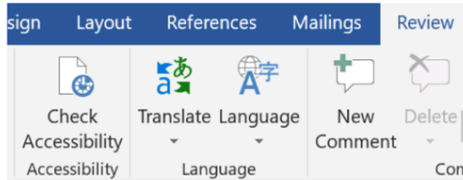


Creating Accessible PDF documents

When creating content for your courses, we suggest beginning with Microsoft Word or PowerPoint. These user-friendly applications have built in accessibility checkers that make it easy to adjust and correct if needed. A check of the following items should render the majority of your documents accessible. Color, Headings, Images, Tables, Links and Videos. Quick tips are available on the [Faculty Online Digital Accessibility Webpage](#). Always use the built in Accessibility Checker in Microsoft products under the Review tab.

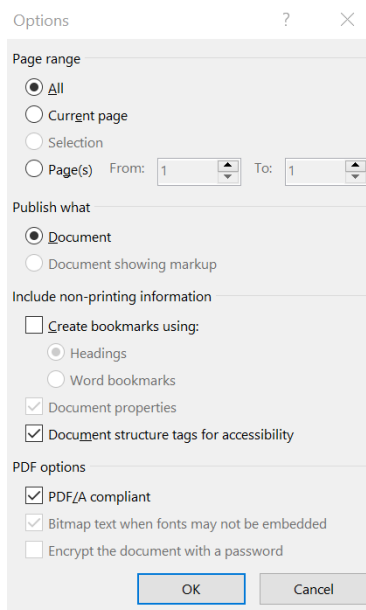


Once the document is accessible you can “Save As” a PDF and the settings will carry over to the new file type.

Converting Word or PowerPoints to accessible PDF

If you need to convert your Word or PowerPoint to a PDF, you will have to make it accessible.


1. Click File, then Save As.
2. Choose where you want the file to be saved.
3. Select PDF as the Save As type, then select Options
4. Check the box for Document structure tags for accessibility
5. Check the box for PDF/A compliant
6. Click OK.











When you make your documents accessible, students using Blackboard will be able to download various Alternative formats that suit their specific learning style.

Download alternative formats ✕

Selected file:

 Van Gogh.docx

-  Tagged PDF
Structured PDF for improved use with assistive technology
-  HTML
For viewing in the browser and on mobile devices
-  ePub
For reading as an e-book on an iPad and other e-book readers
-  Electronic braille
BRF version for consumption on electronic braille displays
-  Audio
MP3 version for listening
-  BeeLine Reader
Enhanced version for easier and faster on-screen reading
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