**Disability Information Scotland
Training Resources**

**Producing Accessible PDF Documents From a Word
Document**

In this tutorial we are going to look at how to create an accessible PDF document from a Word file.  The instructions below apply to Microsoft 365, Office 2021, Office 2019 and Office 2016.  The screenshots are from Offcie 365 (June 2022).

1. The first thing you should do after creating your document is to run the accessibility checker in Word to ensure your document is accessible before converting it to a PDF.  To run the accessibility checker click on the **Review** tab and choose **Check Accessibility**. A menu system will appear on the right hand side of the screen advising you of any issues which you should rectify before going any further.
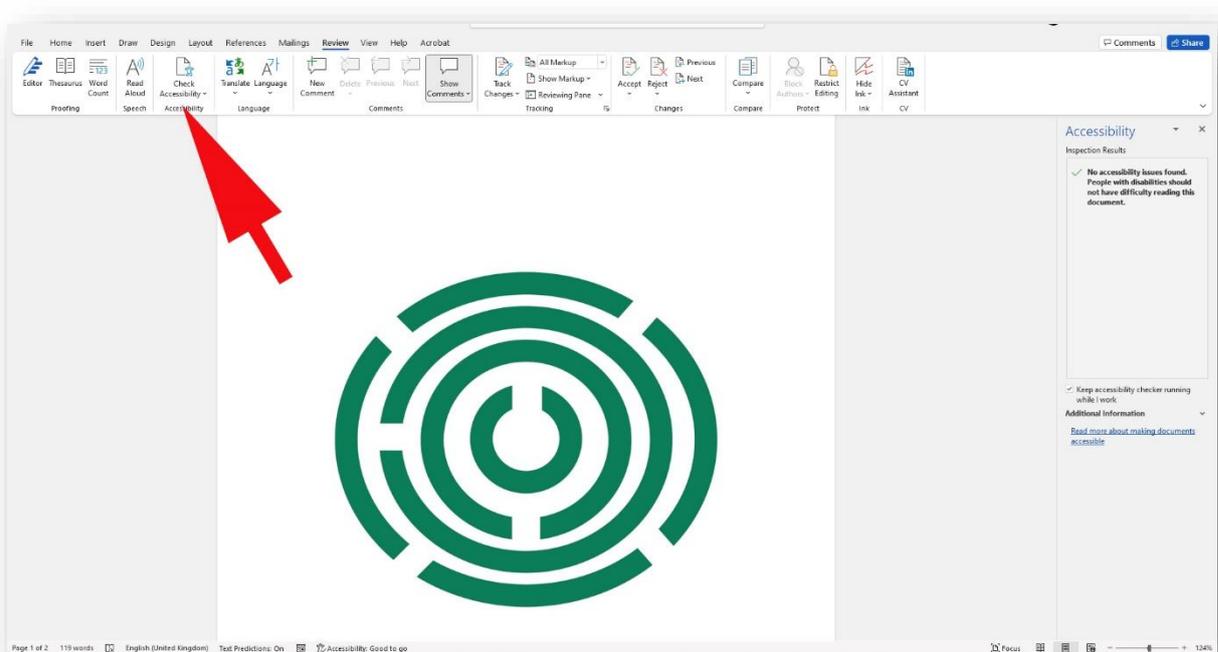
