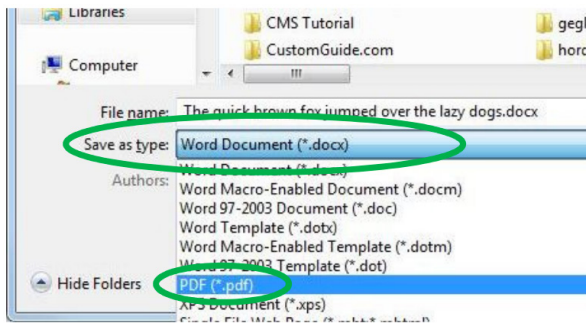


CREATING A PDF

PDFs have built-in accessibility 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.

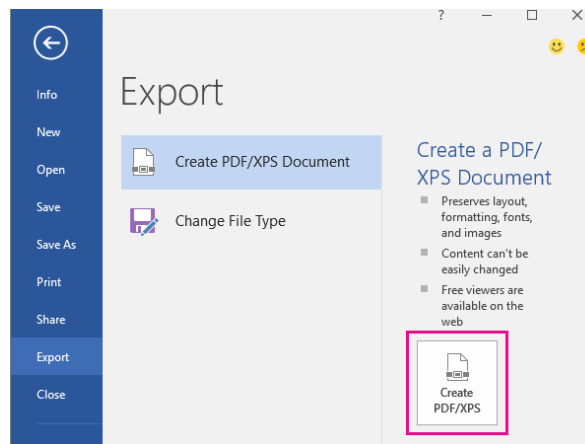
SAVE AS A PDF

1. Click the File tab
2. Click Save As.
3. In the Save as type list, click PDF (*.pdf).
4. Click Save.



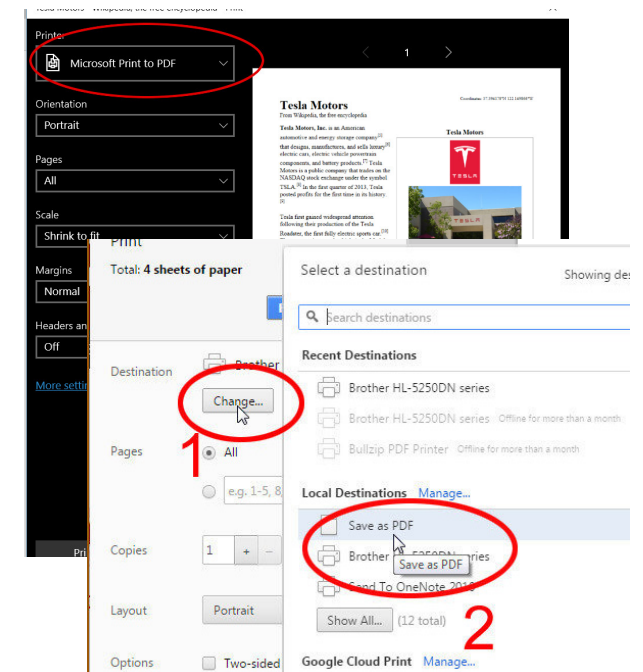
EXPORT A PDF

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

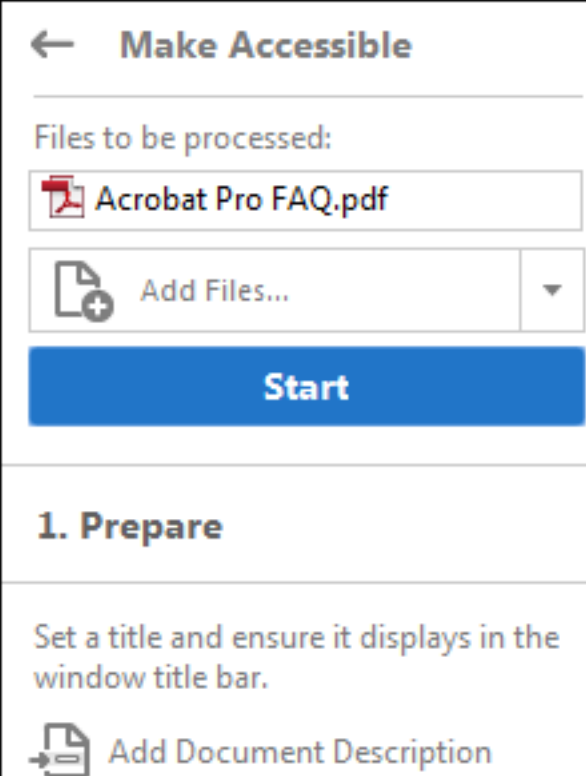
The right-hand pane changes to display each task included in the Make Accessible action, as well as the instructions to execute the action.

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.



The screenshot shows the 'Make Accessible' dialog box. At the top, there is a back arrow and the title 'Make Accessible'. Below this, a section titled 'Files to be processed:' contains a list box with 'Acrobat Pro FAQ.pdf' and a button labeled 'Add Files...'. A large blue 'Start' button is positioned below the file selection area. The dialog is divided into two main sections. The first section, titled '1. Prepare', contains the instruction 'Set a title and ensure it displays in the window title bar.' and a button labeled 'Add Document Description' with a document icon.