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:
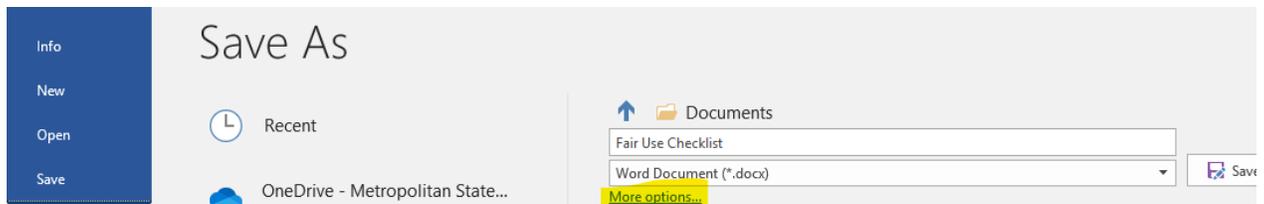
3. *Select* the location you want to save your file (i.e. Desktop, Documents folder, or other location)
4. *Select* **PDF** from the **Save as Type** drop-down menu.
5. *Click* the **Options** button below the drop-down menu (note: the options button will not appear unless PDF has been selected as the file type).
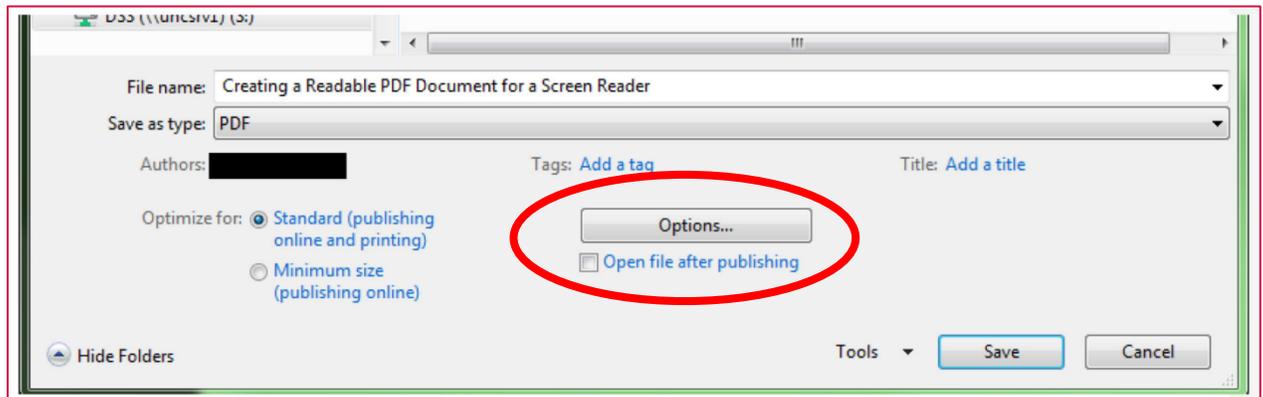
6. *Check* the box next to 'ISO 19005-1 Compliant (PDF/A)' or just 'PDF/A' and *press* **OK**.
7. *Save* your file.

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