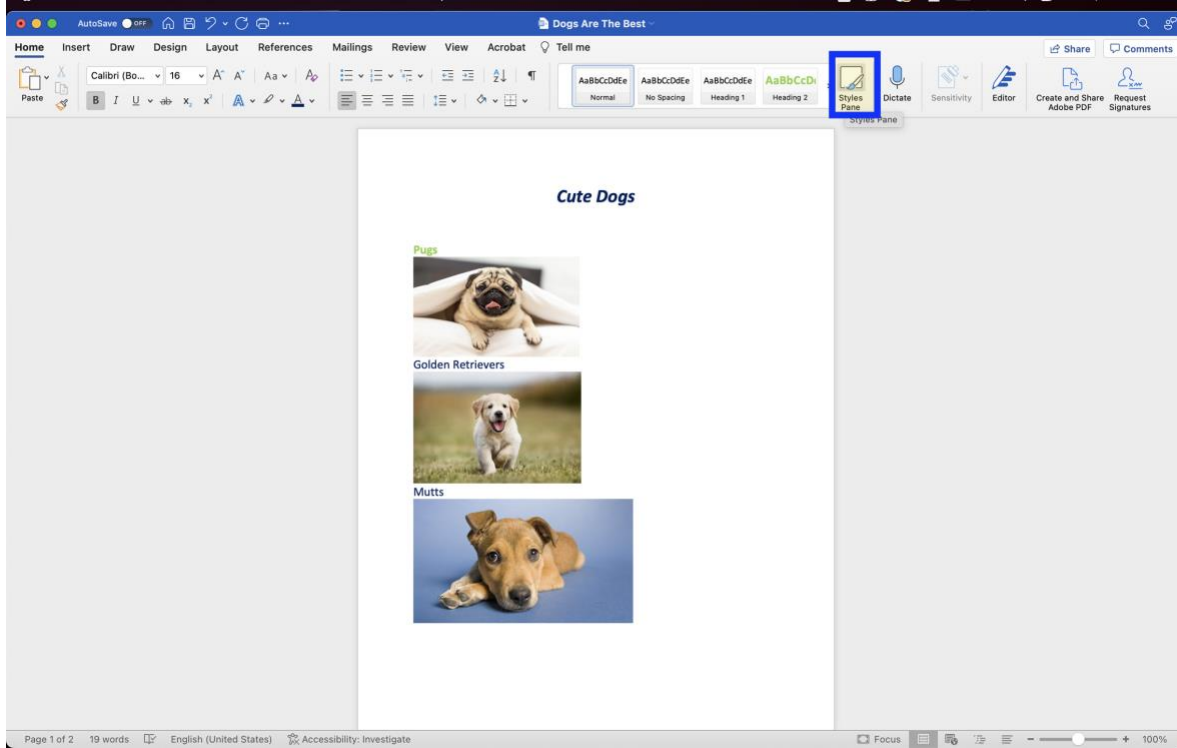


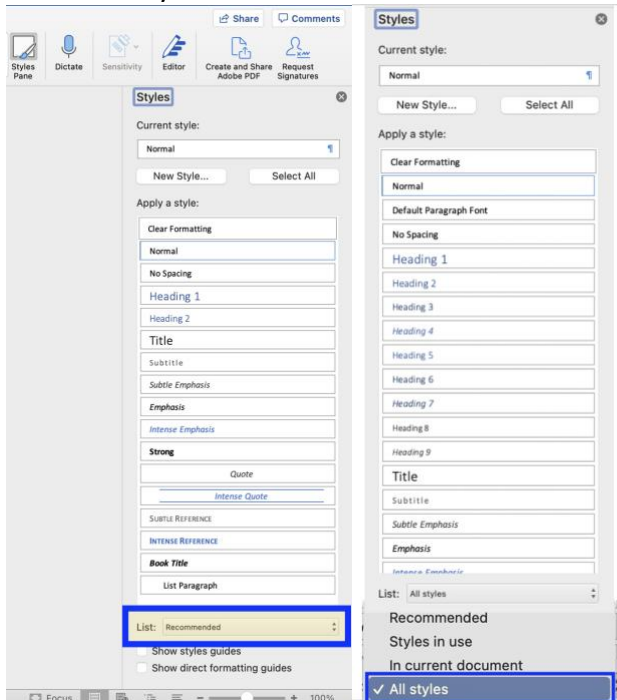
Accessible PDF

How To Add Headings

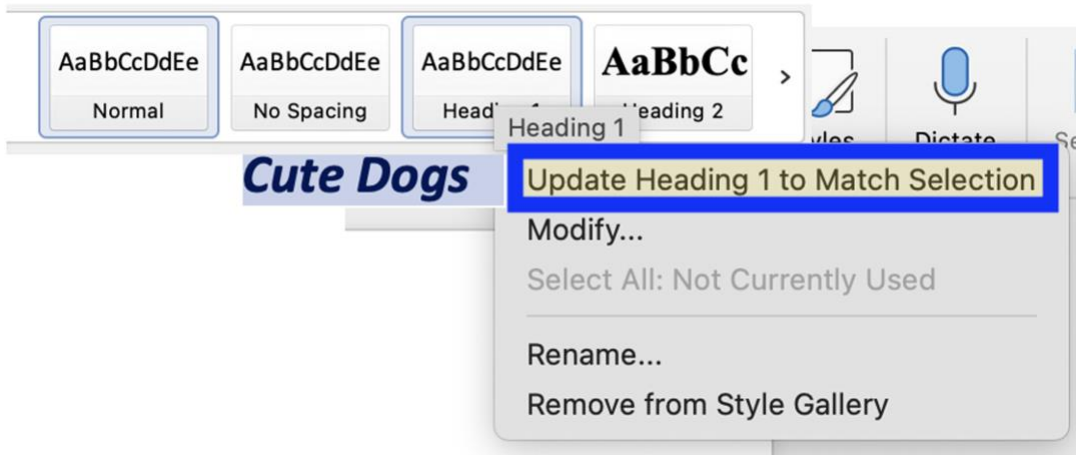
Open A Microsoft Word Document and select the Styles Pane



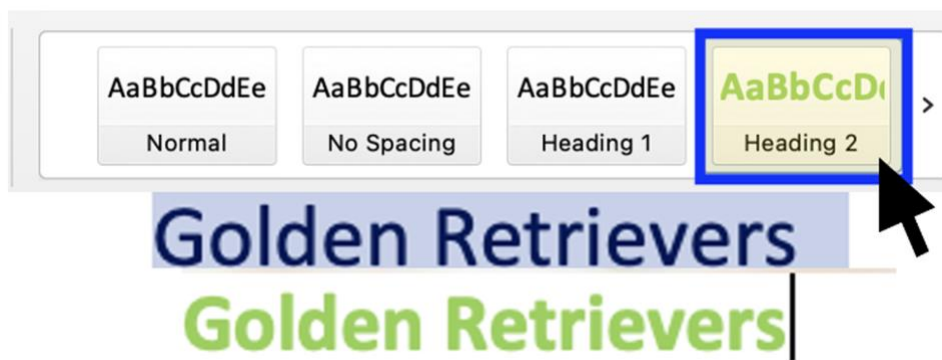
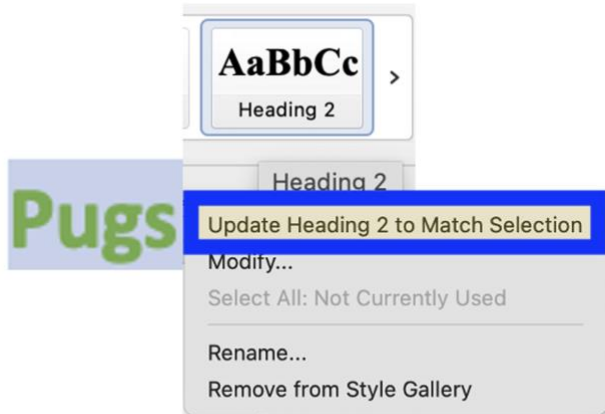
Select All Styles



Highlight the title of the document and control click (Mac) or right click (Windows) select "Heading 1"



Additional headings in the document should be tagged. When a heading is updated the style choices like color, bolding, italics or underlining can easily be transferred to the next heading.



