

Portable Document Format (PDF)

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Check that your original document is accessible before converting it to a PDF

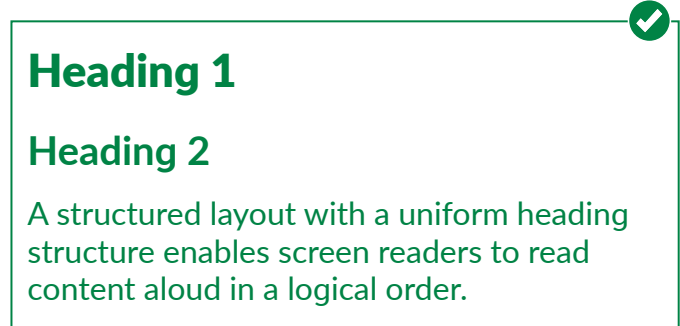
Align text to the left



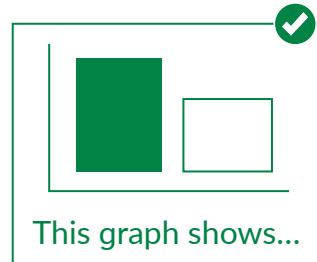
Use a clear font of at least 12 point for body copy



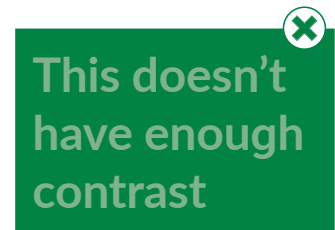
Use logical heading styles



Add alt text to photographs, charts, icons, logos and diagrams



Ensure text stands out against the background

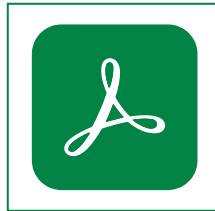


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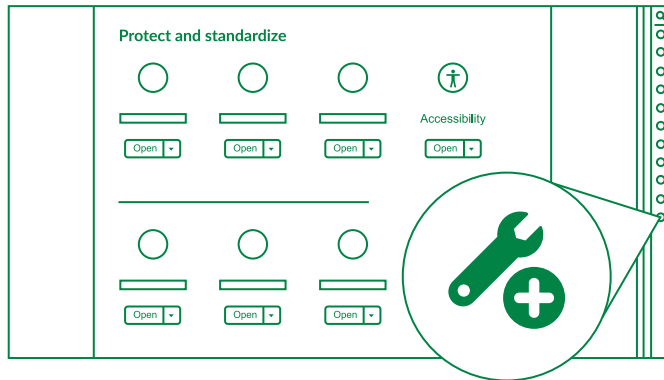
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If possible, convert from Microsoft Office to PDF using Adobe Acrobat to ensure all accessibility elements are picked up



1. Check for accessibility issues in Adobe Acrobat by selecting Accessibility in the Tools menu. It will open a toolbar.



2. You can identify tagging, reading order and accessibility problems by selecting Accessibility Check



3. Edit tags by selecting Reading Order

