POST ACCESSIBLE PDF FILES

Marketing Communication only allows accessible PDF files in the Media Library.

If you want to link to a PDF in the Seattle University T4 Media Library, you'll need to ensure your PDF is accessible **before** you upload it to the Media Library. Adobe Acrobat Pro is an excellent program for testing PDF accessibility.

Do not upload Word, Excel, or other formats. Instead, export a PDF from these programs. Learn how to make your Microsoft documents accessible for export to PDF below.

If you have a particular use case outside of this PDF-only requirement, please contact the <u>Marketing</u> <u>Communications Web Team</u>.

SITEIMPROVE RESOURCES ON ACCESSIBLE DOCUMENTS

• Siteimprove Help Center: Webinar: Making PDFs Accessible

ACCESSIBLE MICROSOFT OFFICE DOCUMENTS

- Microsoft's Rules for the Accessibility Checker
- Microsoft's Make your Word documents accessible to people with disabilities
- Microsoft's Make your PowerPoint presentations accessible to people with disabilities
- Microsoft's Make our Excel documents accessible to people with disabilities

ACCESSIBLE ADOBE PDFS

- WebAIM's PDF Accessibility
- Adobe's instructions on creating and verifying PDF accessibility
- Microsoft's Create accessible PDFs from a Microsoft Office document