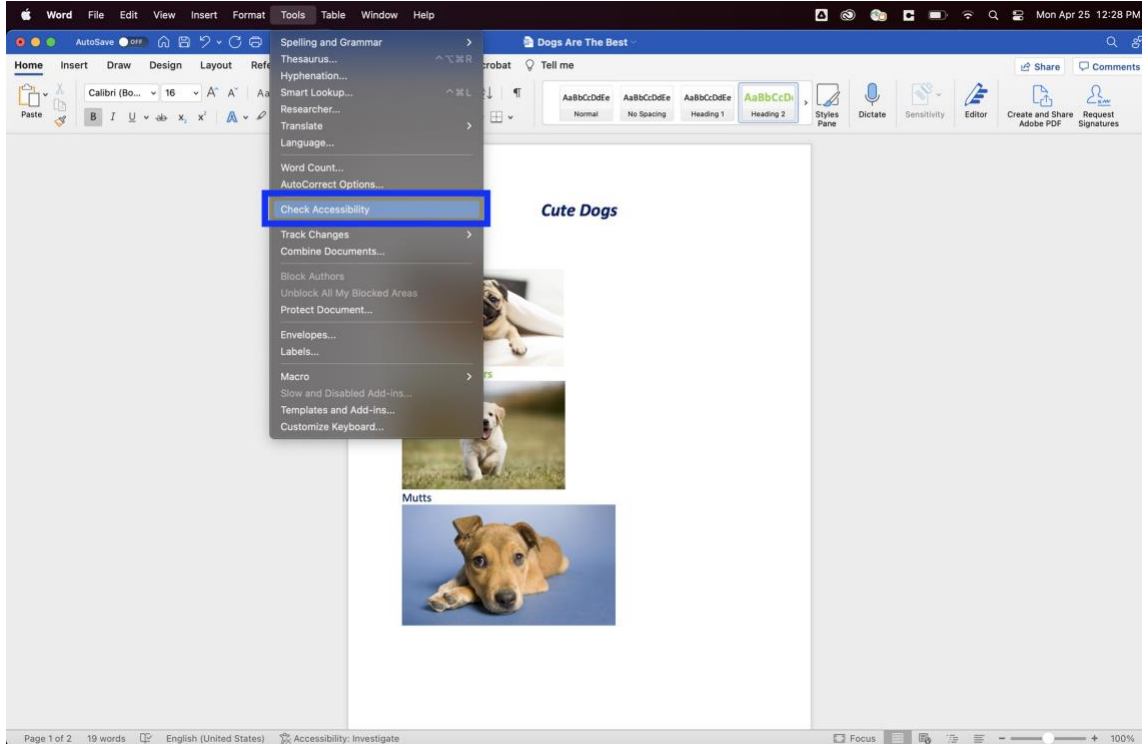
Use about 3-4 heading levels maximum. And make sure they follow a logical order.

Heading Level Example

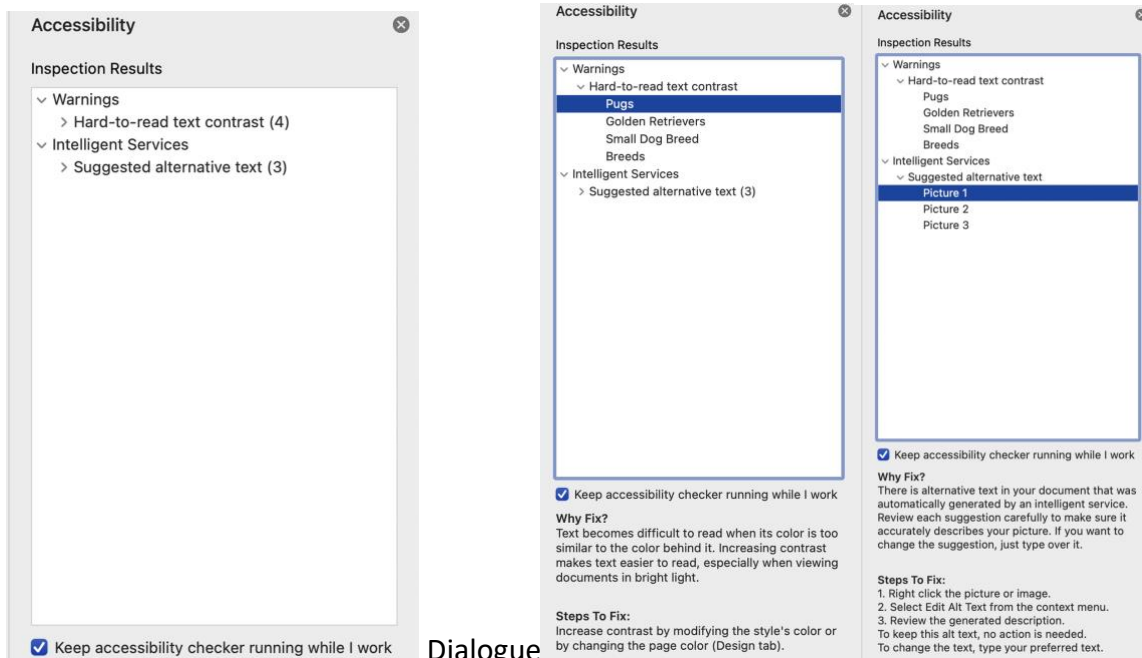
- Heading Level 1: An Overview Of Luxury Car Flops
 - Heading Level 2: North American Brands
 - Heading Level 3: Cadillac
 - Heading Level 4: Cimarron
 - Heading Level 4: Catera
 - Heading Level 4: Allante
 - Heading Level 4: Escalade EXT
 - Heading Level 3: Buick
 - Heading Level 4: Cascada
 - Heading Level 3: Lincoln
 - Heading Level 4: Blackwood
 - Heading Level 3: Chrysler
 - Heading Level 4: TC by Maserati
 - Heading Level 2: UK Brands
 - Heading Level 3: Rover
 - Heading Level 4: Sterling
 - Heading Level 2: German Brands
 - Heading Level 3: Mercedes
 - Heading Level 4: Maybach
 - Heading Level 3: Volkswagen
 - Heading Level 4: Phaeton
 - Heading Level 3: BMW
 - Heading Level 4: M1
 - Heading Level 4: 318ti
 - Heading Level 3: Audi
 - Heading Level 4: 5000

