

Producing accessible PDF's from Word

Ensure your Word document has headings applied and alternative text added to all images.

- Select the save as function and choose PDF
- Click on the options button
- Select "Document structure tags for accessibility"; and "Create/convert Bookmarks using Headings"
- Click Ok then Save

Some of the wording may appear slightly different depending on the version of Microsoft package you are using.

Once you have chosen the accessibility options your computer will apply these to any future PDF's.