

UAB DISABILITY SUPPORT SERVICES

Basic PDF Accessibility

A Quick Introduction:

- A. [Adobe](#) is a company; they are the creators of Acrobat.**
- B. Acrobat is a tool for creating, editing and viewing PDF files.**
- C. PDF is a format or type of document. It stands for Portable Document Format. The PDF format was created by Adobe. **

To make an Accessible PDF in Word:

1. Complete the creation of your document or test in Microsoft Word
2. Run Microsoft Accessibility Checker
 - a. Click File> Info> Check for Issues> Check Accessibility
 - b. The Accessibility Checker will display any accessibility issues on the right hand side
3. Once any issues discovered by the Accessibility Checker have been resolved:
 - a. Click File> Export >Create Adobe PDF >Create Adobe PDF

To make an Accessible PDF from a scanned document:

1. Scan document to a PDF file that can be opened on your computer
2. Open the document in Adobe Reader DC or Adobe Acrobat DC
3. Click View> Tools> Edit PDF> Open
4. Adobe will automatically convert the scanned image into accessible (selectable) text

If you are having trouble or are not sure if your document is accessible, please feel free to reach out to our office via our email dss@uab.edu or by phone at 934-4205!

Other Resources:

WebAIM- [PDF Accessibility- https://webaim.org/techniques/acrobat/](https://webaim.org/techniques/acrobat/)

**WebAIM.org- Source and Credit