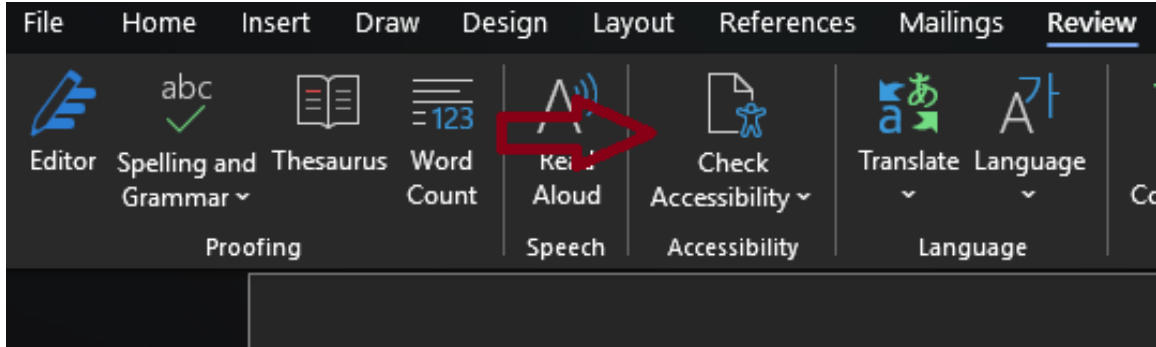


## How to Create an Accessible PDF (Step-by-Step Guide)

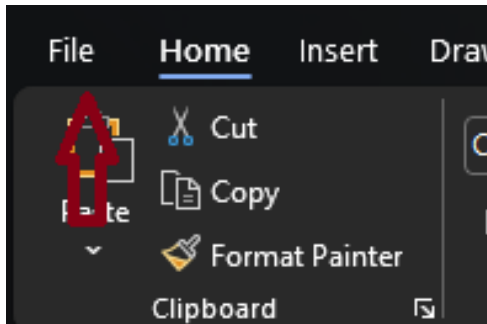
### Step 1: Run the Accessibility Checker in Word

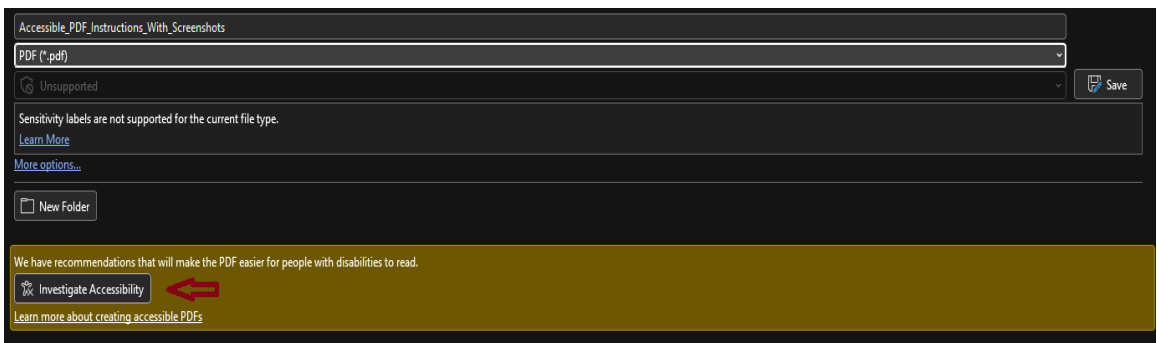
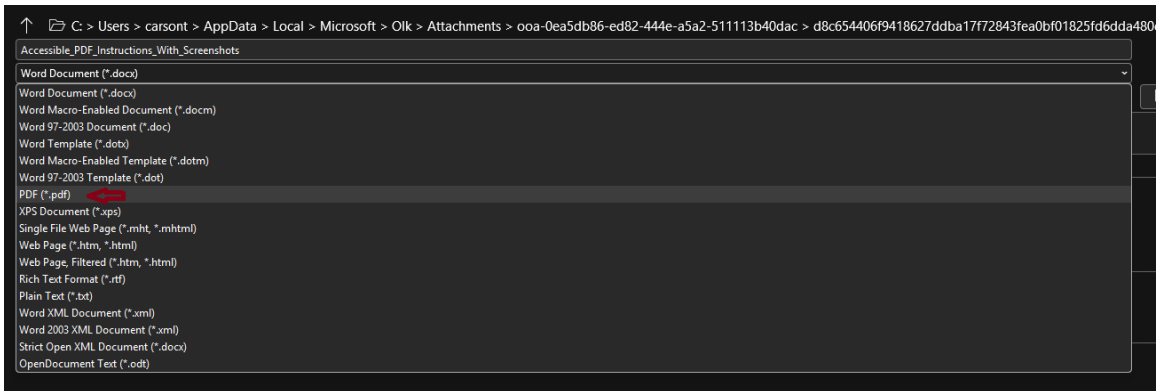
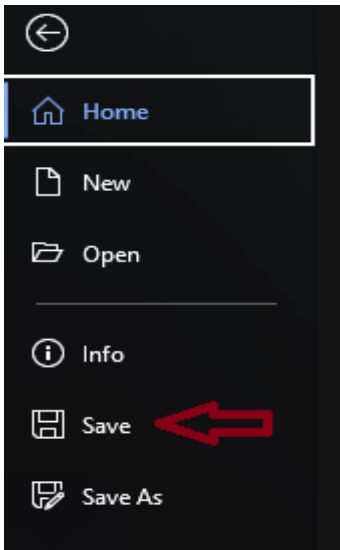
Go to Review → Check Accessibility. Fix any errors before exporting.



### Step 2: Export as a Tagged PDF

File → Save As → PDF → Options → Check 'Document structure tags for accessibility' and 'Create bookmarks using headings'.

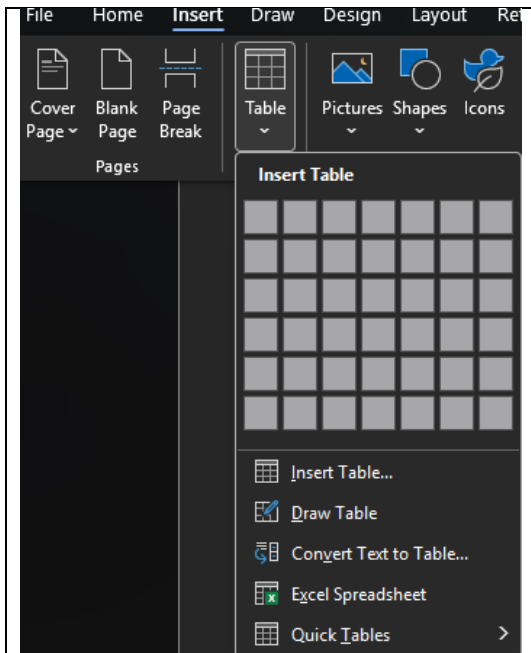




## Some other things to consider:

### Use Real Lists and Tables

Use the built-in bullet or numbered list tools. Insert tables using Insert → Table and define a header row.



### Use Meaningful Hyperlinks

Use descriptive link text instead of 'Click here'. Example: 'View the Student Handbook'.

### Check Color Contrast

Ensure text has sufficient contrast against the background and do not rely on color alone to convey meaning.

### Use Proper Headings in Word

Use built-in heading styles (Heading 1, Heading 2, Heading 3) to structure your document.

This creates a logical reading order for screen readers.