Microsoft Accessibility Checker

Go to Tools and select Check Accessibility to open the checker

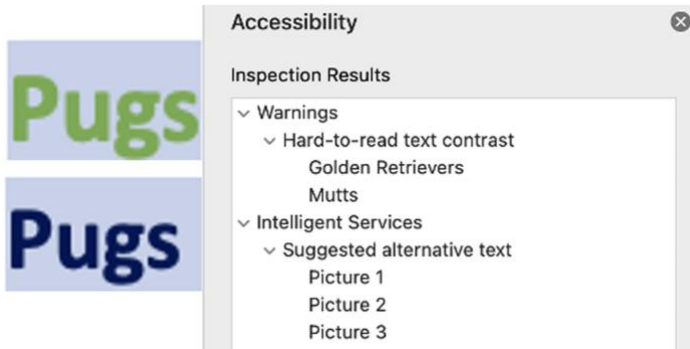


The Accessibility checker shows any errors or potential accessibility barriers and provides steps on how to fix them.

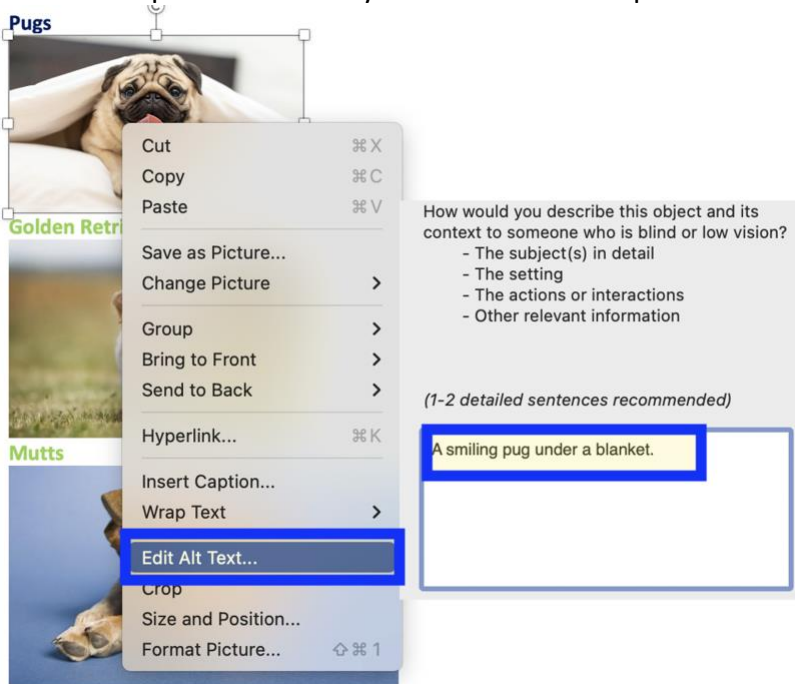


Dialogue

As they are remediated the errors disappear.



Alt text can be added to images by right clicking (Windows) or control click (Mac). Don't use words like image in the description because the screen reader will announce that it is an image. Describe the picture succinctly and limit the description to 125 characters max.



Exporting A PDF

When all the accessibility errors have been corrected it is time to export the document as a PDF. Make sure to choose best for electronic distribution and accessibility.

