An accessible PDF document must have what are called “PDF tags.” Tags are essentially labels that reveal to assistive technology the elements of the document; for example, if there are headings and images in the document.

The easiest way to create a tagged PDF is to start in Microsoft Word. Create an accessible Word document, edit the document, and save it as a PDF file.

The accessibility features of the Word document will carry over to the resulting PDF; thus, it will be easier for the users of assistive technology to understand what is being conveyed.

I am going to demonstrate this process on a Windows computer using Microsoft Word 2013. These steps also apply to Microsoft Excel documents and Microsoft PowerPoint presentations.

These steps are not applicable to Microsoft Office for Mac.

* Step 1: Type your text into a Word document.
* Step 2: Ensure the Word document is accessible.
	+ To determine the accessibility, some questions you can ask yourself are:
		- Did I use the built-in text styles for headings?
		- Did I use a readable, sans serif font?
		- Do all of my links have descriptive link text?
		- Do all of the images that require alt text have them?
		- Do the tables have column headers?
		- Is there high contrast between the foreground and background colors?
		- If it is a longer document, does it have a table of contents?
		- Did I check my document using the Microsoft Office Accessibility Checker?
		- Keep in mind, these are only a small sample of possible questions you can ask yourself related to accessibility.
* Step 3: Once the Word document is accessible, click the **File** tab.
* Step 4: Select **Save As** from the drop-down menu.
* Step 5: Under **Choose a Location**, choose where the file should be saved
* Step 6: Under **Choose a Folder**, select a recently used folder or to select a different one, click **Browse for Additional Folders**.
* Step 7: In the **Save As** dialog box, click on **Save as type**.
* Step 8: Choose **PDF** from the drop-down menu.
* Step 9: Click **Options**.
* Step 10: Check the box for **Document structure tags for accessibility**
* Step 11: Click **OK**.
* Step 12: Click **Save**. The PDF document will be stored in the location you specified

Note: This method may not ensure complete compliance; therefore, it is recommend you still review the PDF using your own knowledge of accessibility and modify it, if necessary.