

Creating an Accessible PDF Document – Microsoft Word

- 1. Open a completed Microsoft Word document.
- 2. *Click* File tab and *select* Save As.
 - a. Your version of Word will determine your next step
 - i. Updated Prior to February 11, 2020: *Clicking* Save As should bring up a separate window. Move to step 5.
 - ii. Updated After February 11, 2020: *Clicking* Save As will not open a different window. To access the menu to continue with step 5, you will need to *click* More Options.
 - b. This can be found at the top of the window under the name field and the file type:

Info	Save As	
New		↑ 🦻 Documents
Open	C Recent	Fair Use Checklist
Save	OneDrive - Metropolitan State	Word Document (*.docx)

- 3. *Select* the location you want to save your file (i.e. Desktop, Documents folder, or other location)
- 4. Select PDF from the Save as Type drop-down menu.
- 5. *Click* the **Options** button below the drop-down menu (note: the options button will not appear unless PDF has been selected as the file type).

Dop (\\unicsiv.	+ (III.	•
File name:	ne: Creating a Readable PDF Document for a Screen Reader			-
Save as type:	Save as type: PDF			
Authors:		Tags: Add a tag	Title: Add a title	
Optimize for: Standard (publishing online and printing) Minimum size (publishing online)		Options Open file after publish	ing	
Hide Folders		Tools 👻 Save Cance	: I	

- 6. Check the box next to 'ISO 19005-1 Compliant (PDF/A)' or just 'PDF/A' and press OK.
- 7. Save your file.

Now your file can be accessed by a screen reader such as Adobe Reader's Reader function.