2. Once you have ensured your document is fully accessible you can then begin the conversion to PDF process by clicking on the **File** menu then choosing **Save As**. Click **Browse** to select a location for your document and in the Save As dialogue box which appears click on **Options**.
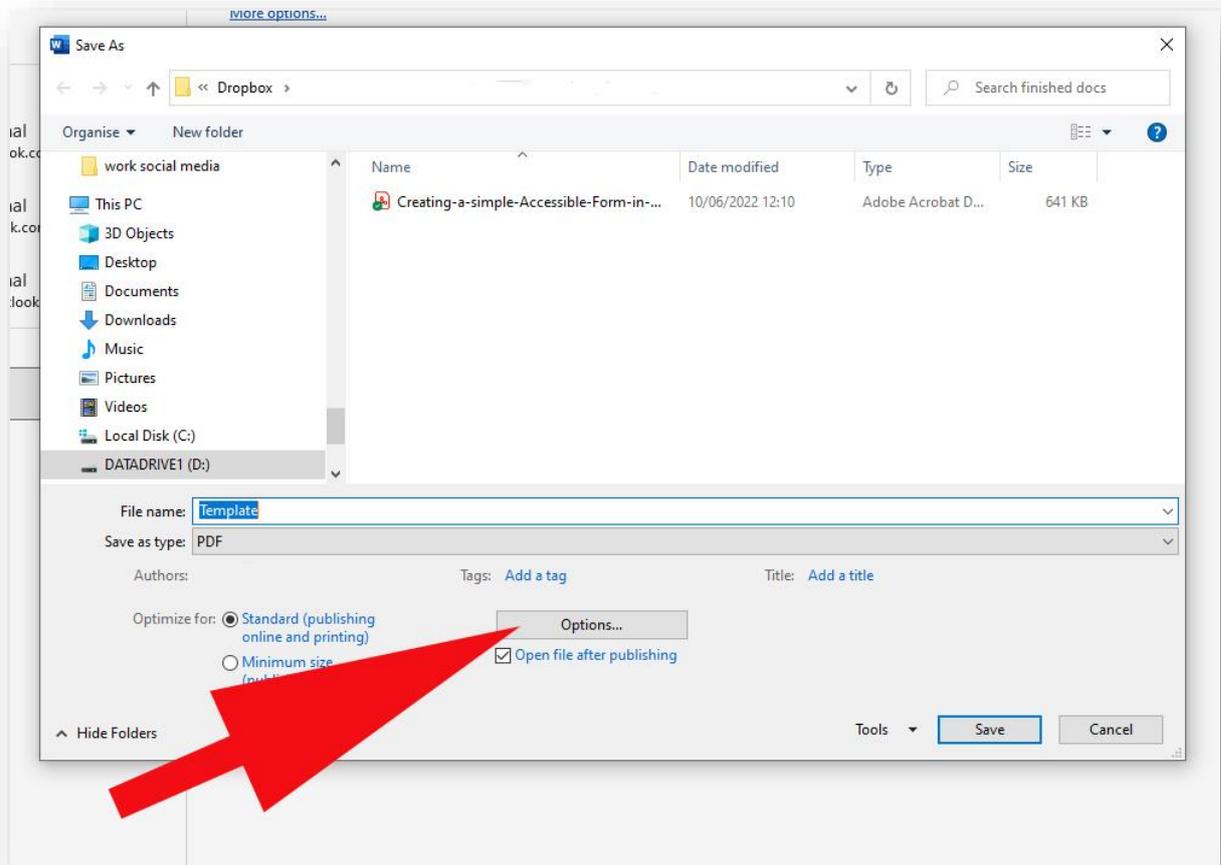
3. You will then be presented with a dialogue box on which you should check the box labelled **Document Structure Tags for Accessibility**. This will add tags to your document which will allow people who use screen readers to be able to navigate and read documents which contain tables, hyperlinks and alternate text for images etc.
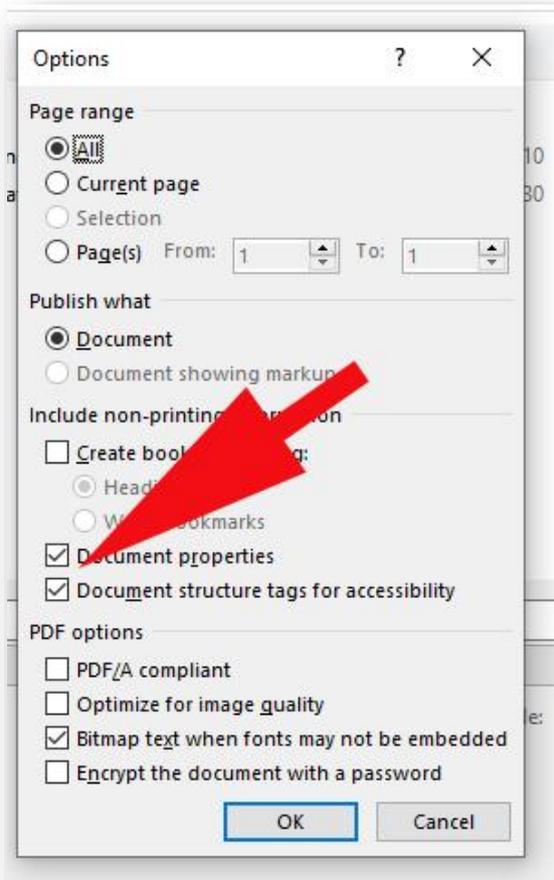


4. To finish click on **OK** then **Save**. Your newly created PDF will be available in the location where it was saved.

Contact Us

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