

Accessible PDFs

For a PDF to be considered accessible it must meet the following criteria:

1. Form fields must be accessible.
2. The document must contain text and must be searchable.
3. The document structure is created using tags which define a logical reading order.
4. All links, graphics and form fields have descriptive text.
5. The language of the document is defined.
6. The PDF document contains numerous navigational aids.
7. The security settings are configured correctly.
8. The fonts used should only contain characters that can be read.

Checking a PDF for Compliance

You can use the Compliance Checker tool built into Power PDF Advanced to validate a document against various PDF standards including Accessibility. The checker can produce a detailed report if you select all options, but the example below will check specifically for any missing Alt Text.

1. Open the PDF in Power PDF Advanced.
2. On the navigation bar down the left look for the Tick icon which opens the **Compliance panel**. If you can't see this, right-mouse-click on the left navigation bar and select **Compliance** and the Tick icon will appear.
3. In the Compliance panel click on the **Options** cog and select **Accessibility** from the dropdown menu.
4. Click on the tick to the left of the Options cog to run the compliance check.
5. The Accessibility Checker Options dialogue box opens. There are 32 options to check for divided into 4 categories. Click the **Clear All** button to untick all the Document category options.
6. Change the Category field to Page content and click the All Clear button again. Repeat with the Forms, Tables and Lists category. In the Alternate Text and Headings category untick any options you are not interested in and then click **OK**.
7. The results are displayed in the compliance panel.

Creating accessible PDFs in Word for Office 365

Follow the guidelines on creating accessible source documents regarding fonts, colours, etc.

1. Click **File > Save As** if a new document or **Save Copy** if previously saved.
2. Click on the **Browse** option and the **Save As** dialog box opens. Choose where you want the file to be saved.
3. Change the file type from **Word Document** to **PDF** in the **Save as type** list.
4. Click Options, make sure the **Document structure tags for accessibility** tick box is ticked, and then click **OK**.

[Guidance on creating accessible PDFs in Word 2016, Word 2013, Word 2010 or Word on a Mac.](#)

Creating accessible PDFs with Power PDF by Nuance (available via the Software Centre)

Tags enable screen readers to read aloud a document's text in the correct order.

Working with PDF documents. If you have a PDF that has not been tagged you can use Power PDF to add, edit and arrange them in the correct order.

Working with Word. When installed correctly, Power PDF adds the Nuance PDF tab to the ribbon of Office documents. To tag a Word document:

1. Click on the **Nuance PDF** tab on the ribbon and select **Creation Settings**.
2. The 'Nuance PDF Settings for Word' dialogue box opens, click on the **Tags** tab.
3. Tick the box for **Make tagged PDF** followed by the elements you wish to have tagged.
4. Note that to create an accessible PDF document for long-term archival, tick the option 'Create accessible document when PDF/A is selected in Advanced Settings'.

[Guidance on how to use Power PDF to create accessible documents.](#)