Black Hills State University
Instructional Design

Create an Accessible Document in MS Word
&
Save it as a PDF document
(Courtesy: Dr. Christopher Olson, Associate Professor, Dakota State University)
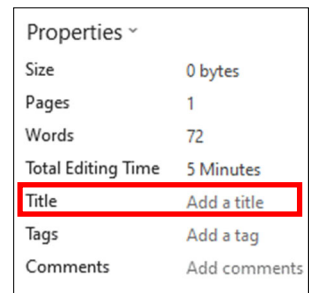
Step 1
- Use the Check Accessibility option in Word to ensure there are no accessibility errors.
- Go to the **Review** tab > click the **Check Accessibility** button:
- Fix all issues reported by the Check Accessibility tool

Step 2
- Click **File** > **Info**
- In the **Properties** pane, click the **Add a title** link to the right of **Title**
- Add a descriptive title.

Title	Syllabus Example

- Press **Enter** and then press **Esc**

Step 3
- Click **File** > **Save As**
- Click the **More options**… link (above the **New Folder** button)
- Change the **Document type** to **PDF**
- Click the **Options** button
- Ensure that **Document properties** and **Document structure tags** for accessibility options are checked
- Click **OK**
- Click **Save**