

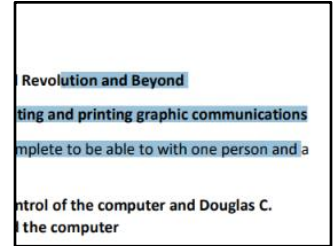
Ensuring you Supply your Class with Accessible PDF Documents

Oftentimes, when textbook images are scanned as PDFs, they are saved as “images” instead of “text,” which makes them inaccessible to students using screen-readers or text read aloud options. Follow the steps below to check your PDFs for accessibility, and convert them as necessary.

1. Check Your Document for Accessibility

a. There are many different ways to check the accessibility of a document.

- i. Try clicking and dragging to select text using your mouse. If you are not able to highlight the specific lines of text, it is an image file and is not accessible.
- ii. Try using a “read aloud” feature with your PDF. If the feature is not able to detect text on the page, it is likely an image file, and not accessible.
- iii. Use a third-party tools, such as [PAC 2021](#) – which is available for download and checks the accessibility of your documents.



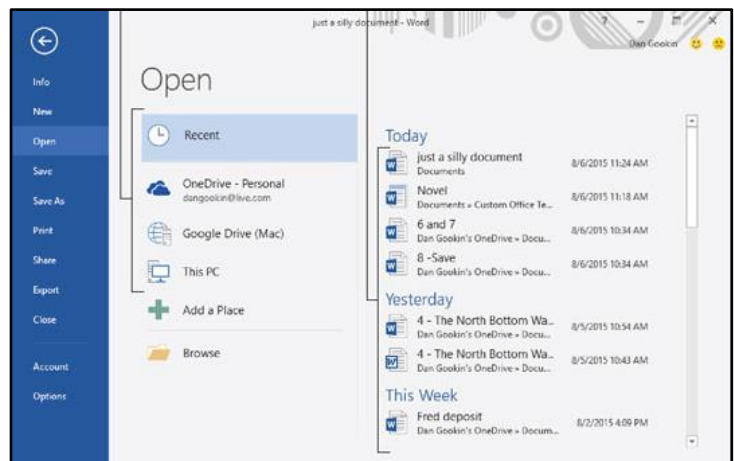
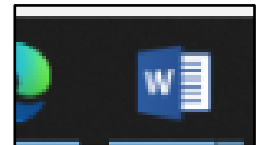
Accessible Text = Able to highlight the words

b. If your document passes the accessibility tests, no further action is required! If not, follow the steps below to convert your PDF into an accessible document.

2. Convert your Document, as Necessary

a. There are also many different ways to convert PDFs into accessible documents. The option below outlines a way you can do it for free through our Microsoft License. You can also watch a [video tutorial of this process](#).

- i. Save the PDF to your computer (desktop, downloads, or elsewhere). The key here is to remember where you saved it!
- ii. Open the **desktop version** of Microsoft Word. You will know it is the desktop version, when you can see the Word application also running on your computer.
- iii. Open up a blank Word document.
- iv. From the ribbon at the top of the screen, select **File**, then **Open**. Navigate to find where you had saved your document onto your computer, and select your PDF.



- v. If you are prompted with a message asking what type of file you are converting from, select PDF.
- vi. You should now see your PDF converted into a Word document as text. Once you *Enable Editing* at the top of the screen, you will be able to make edits to the text or formatting as needed.
- vii. Once any desired edits are made, save this new Word document, and distribute to students as needed.