Outcomes of this Training

Build an accessible document in Word.

Check a document using Word’s Accessibility Checker

Fix basic accessibility issues in Word documents.

Convert a Word document to an Adobe PDF

Find and run the Adobe Accessibility Checker

Use the reading order panel to change order and structure of a PDF

Interpret and fix basic accessibility issues of a PDF.

Building an accessible document from scratch

Use the built-in formatting—avoid using blank spaces to format. Modify style as necessary to achieve desired look.

[Headings](https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US#bkmk_winbuiltinheadings)

[Bulleted Lists](https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US#bkmk_winbulletlists) and [Ordered Lists](https://support.office.com/en-us/article/Make-your-Word-documents-accessible-d9bf3683-87ac-47ea-b91a-78dcacb3c66d?ui=en-US&rs=en-US&ad=US#bkmk_winorderedlists)

Styles (modifying)

Paragraph

Increase/Decrease Indent

Font

For documents that will be digital, use a sans serif font (Calibri or Arial)

Limit the number of different fonts you use in a document to two or three at the max. Sometimes too many fonts can cause issues for learners with reading or processing disabilities, like dyslexia.

Touch Up Reading Order (TURO) Tool

This is the tool you will use the most for fixing basic elements of structure, tagging, and sequencing in a PDF. You should supplement this brief demonstration by exploring this very thorough [walkthrough of the TURO](https://www.adobe.com/accessibility/products/acrobat/pdf-repair-repair-tags.html) on your own.

To access the TURO tool, open the Accessibility pane (if it is not already open) and select Reading Order.

Warning: Changes made to Reading Order or Tag Structures cannot be undone using the Undo feature. Always save a copy of your document before beginning major tagging or reading order work.

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