

Create accessible PDFs

Tagged PDF files make it easier for screen readers and other assistive technologies to determine a logical reading order and navigation for the file, as well as allowing for content reflow when using large type displays, personal digital assistants (PDAs), and mobile phones. This tagging can be done automatically when you save a file as PDF format starting in Microsoft Office 2007 versions of Excel, PowerPoint, Publisher, Visio, or Word.

How does PDF tagging work?

Tagging adds a layer of information called “semantics” to a PDF document, which indicates what types of objects are included in a file, for example: headings, paragraphs, images and tables. When you save your file as PDF, these semantics are identified and labeled by the Office application you are using and added to the file. Assistive technologies, such as screen readers and magnifiers are then able to access the tagging and use it to present the information to disabled users. If you do not tag your file, assistive technologies may not be able to understand what certain parts of your file are, in context, and present the user with a confusing interpretation of the file. In some cases, some items may not be presented at all.

You can prepare your source file for creating an accessible PDF file by running the [Accessibility Checker](#) (starting in the 2010 version of Excel, PowerPoint, or Word) or by following the guidelines in the following articles:

- [Creating accessible Excel workbooks](#)
- [Creating accessible PowerPoint presentations](#)
- [Creating accessible Word documents](#)

If you are using the at least the 2007 versions of Publisher or Visio, you can apply the principles outlined in the above articles to your file, such as including alternative text for tables and images, and using heading and paragraph styles for blocks of text before saving your file as PDF.

NOTE: Including tags in a PDF file will increase the file size.

Save a file as a tagged PDF

After you have created an Excel workbook PowerPoint presentation, Publisher publication, Visio drawing, or Word document, you can save your file as a tagged PDF by following these steps::

Office 2016

1. Click **File > Save As** and choose where you want the file to be saved.
2. In the **Save As** dialog box, choose **PDF** in the **Save as type** list.
3. Click **Options**, make sure the **Document structure tags for accessibility** check box is selected, and then click **OK**.


Office 2013

1. Click the **File** tab, and then click **Save As**.
2. Under **Choose a Location**, choose where you want the file to be saved.
3. Under **Choose a Folder**, choose a folder that you have already used or click **Browse for Additional Folders** to choose a different folder.
4. In the **Save As** dialog box, click the arrow in the **Save as type** list, and then click **PDF**.
5. Click **Options**.
6. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
7. Click **Save**.

Office 2010

1. Click the **File** tab, and then click **Save As**.
2. In the **Save As** dialog box, click the arrow in the **Save as type** list, and then click **PDF**.
3. Click **Options**.
4. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
5. Click **Save**.

Office 2007

1. Click the Office Button  or the **File** menu, and then click **Save As**.
2. In the **Save As** dialog box, click the arrow at the **Save as type** list, and then click **PDF**.
3. Click **Options**. (In Publisher 2007, click **Change**, and then click **Advanced**.)
4. Make sure that the **Document structure tags for accessibility** check box is selected, and then click **OK**.
5. Click **Save**.

APPLIES TO: Excel 2016, Word 2016, PowerPoint 2016, Publisher 2016, Visio Professional 2016, Excel 2013, Word 2013, PowerPoint 2013, Publisher 2013, Visio 2013, Office 365, Excel 2010, Word 2010, PowerPoint 2010, Publisher 2010, Visio 2010, Excel 2007, Word 2007, PowerPoint 2007, Visio 2007, Visio Standard 2007, Visio Standard 2010, Visio Professional 2013