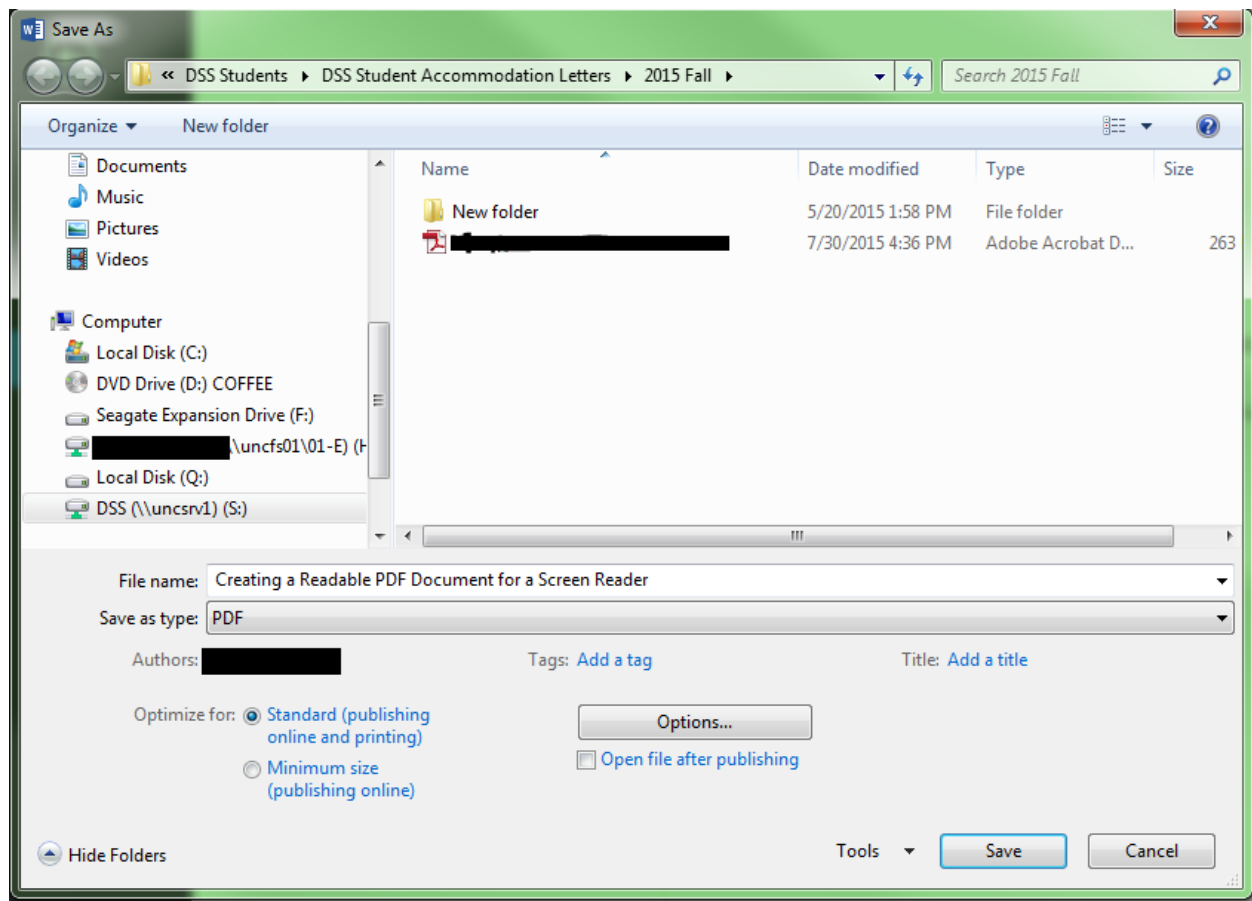
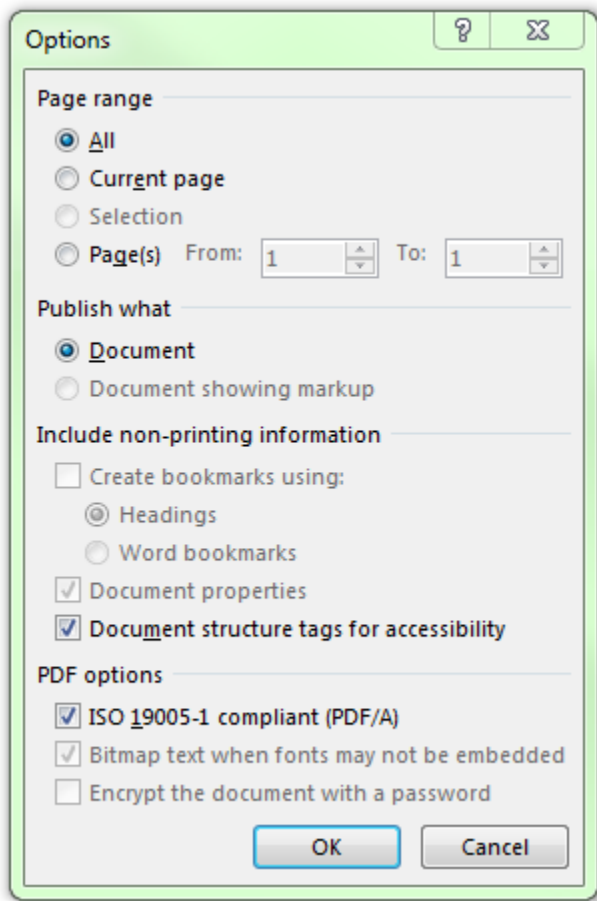


# Creating a Readable PDF Document for a Screen Reader

- 1) Open a completed Microsoft Word document.
- 2) Select 'Save As' in the file tab.
- 3) Select the location you want your file to be saved at, ie: Desktop, Documents folder
- 4) Select 'PDF' from the 'Save As Type' Drop down menu.
- 5) Click the Options button below the drop down menu.



6) Check the box next to the 'ISO 19005-1 Compliant (PDF/A)' and press OK.



7) Save your file.

Now your file can be accessed by a screen reader such as Adobe Reader's Reader fuction.