

OER: Creating Accessible PDFs

Creating an accessible PDF involves two main steps.

1. Make sure the original document is accessible.
 - *Follow recommendations given in previous steps : provide structure using heading styles, give alternatives, etc.*
2. Use the “export as PDF” function (name can change depending of software)
 - Avoid the “Print as file” that may produce badly formed PDF.
 - NB Ensure you click the accessibility tags option when you export to PDF
 - Also export bookmarks

Adobe Accessibility Link

[Create and Verify Accessible PDFS](#)

This video shows you how to do it in LibreOffice Writer.

[Creating an Accessible PDF in LibreOffice Writer Video](#)

[Creating an Accessible PDF in LibreOffice Writer subtitles](#)

Steps involved:

- Step 1: In LibreOffice Writer version 4.4.4.3 Under the file submenu select the “Export as Pdf” option. This will bring up a set of options. Click the General Tag
- Step2: This will bring up an options form; Make sure the “Tagged PDF (add document structure)” checkbox is ticked.
- Step 3: Also make sure the “Export Bookmarks” checkbox is ticked.
- Step 4: Click the Export button
- Step 5: This will give you a Save as option. Enter Filename and press save button

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The creation of this resource has been partially funded by the ERASMUS+ grant program of the European Union under grant no. 2014-1-DE01-KA203-000679 ([MOOC Accessibility Partnership](#)). Neither the European Commission nor the project's national funding agency DAAD are responsible for the content or liable for any losses or damage resulting of the use of these resources.





Additional Metadata^[1]

Title or file name of resource	OER Creating an Accessible PDF
Version	1
Description of resource	Introduces a video showing how to create accessible PDFs in LibreOffice Writer
Key words	Export as PDF, Accessible PDFs, Accessible Documents
Author/Contributor	John Gilligan, Dominique Archambault
File type	Text document with external hyperlinks.
Length (pages, actual length of audio or video)	2 pages
Copyright Holder	Dublin Institute of Technology (DIT) & Université Paris 8 (UP8)
Other related pedagogical assets	-
Related subject or skill area	Universal Design, accessibility, computer science
Publisher	MOOCAP
Format	Text Microsoft Word
Issued	2016-04-26
Language	English
Licence	CC BY 4.0

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