



## Adobe PDFs

### Six steps before you create.

At Cuyamaca, accessibility is everyone's responsibility. These six steps help ensure your PDFs are accessible to all.

#### 1 Start with an Accessible Source Document

Create your document in Word, PowerPoint, or another program using built-in headings, lists, and proper formatting.

Then use **File > Save As > PDF** (or **Export > Create PDF**). Don't just "Print to PDF."

#### 2 Use Built-In Headings & Styles

Apply **Heading 1, Heading 2**, etc., to create structure.

Avoid manually formatting text (bolding or enlarging font) to look like a heading. Screen readers rely on real heading styles.

#### 3 Add Alt Text to Images & Charts

Right-click images in your source file and select **Edit Alt Text** to add a short, meaningful description before converting to PDF.

After creating the PDF, you can review alt text in **Adobe Acrobat > All Tools > Prepare for Accessibility**.

#### 4 Ensure Proper Reading Order

Open your PDF in **Adobe Acrobat > All Tools > Prepare for Accessibility > Reading Order** to confirm content flows logically from top to bottom.

Adjust if needed so screen readers present information in the correct sequence.

#### 5 Check Color Contrast & Links

- Use dark text on a light background.
- Make hyperlinks descriptive (e.g., **View the 2026 Accessibility Report**).
- Avoid pasting long URLs directly into the document.

#### 6 Run the Accessibility Checker in Adobe Acrobat

In Acrobat, go to **All Tools > Prepare for Accessibility > Check for Accessibility** and resolve any flagged issues before sharing.

*When we design for accessibility,  
we design for everyone.*



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To take a deeper dive on this subject, visit: [cccaccessibility.org/](http://cccaccessibility.org/)